

## **BALLYNEALE N.S.**

### **Title: Anti Bullying Policy**

#### **1. Introductory Statement:**

In accordance with the requirement of the Education (Welfare) Act 2000 and the Code of Behaviour Guidelines issued by the N.E.W.B. the Board of Management of Ballyneale National School 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. Rationale:**

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.

- The role of the school is to provide the highest possible standard of education for all its pupils. A stable environment is an essential requirement to achieve this goal. Bullying behaviour by its very nature undermines and dilutes the quality of education and imposes psychological damage. We believe that an active school policy on Anti-Bullying is effective when integrated in a school climate which encourages respect, trust, caring, consideration and support for others. Consequently anti-bullying is an integral part of our Code of Behaviour and Rules for Ballyneale N.S.
- A positive culture and climate (**Appendix 1**) 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, involves collaboration among and between staff and pupils and promotes respectful relationships across the school community and encourages the work of the student council in this area.
- 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 addresses the issues of cyber-bullying and identity 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

*Updated 11/2019*

- use of established intervention strategies) and ongoing evaluation of the effectiveness of the anti-bullying policy.

### 3. Definition:

In accordance with the Anti-Bullying Procedures for Primary and Post-Primary Schools bullying is defined as follows:

*“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:

- ✓ Deliberate exclusion, malicious gossip and other forms of relational bullying
- ✓ Cyber bullying
- ✓ Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person’s membership of the traveller community and bullying of those with disabilities or special educational needs.

Isolated or once off incidents do not fall within the definition of bullying and will 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 that 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 (Appendix 2)**.

4. The relevant teacher(s) for investigating and dealing with bullying are as follows:
  - The class teacher(s) initially
  - The principal thereafter is necessary.

### 5. Prevention of Bullying:

The following education and prevention strategies will be used by the school.

- Prevention and awareness-raising measures across all aspects of bullying will involve strategies to engage pupils in addressing problems when they arise. In particular, such strategies need to build empathy, respect and resilience in pupils
- Pupils will be provided with opportunities to develop a positive sense of self-worth
- Prevention and awareness raising measures focusing on cyber-bullying by educating pupils on an appropriate online behaviour and how to stay safe while online
- Teachers will influence attitudes to bullying in a positive manner
- Curriculum components and programmes which are particularly relevant to the prevention of bullying and the promotion of respect for diversity and inclusiveness

will be taught in the school. The elements of the S.P.H.E. curriculum which make specific provision for exploring bullying as well as the inter-related areas of belonging and integrating, communication, conflict, friendship, personal safety and relationships will be taught.

The Stay-Safe and R.S.E. programmes which are personal safety skills programmes which seek to enhance children's self-protection skills including their ability to recognise and cope with bullying will be taught. Various other social health and media education programmes such as Prim-Ed resources will be used to further address the problem of bullying behaviour.

- Other areas of the curriculum such as Art, Drama, Religious Education and Physical Education will be harnessed to promote respect for each individual. We will strive to enhance self-worth through nurturing the child's self-esteem and confidence.
- Sporting activities in particular provide excellent opportunities for channelling and learning how to control aggression. G.A.A. and tag-rugby coaching is offered to some classes from outside agencies and teachers are also involved in coaching the school's G.A.A., soccer and spikeball teams.

## **6. INVESTIGATING**

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:

- All reports of bullying, no matter how trivial, will be noted, investigated and dealt with by teachers. If parents have concerns about their child being bullied they should inform the class teacher. It is made clear to all pupils that when they report incidents of bullying they are not telling tales but are behaving, responsibly. Teachers who are investigating bullying will keep a written record of their discussions with those involved. It may also be appropriate to ask those involved to write down their account of the incident.
- Individual teachers, in consultation with the Principal will record and take appropriate measures regarding reports of bullying behaviour in accordance with the school's policy and Code of Behaviour.
- Serious cases of bullying by pupils will be referred immediately to the Principal/Deputy Principal.
- Parents or guardians of victims and bullies will be informed by the Principal earlier rather than later of incidents so that they are given the opportunity of discussing the matter.
- Parents are encouraged to report incidents of bullying which they might suspect or that have come to their attention through their children or other parents/guardians to the Principal.
- In the case of a complaint regarding a staff member, this should be raised in the first instance with the staff member in question, and later, if necessary, with the school principal. – For cases of adult bullying the procedures as outlined in the I.N.T.O./Management Bodies publication "Working Together – Procedures and Policies for Positive Staff Relations will be followed.

- Where cases, relating either to a pupil or a teacher remain unresolved at school level, the matter will be referred to the School's Board of Management.

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame).

With this in mind the school's procedures are as follows:

- (i) In investigating and dealing with bullying the teacher will exercise his/her professional judgement to determine whether bullying has occurred, what type if it has and how best the situation might be resolved
- (ii) All reports, including anonymous reports of bullying will be investigated and dealt with by the relevant teacher. In that way, pupils will gain confidence in "telling". It will be made clear to all pupils that when they report incidents of bullying, they are not considered to be telling tales, but are behaving responsibly.
- (iii) Non-teaching staff such as secretaries, special needs assistants (SNAs) will be encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.
- (iv) Parents and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as practicable, the relationships of the parties involved as quickly as possible.
- (v) It is very important that all involved (including each set of pupils and parents) understand the above approach from the outset
- (vi) Teachers will take a calm unemotional problem – solving approach when dealing with incidents of alleged bullying behaviour reported by pupils, staff or parents.
- (vii) Initial investigations of bullying will be carried out in class where possible but some incidents might be best investigated outside the classroom situation to ensure the privacy of all involved.
- (viii) All interviews will be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide useful information in this way.
- (ix) When analysing incidents of bullying behaviour, the relevant teacher(s) will seek answers to questions of what, when, who and why. This will be done in a calm non-aggressive manner.
- (x) If a group is involved, each member will be interviewed individually at first. Thereafter, all those involved will be met as a group. At the group meeting each member will be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements.
- (xi) Each member of a group will be supported through the possible pressures that they may face from the other members of the group after interview by the teacher.
- (xii) Where the relevant teacher(s) has/have determined that a pupil has been engaged in bullying behaviour, it will be made clear to him/her how he/she is in breach of the school's anti-bullying policy and efforts will be made to try to get him/her to see the situation from the perspective of the pupil being bullied.
- (xiii) It may also be appropriate or helpful to ask those involved to write down their account of the incident(s).

- (xiv) In cases where it has been determined by the relevant teacher(s) that bullying behaviour has occurred, the parents of the parties involved will be contacted at an early stage to inform them of the matter and explain the action being taken. The school will give parents an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports for their children.
- (xv) It will also be made clear to all involved (each set of pupils and parents) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parents and the school.
- (xvi) Follow-up meetings with the relevant parties involved may be arranged separately with a view to possibly bringing them together at a later date if the pupil who has been bullied is ready and agreeable.
- (xvii) An additional follow-up meeting with parents of the pupils involved may take place after an appropriate time to ensure that the matter has been resolved satisfactorily.
- (xviii) When a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parents will be referred, as appropriate, to the school's complaints procedures.
- (xix) In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parents of their right to make a complaint to the Ombudsmen for Children.

7. **RECORDING:** Noting and reporting of bullying behaviour will be documented using the template for recording bullying behaviour (Appendix 3). All records will be maintained in accordance with the relevant data protection legislation.

The schools procedures for noting and reporting bullying behaviour will adhere to the following:

- (i) While all reports, including anonymous reports of bullying will be investigated and dealt with by the relevant teacher(s), the relevant teacher(s) will use their professional judgement in relation to the records be kept of these reports, the actions taken and any discussions with those involved regarding same.
- (ii) If it is established by the relevant teacher(s) that bullying has occurred, the relevant teacher(s) will keep appropriate written records which will assist their efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
- (iii) The relevant teacher(s) will use the recording template at **Appendix 3** to record the bullying behaviour.
- (iv) Where an incident has been investigated parents will be asked in writing whether they were satisfied with the manner of investigation and outcome.

## 8. SUPPORT FOR PUPILS:

The school's programme of support for working with pupils affected by bullying involves a whole school approach. Given the complexity of bullying behaviour, no one intervention/support programme works in all situations. Therefore various approaches and intervention strategies will be used including that parents seek referrals so that appropriate outside agencies in order to receive further support for the pupils and their families if needed.

## **9. SUPERVISION AND MONITORING OF PUPILS**

The Board of Management confirms that appropriate supervision and monitoring policies are in place (See Supervision Policy) to both prevent and deal with bullying behaviour and to facilitate early intervention where possible. Particularly close attention will be paid where there is an allegation of bullying. The Playground Observation Sheet (**Appendix 4**) will be used to supervise and monitor the alleged bully and victim.

## **10. RATIFICATION**

This policy was adopted by the Board of Management on 9<sup>TH</sup> October, 2019.

## **11. COMMUNICATION**

This policy has been made available to school personnel, published on the school website and is readily accessible to parents/guardians in the administrative office on request and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

## **12. IMPLEMENTATION**

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 and readily accessible to parents/guardians on request in the Administrative office, and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

**Signed: James Browne**  
(Chairperson of Board of Management)

**Signed: Michael McHale**  
(Principal)

**Date: 9-10-2019**

**Date: 9-1--2019**

Date of next review: 2023

## **APPENDIX 1: Practical tips for building a positive school culture and climate**

The following are some practical tips for immediate actions that can be taken to help build a positive school culture and climate and to help prevent and tackle bullying behaviour.

- Model respectful behaviour to all members of the school community at all times
- Explicitly teach pupils what respectful language and respectful behaviour looks like, acts like, sounds like and feels like in class and around the school
- Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages
- Catch them being good - notice and acknowledge desired respectful behaviour by providing positive attention
- Consistently tackle the use of discriminatory and derogatory language in the school – this includes homophobic and racist language and language that is belittling of pupils with a disability or SEN
- Give constructive feedback to pupils when respectful behaviour and respectful language are absent
- Have a system of encouragement and rewards to promote desired behaviour and compliance with the school rules and routines
- Explicitly teach pupils about the appropriate use of social media
- Positively encourage pupils to comply with the school rules on mobile phone and internet use
- Follow-up and follow through with pupils who ignore the rules
- Actively involve parents and/or the Parents' Association in awareness raising campaigns around social media
- Actively promote the right of every member of the school community to be safe and secure in school
- Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas
- All staff can actively watch out for signs of bullying behaviour
- Ensure there is adequate playground/school yard/outdoor supervision
- School staff can get pupils to help them to identify bullying 'hot spots' and 'hot times' for bullying in the school
  - Hot spots tend to be in the playground/school yard/outdoor areas, changing rooms, corridors and other areas of unstructured supervision
  - Hot times again tend to be times where there is less structured supervision such as when pupils are in the playground/school yard or moving classrooms.
- Support the establishment and work of student councils

## APPENDIX 2: Types of bullying

The following are some of the types of bullying behaviour that can occur amongst pupils:

**Physical aggression:** This behaviour includes pushing, shoving, punching, kicking, poking and tripping people. It may also take the form of severe physical assault. While pupils often engage in 'mess fights', they can sometimes be used as a disguise for physical harassment or inflicting pain

**Intimidation:** Some bullying behaviour takes the form of intimidation. It may be based on the use of very aggressive body language with the voice being used as a weapon. Particularly upsetting can be a facial expression which conveys aggression and/or dislike.

**Isolation/exclusion and other relational bullying:** This occurs where a certain person is deliberately isolated, excluded or ignored by some or all of the class group. This practice is usually initiated by the person engaged in bullying behaviour and can be difficult to detect. It may be accompanied by writing insulting remarks about the pupil in public places, by passing around notes about or drawings of the pupil or by whispering insults about them loud enough to be heard. Relational bullying occurs when a person's attempts to socialise and form relationships with peers are repeatedly rejected or undermined. One of the most common forms includes control: 'Do this or I won't be your friend anymore'(implied or stated), a group ganging up against one person (girl or boy), non-verbal gesturing, malicious gossip, spreading rumours about a person or giving them the 'silent treatment'.

**Cyber-bullying:** This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, email, instant messaging (IM), apps, gaming sites, chat rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face-to-face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

**Name calling:** Persistent name-calling directed at the same individual(s) that hurts, insults or humiliates should be regarded as a form of bullying behaviour. Often name calling of this type refers to physical appearance, e.g. size or clothes worn. Accent or distinctive voice characteristics may attract negative attention. Academic ability can also provoke name calling. This tends to operate at two extremes. There are those who are singled out for attention because they are perceived to be weak academically. At the other extreme there are those who, because they are perceived as high achievers are also targeted

**Damage to property:** Personal property can be the focus of attention for bullying behaviour. This may result in damage to clothing, mobile phone or other devices, school books and other learning material or interference with a pupil's locker or bicycle. The contents of school bags and pencil cases may be scattered on the floor. Items of personal property may be defaced, broken, stolen or hidden

**Extortion:** Demands for money may be made, often accompanied by threats (sometimes carried out in the event of the targeted pupil not delivering on the demand). A pupil may also be forced into theft of property for delivery to another who is engaged in bullying behaviour.

**Appendix 3: Template for recording bullying behaviour**

**1. Name of pupil being bullied and class group**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour**

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**3. Source of bullying concern/report -tick relevant box(es)**

Pupil concerned	
Other pupil(s)	
Parent	
Teacher	
Other	

**4. Location of incidents -tick relevant box(es)**

Playground	
Classroom	
Corridor	
Toilets	
Other	

**5. Name of person(s) who reported the bullying concern**

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**6. Type of Bullying Behaviour - tick relevant box(es)**

Physical aggression		Cyber-bullying	
Damage to property		Intimidation	
Isolation/Exclusion		Malicious gossip	
Name calling			
Other (specify)			

**7. Brief Description of bullying behaviour and its impact**

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**8. Details of actions taken**

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Relevant Teacher 1)

Signed \_\_\_\_\_  
(Relevant Teacher 1)

Date \_\_\_\_\_

Date submitted to Principal/Deputy Principal \_\_\_\_\_

## Appendix 4

### Checklist for annual review of the anti-bullying policy and its implementation

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

Yes /No

Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Yes
Has the Board published the policy on the school website and provided a copy to the parents' association?	Yes
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Yes
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	Yes
Has the Board ensured that the policy has been adequately communicated to all pupils?	Yes
Has the policy documented the prevention and education strategies that the school applies?	Yes
Have all of the prevention and education strategies been implemented?	Yes
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	Yes
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	N/A
Has the Board received and minuted the periodic summary reports of the Principal?	Yes

Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	Yes
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	No
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	No
Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	No
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	N/A
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	No
Has the Board put in place an action plan to address any areas for improvement?	N/A

Signed \_\_\_\_\_

Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_

Date \_\_\_\_\_

Principal

**Notification regarding the Board of Management’s annual review of the anti-bullying policy**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management’s annual review of the school’s anti-bullying policy and its implementation was completed at the Board meeting of \_\_\_\_\_ [date].
  
- This review was conducted in accordance with the checklist set out in **Appendix 4** of the Department’s *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_

Date \_\_\_\_\_

Principal