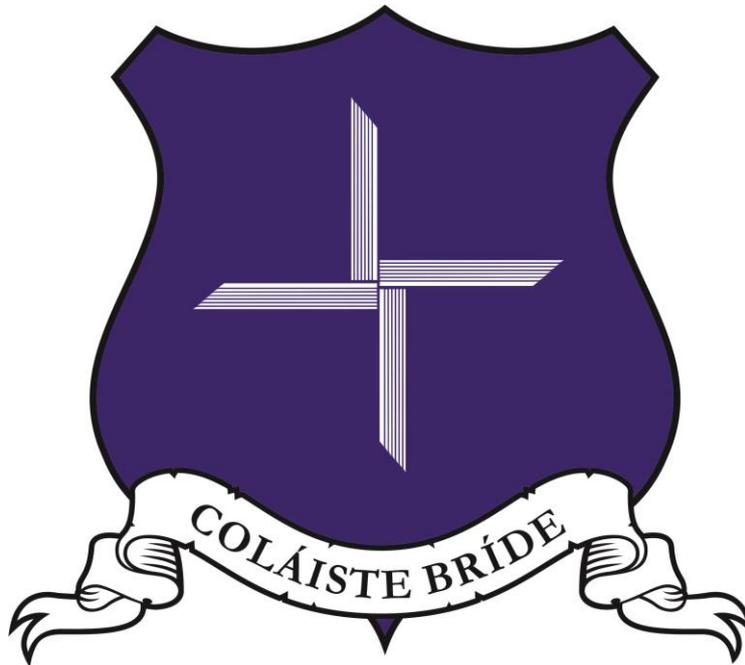


# Anti-Bullying Policy



## **Coláiste Bríde, Enniscorthy, Co. Wexford.**

**Ratified by the Board of Management**

**Signed:** \_\_\_\_\_  
**Chairperson,  
Board of Management**

**ReviewDate: 28<sup>th</sup> March, 2017**

**Signed:** \_\_\_\_\_  
**Secretary,**

## Board of Management

### MISSION STATEMENT

*“We are working to promote a secure and caring environment,  
Where Respect, Responsibility and Christian commitment grow,  
Drawing forth the positive of each individual”*

Coláiste Bríde is a Catholic School founded by the Mercy Order under the trusteeship of CEIST. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet fully the needs of the student.

The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student. The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.

We aim to develop in each student, confidence, self-respect and respect for others.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

***The core values of CEIST are :***

#### ***Promoting Spiritual and Human Development***

We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.

#### ***Achieving Quality in Teaching and Learning***

We are committed to excellence and to continually improving the quality of teaching and learning.

#### ***Showing Respect for Every Person***

We respect the unique and intrinsic value of every person.

#### ***Creating Community***

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

#### ***Being Just and Responsible***

We seek to act justly and responsibly in all our relationships

# Anti-Bullying Policy

1. In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of Coláiste Bríde has adopted the following anti-bullying policy within the framework of the schools overall code of behaviour. This policy fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013.
  
2. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour.
  - A positive school culture and climate which –
    - Is welcoming of difference and diversity and is based on inclusivity;
    - Encourages pupils to disclose and discuss incidents of bullying behaviour in a non threatening environment; and
    - Promotes respectful relationships across the school community;
  - Effective Leadership;
  - A school-wide approach;
  - A shared understanding of what bullying is and its impact;
  - Implementation of education and prevention strategies (including awareness raising measures) that-
    - build empathy, respect and resilience in pupils; and
    - explicitly address the issue of cyber bullying and identify-based bullying including in particular, homophobic and transphobic bullying.
  - Effective supervision and monitoring of pupils;
  - Supports for staff;
  - Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
  - On-going evaluation of the effectiveness of the anti-bullying policy.
  
3. In accordance with the *Anti-Bullying Procedures for Primary and Post –Primary Schools* bullying is defined as follows;

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying,

cyber-bullying and identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the travelling community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where the message, image or statement can be viewed and /or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

Additional information on different types of bullying is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

**4. The relevant teacher(s) for investigating and dealing with bullying is (are) as follows: (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*): In the case where a student(s) is being bullied he/she should be able to approach the following people:**

- A Mentor / Meitheal Leader
- Year Head / Assistant Year Head
- Guidance Counsellor.
- Any member of staff with whom the student feels comfortable.
- Principal or Deputy Principal.

A student should feel comfortable reporting a bullying incident by using one, or any, of the following approaches:

- Directly approaching a mentor / meitheal leader who in turn reports it to the Year Head / Assistant Year Head.
- Directly approaching a teacher at an appropriate time. e.g. after class, break/lunch time.
- Getting a parent to contact the school by ringing the Year Head / Assistant Year Head.
- Directly approaching the Principal or Deputy Principal

**5. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying) that will be used by the school are as follows (see Section 6.5 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):**

This policy addresses bullying behaviour, harassment and sexual harassment.

While it primarily addresses issues related to bullying of students, it applies also to teaching and other school staff, parents/guardians and others insofar as measures under the policy relate to them.

The policy applies

- During school time (including breaks)
- Going to and from school
- During school tours
- During extra-curricular activities
- To any behaviour of a bullying nature (outside school) which seriously impacts on a students' participation in school and / or where the matter relates to the school's duty of care of a student.

***The school reserves the right, but not the obligation, to deal with after school incidents, which effect the students, staff or the reputation of the school.***

#### **Actions to prevent bullying**

- Our Anti-Bullying Policy is an integral part of Coláiste Bríde's Code of Behaviour.
- Acceptable Usage Policy
- Everyone in Coláiste Bríde has a duty to look out for any behaviour which can be deemed bullying (from list above). This includes parents/guardians and the wider school community.
- Principal, Deputy – Principal, Year Heads, Assistant Year Heads, relevant class teachers, can remind students regularly of the possible effects of Bullying.
- Supervision and monitoring of students behaviour, including lockers, yard, corridors and areas with access to computers.
- Inclusion in the Curriculum – create awareness in a wide range of subjects.
- Friendship Week – activities are planned that raise awareness and prioritise anti-bullying interventions.
- Teacher training for all staff
- Development of the Anti-Bullying Charter for all classrooms.
- A series of events will be organised, relating to raising awareness of bullying, during friendship week and/or in any other relevant situations as they may arise.

### **Links to Other Policies and to Curriculum Delivery.**

This policy is consistent with other policies in Coláiste Bríde;

- Code of Behaviour
- Child Protection
- Internet Safety: Acceptable Use Policy
- Health and Safety
- SPHE/RSE
- Guidance
- Special Needs – A Whole School Approach
- Admissions Policy
- Equality
- Critical Incident Policy
- Guidance and Counselling Programme
- Dignity in the Workplace
- Pastoral Care Policy

### **This policy links to the following Curriculum areas**

- SPHE: The issue of bullying dealt with in Junior Cycle SPHE.
- Other links could include
  - Transition Year
  - LCVP
  - Religion Class
  - Year Head / Assistant Year Head
  - Assemblies
  - Friendship Week
  - Acceptable Usage Policy
  - Code of Behaviour

**6. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*) :**

**Noting and Recording Incidents of Bullying.**

- All reported incidents of bullying to be noted on the Bullying Incident Report form - (see Appendix 1)
- Bullying Incident Report form to be filled in by the person investigating the incident – Year Head / Assistant Year Head / Deputy – Principal / Principal.
- Forms to be filed by the Year Heads.
- All files related to an incident of bullying are to be kept in the filing cabinet in the principal's office in the special section for "Anti – Bullying".
- Files are to be kept for 5 years after the student leaves the school.

**Dealing with reported Incidents of bullying**

*The principle of consultation applies across all measures here.*

*The procedures for noting and recording as outlined above will apply.*

*The rights of all students will be respected and a fair hearing will be given to all students.*

*Staff will be aware that allegations of bullying need to be fully investigated before action is taken.*

### **1. Initial steps to be taken following a report or disclosure of bullying behaviour**

<b><u>Action taken by</u></b>	<b><u>Procedure</u></b>	<b><u>Support and/or sanction may include</u></b>
Any class or subject teacher	<ul style="list-style-type: none"> <li>Refer the matter directly to the Year Head / Assistant Year Head who in turn, investigate the allegation.</li> <li>Keep a record.</li> <li>Follow up progress with all parties involved and monitor the situation.</li> </ul>	<ul style="list-style-type: none"> <li>Serious talk with the student(s).</li> <li>Verbal warning.</li> <li>Any issues at this stage should be followed up in a compassionate and non-confrontational way.</li> <li>Outline a fair and mutually agreed outcome</li> </ul>

### **2. Subsequent incidents/reports of bullying**

<b><u>Action taken by</u></b>	<b><u>Procedure</u></b>	<b><u>Support and/or sanction may include</u></b>
Year Head /Assistant Year Head /Deputy – Principal / Principal may be involved	<ul style="list-style-type: none"> <li>Incident will be investigated by the Year Head / Assistant Year Head. Records / accounts of what has happened are to be filed.</li> <li>Principal / Deputy Principal informed</li> </ul>	<ul style="list-style-type: none"> <li>Serious talk with the student</li> <li>Second verbal warning</li> <li>Any sanctions imposed are the responsibility of the Principal / Deputy – Principal and will be applied as per the Code</li> </ul>

	<ul style="list-style-type: none"> <li>Parents of students involved should be contacted.</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour of student(s) involved is monitored.</li> </ul>
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### **3. Where bullying behaviour persists / serious incidents of bullying**

Action taken by	Procedure	Support and/or Sanction
<ul style="list-style-type: none"> <li>Principal / Deputy Principal involved.</li> <li>Year Head /Assistant Year Head may be involved.</li> <li>Board of Management will be notified at the discretion of the Principal, once a term or in the case of Suspension.</li> </ul>	<ul style="list-style-type: none"> <li>Parents to meet the Principal.</li> <li>Feedback to Year Head / Assistant Year Head.</li> <li>Keep a Record</li> <li>Follow up progress to be monitored by the Year Head / Assistant Year Head and / or Principal.</li> </ul>	<ul style="list-style-type: none"> <li>Detention / Suspension as per the Code of Behaviour.</li> <li>Parents to agree to a set of conditions for behaviour</li> <li>Counselling offered</li> <li>Referral to external supports e.g. Child Psychologist may be suggested</li> <li>The future of the student in the school may be considered.</li> </ul>

- Any reported allegations of bullying/harassment between students and staff should be dealt with directly by the Principal.
- In relation to staff to staff incidents, the matter should be referred directly to the Principal where an Incident report is to be filled out. Refer also to the ASTI Grievance procedure. Procedures to be followed in accordance with the Dignity at Work Act.

<p><b>7. The school's programme of support for working with pupils affected by bullying is as follows (see Section 6.8 of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>) :</b></p>
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- The victim will receive the utmost privacy and confidentiality in the initial, and subsequent, investigations. They will be given the opportunity of speaking with the Guidance Counsellor who will be available to talk to them.
- The school will address the attitudes of bullying within the school community through assemblies, pastoral care, SPHE, Religion and / or any opportunity that may arise.
- A series of events will be organised, relating to raising awareness of bullying, during friendship week.
- Bullying will be incorporated into SPHE and Guidance lessons.
- In a case where sanctions need to be imposed, they will be enforced, as per the school's Code of Behaviour, by the Principal / Deputy Principal.
- Following an investigated incident of bullying, Year Head / Assistant Year Head, will monitor the behaviour of the students involved.
- Staff may be informed of necessary developments in bullying incidents. They may be asked to monitor and observe the students or classes involved in specific incidents and to pass on these observations to the Year Head / Assistant Year Head..
- Parents or guardians will be informed of serious incidents.
- Guidance Counsellor may be asked to provide training in resilience.
- A referral system will be in place to ensure that all incidents will be dealt with. If those investigating can't resolve issue it will then be referred onto the following people
  - Principal / Deputy Principal
  - Outside Agencies

### **8. Supervision and Monitoring of Pupils**

The Board of Management confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

### **9. Prevention of Harassment**

The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff or the harassment of pupils or staff on any of the nine grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

- 10. This policy was adopted by the Board of Management on \_\_\_\_\_ **[date]**.
  
- 11. This policy has been made available to school personnel, published on the school website (or where none exists, is otherwise readily accessible to parents and pupils on request) and provided to the Parents' Association (where one exists). A copy of this policy will be made available to the Department and the patron if requested.
  
- 12. This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website (or where none exists, be otherwise readily accessible to parents and pupils on request) and provided to the Parents' Association (where one exists). A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Chairperson of Board of Management)

(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_

