**Annagh Hill National School**

**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 Annagh Hill National School has adopted the following anti-bullying policy within the framework of the school’s overall code of behaviour. This policy fully complies with the requirements of the *Anti-Bullying Procedures for 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 that-
* build empathy, respect and resilience in pupils; and
* Explicitly address 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 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:

* deliberate exclusion, malicious gossip and other forms of relational bullying,
* verbal abuse,
* physical aggression,
* extortion,
* damage to property,
* intimidation,
* name calling,
* telephone calling, text messaging and cyber-bullying and
* 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 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 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*.

**4.** The relevant teacher(s) for investigating and dealing with bullying is (are) as follows:

All Class Teachers, Deputy Principal and Principal. Where appropriate other teachers will deal with bullying. In general, all staff members must be vigilant at all times, and have a duty to report suspected or potentially bullying behaviour.

Any teacher may act as a relevant teacher if circumstances warrant it.

**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 Annagh Hill National School are as follows:

* The school staff and Board of Management take several measures to curtail bullying.
* The school acknowledges the right of each member of the school community to enjoy school in a secure environment.
* The school promotes positive habits of self-respect, self-discipline and responsibility among all its members.
* The school has a Code of behaviour, Mobile Phone Policy and Acceptable Use Policy in place.
* All staff members, parents and pupils must treat everyone with respect.
* The school community is organised in order to minimise opportunities for bullying.
* Supervision is sufficient at all times.
* New pupils are monitored as to how they are settling in.
* School personnel, parents and all pupils, are watchful.
* The school SPHE plan and especially the Stay Safe Programme address the issue of bullying.
* The staff addresses the issue of inappropriate sexual language, and its use as a bullying tool. Homophobic and transphobic bullying are unacceptable.
* Complaints are dealt with quickly, firmly and fairly, involving parents in the process where appropriate.
* The school has a firm and fair discipline structure.
* Pupils are encouraged to discuss how they get on with other people and to form positive attitudes towards other people. This includes work on friendship and what it really means.
* Delivery of the Garda SPHE Programmes at primary level. These lessons, delivered by Community Gardai, cover issues around personal safety and cyber-bullying.
* The school’s anti-bullying policy is discussed with pupils and all parents/guardians are made aware they may access a copy of the schools anti-bullying policy at any time if they so wish.
* Ensuring that pupils know who to tell and how to tell:-
* Direct approach to teacher at an appropriate time, ie. After class.
* Hand note up with homework.
* Get a parent/guardian or friend to tell on your behalf
* Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place.
* **Implementation of curricula:**
* The full implementation of the SPHE, Stay Safe and RSE programmes take place in Annagh Hill National School according to school policy.
* Annagh Hill National School will specifically consider the additional needs of SEN pupils with regard to programme implementation and the development of strategies to enable all pupils to respond appropriately.
* **Links to other Policies**

Other school policies, practices and activities that are particularly relevant to bullying are Code of Behaviour, Child Protection Policy, Supervision of Pupils, Acceptable Use Policy, Attendance, Sporting activities.

**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:

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);

The school’s procedures must be consistent with the following approach.

Every effort will be made to ensure that all involved (including pupils, parent(s)/guardian(s) understand this approach from the outset.

**Reporting bullying behaviour**

* Any pupil or parent(s)/guardian(s) may bring a bullying incident to any teacher in the school.
* All reports, including anonymous reports of bullying, will be investigated and dealt with by the relevant teacher.
* Teaching and non-teaching staff such as secretaries, special needs assistants (SNAs), bus escorts, caretakers, cleaners must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher;

**Investigating and dealing with incidents: Style of approach**

* In investigating and dealing with bullying, the (relevant)teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;
* Parent(s)/guardian(s) and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible;
* Teachers should take a calm, unemotional problem-solving approach.
* Where possible incidents should be investigated outside the classroom situation to ensure the privacy of all involved;
* All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way;
* When analysing incidents of bullying behaviour, the relevant teacher should seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner;
* If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about each other’s statements;
* Each member of a group should be supported through the possible pressures that may face them from the other members of the group after the interview by the teacher;

 It may also be appropriate or helpful to ask those involved to write down their account of the incident(s)

* In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parent(s)/guardian(s) of the parties involved should be contacted at an early stage to inform them of the matter and explain the actions being taken (by reference to the school policy). The school should give parent(s)/guardian(s) an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports provided to the pupils;
* Where the relevant teacher has determined that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the school’s anti-bullying policy and efforts should be made to try to get him/her to see the situation from the perspective of the pupil being bullied;
* It must also be made clear to all involved (each set of pupils and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school;

**Follow up and recording**

* In determining whether a bullying case has been adequately and appropriately addressed the relevant teacher must, as part of his/her professional judgement, take the following factors into account:

- Whether the bullying behaviour has ceased;

- Whether any issues between the parties have been resolved as far as is practicable;

-Whether the relationships between the parties have been restored as far as is practicable;

-Any feedback received from the parties involved, their parent(s)/guardian(s)s or the school Principal or Deputy Principal

* Follow up monitoring with the relevant parties will occur and will be recorded in the Behavioural Incidents Log.
* Where a parent(s)/guardian(s) is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent(s)/guardian(s) must be referred, as appropriate, to the school’s complaints procedures.
* In the event that a parent(s)/guardian(s) has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parent(s)/guardian(s) of their right to make a complaint to the Ombudsman for Children.

**Recording of bullying behaviour**

It is imperative that all recording of bullying incidents must be done in an objective and factual manner.

The school’s procedures for noting and reporting bullying behaviour are as follows:

**Stage 1**

* All staff must keep a written record of any incidents witnessed by them or notified to them. All incidents must be reported to the relevant teacher
* While all reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher, the relevant teacher must keep a written record of the reports, the actions taken and any discussions with those involved regarding same
* The relevant teacher must inform the principal of all incidents being investigated.
* If it is established by the relevant teacher that bullying has occurred, the relevant teacher must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
* The relevant teacher will use his/her Behavioural Incidents Log Book to record bullying incidents and to record action steps taken by the school and home to resolve such difficulties.

**Stage 2-Appendix 3**

The relevant teacher must use the recording template at **Appendix 3** to record the bullying behaviour in the following circumstances:

a) in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred; and

b) Where in certain extreme circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable.

In each of the circumstances at (a) and (b) above the recording template at Appendix 3 must be completed in full and retained by the teacher in question and a copy provided to the Principal or Deputy Principal as applicable. At the end of every school year all original recording templates (Appendix 3) will be collected and stored centrally in the Principal’s Office.

**Intervention strategies**

* Teacher interviews with all pupils
* Negotiating agreements between pupils and following these up by monitoring progress.
* Working with parent(s)/guardian(s)s to support school interventions to aim to bring about successful resolutions.
* No Blame Approach
* Circle Time

**7.** The school’s programme of support for working with pupils affected by bullying is as follows, (see Section 6.8.16 of the Anti-Bullying Procedures for Primary and Post-Primary Schools) :

* All in-school supports and opportunities will be provided for the pupils affected by bullying to participate in activities designed to raise their self-esteem, to develop friendships and social skills and build resilience e.g.

 - Pastoral care system

 - Buddy / Peer mentoring system

 - Group work such as circle time

* If pupils require counselling of further supports the school will endeavour to liaise with the appropriate agencies to organise same, e.g. (N.E.P.S; H.S.E; C.A.M.H.S;) This may be for the pupil affected by bullying or involved in the bullying behaviour.
* Pupils should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.
* The School’s Code of Behaviour may be used as a support if deemed necessary to promote and consolidate acceptable behaviours.

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. 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. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

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

 (Chairperson of Board of Management) (Principal)

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

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

1. Name of pupil being bullied and class group

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

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

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| --- |
|  |
|  |
|  |

1. Source of bullying concern/report 4. Location of incidents

(tick relevant box (es))\* (tick relevant box (es))\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pupil Concerned |  |  | Playground |  |
| Other Pupil |  |  | Classroom |  |
| Parent |  |  | Corridor |  |
| Teacher |  |  | Toilets |  |
| Other |  |  | School Bus |  |
|  |  |  | Other |  |

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

|  |
| --- |
|  |

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. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Homophobic | Disability/SEN Related | Racist | Membership ofTraveller Community | Other (specify) |
|  |  |  |  |  |

8. Brief description of bullying behaviour and its impact

|  |
| --- |
|  |

9. Details of actions taken

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| --- |
|  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Relevant Teacher) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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