



# **Scoil Chonglais Post-Primary School**

# **Anti-Bullying**



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARA AGUS CHILL MHANTÁIN**  
KILDARE AND WICKLOW  
EDUCATION AND TRAINING BOARD

## Mission Statement

Scoil Chonglais is a warm, caring, and welcoming school in which all students are valued and respected. We provide a positive, supportive, and inclusive learning environment, where each student and their unique contribution is celebrated. We are committed to excellence in education and to empowering each student to reach their full potential.

## School Motto

“Empowering Minds, Shaping Futures and Celebrating Success”

## KWETB Core Values

Scoil Chonglais is a coeducational, multid denominational post primary school, under the patronage of KWETB. Our school community is committed to our ETB core values of Excellence in Education, Care, Respect, Equality and Community.



## Introduction

Scoil Chonglais is committed to providing a safe, positive, and respectful learning environment for all members of our school community. Bullying, in any form, is unacceptable and will not be tolerated. This policy reflects the school's commitment to preventing and addressing bullying behaviour among students in line with the Anti-Bullying Procedures for Primary and Post-Primary Schools issued by the Department of Education.

### 1. Definition of Bullying

In accordance with the **Anti-Bullying Procedures**, bullying is defined as: "Unwanted negative behaviour, verbal, psychological, or physical, conducted by an individual or group against another person (or persons), and which is repeated over time."

Examples of bullying include, but are not limited to:

- Verbal bullying (name-calling, insults, mocking)
- Physical bullying (pushing, hitting, damaging belongings)
- Cyberbullying (sending hurtful messages or posting harmful content online)
- Social bullying (excluding, spreading rumours, public humiliation)
- Sexual bullying (inappropriate touching, comments, or gestures)
- Homophobic or racist bullying
- Harassment based on gender, ethnicity, religion, or disability

### 2. Objectives of the Policy

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 Scoil Chonglais Post Primary School, Baltinglass, Co. Wicklow 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 and Post-Primary Schools* which were published in September 2013 and *Child Protection Procedures for Primary and Post Primary Schools 2017*.

KWETB and The Board of Management of Scoil Chonglais Post Primary School, recognise the very serious nature of bullying and the negative impact that it can have on the lives of pupils and are therefore, fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- The promotion of a positive school culture and climate which is welcoming of difference and diversity and is based on inclusivity and respect; 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 issues of cyber-bullying and identity-based bullying including and 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.

In addition to the role of management and staff, parents and students have a role and a responsibility in helping the school to prevent and address school based bullying behaviour and to deal with any negative impact within school of bullying behaviour that occurs elsewhere.

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* Bullying is defined as unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying and identity-based bullying.

In the context of this policy, however, 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. (DES Anti-Bullying Procedures for Post Primary Schools 2013).

The objectives of this policy are:

- To create a supportive and safe environment where all students can thrive without fear of bullying.
- To raise awareness among students, staff, and parents about the effects of bullying and how to prevent it.
- To provide clear procedures for reporting and investigating incidents of bullying.
- To implement appropriate actions to address and resolve bullying behaviour.
- To promote a culture of respect, inclusivity, and positive peer relationships.

### **3. Preventative Measures**

Scoil Chonglais is committed to the following preventative strategies:

- Education and Awareness Programs: The school integrates anti-bullying education into the curriculum, including SPHE (Social, Personal, and Health Education) and Wellbeing programs.
- Teacher Training: Staff will receive regular training on recognizing and dealing with bullying.
- Promoting Positive Relationships: Peer support programs, such as buddy systems and student-led initiatives, encourage inclusivity and respect.
- Cyberbullying Awareness: Workshops and guidance are provided to students on the responsible use of technology and the dangers of cyberbullying.
- Promoting a school culture of respect, inclusion, fairness and tolerance
- Raising awareness amongst staff of bullying through professional development
- Dealing with the topic of bullying in classes such as SPHE, RSE and RE and PDW
- Using Class Tutor time as appropriate to address the issue and raise awareness of it
- Offering support to students through the Pastoral Care system –Subject Teacher, Class Tutor, Year Head, Deputy Principal, Principal, Guidance Counsellor.
- Inviting Guest speakers into the school to raise awareness on various topics (e.g. LGBT, Cyberbullying, Internet Safety etc.)
- Offering opportunities to students to develop a positive sense of self-worth through engagement with curricular and extra-curricular activities.
- Recognising and rewarding effort.

- Within subject departments, we promote group work and pair work as teaching methodologies that build positive relationships in the classroom.
- Learning support is provided where it is needed to develop social skills and promote inclusion.
- We have an Acceptable Use Policy, which aims to prevent cyberbullying occurring within school. It outlines appropriate online behaviour and appropriate uses of social media, gives advice on how to stay safe online, how to deal with upsetting comments or material and how to report concerns about cyberbullying.
- Student involvement in charity work and in work experience fosters tolerance, respect and social awareness.
- Students are supervised and monitored both inside and outside the school building at break times.
- This policy is accessible to all on the school website.

### 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.

## 4. Reporting Bullying Behaviour

Any student, parent, or staff member who witnesses or experiences bullying is encouraged to report it to a member of the school staff. Reports can be made verbally or in writing.

- **Students** are encouraged to tell a teacher, the principal, or a member of the pastoral care team.
- **Parents** should contact the school directly if they believe their child is being bullied.
- **Staff members** who observe bullying should intervene immediately and report it to school management.

Anonymous reporting systems may be in place to allow students to report bullying without fear of reprisal.

### Procedures

- A pupil or parent may bring a bullying concern to any teacher in the school.
- Once made aware of the alleged bullying, the Class teacher will record what they were told about the alleged bullying and will pass the matter on to the relevant Year Head.
- The class teacher has a supportive but non-investigative role.
- The Year Head will investigate the matter and liaise with the Deputy Principal and/or Principal, as necessary.
- Once the matter is fully investigated a written report will be provided to the Principal and Deputy Principal who will then decide if any further action is necessary
- If the Year Head in consultation with the Principal and Deputy Principal confirms that Bullying Behaviour has indeed taken place, the parents/ guardians of those involved

will be always contacted and/ or where there is a concern about the effect of a particular behaviour on students or other members of the school community.

- If deemed appropriate by the Year Head, Parent/ Guardian or student the matter may be referred immediately to the Deputy Principal/ Principal
- Under the Child Protection Procedures for Post Primary Schools, Bullying Behaviour deemed to be at or above the threshold of harm will be referred to Tusla (Child Protection Procedures for Post Primary Schools 2017).

## **5. Procedures for Investigating and Resolving Bullying**

**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:**

- As stated previously, bullying may be reported by a student or parent to any teacher on the staff of Scoil Chonglais. The teacher will listen and record the details of the alleged bullying reported to him/ her and will assure the student/parent that the matter will be taken seriously and referred to the Year Head.
- All reports of bullying, including anonymous reports of bullying will be investigated and dealt with by the relevant teacher. (Year Head). In this way students will gain confidence in 'telling'. This confidence factor is of vital importance.
- In investigating and dealing with bullying, the Year Head will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved. The Primary Aim for the Year Head 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)
- If it is established by the Year Head that a bullying incident has occurred, the Year Head will 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. Reports completed must be retained by the Year Head in question and a copy provided to the Principal and Deputy Principal
- Non-teaching staff such as the school administrator, Caretaker, Special Needs Assistants (SNA's) and cleaners will be encouraged to report any incidents of bullying behaviour witnessed by them or mentioned to them, to the relevant Year Head, Deputy Principal or Principal
- Parents 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.
- All interviews conducted will take place with sensitivity and with due regard to the rights of all the pupils concerned.
- In cases where it is determined 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 actions being taken (by reference to the school policy).
- Follow up meetings with the relevant parties will be arranged
- In determining whether a bullying case has been adequately and appropriately addressed the Year Head/ Deputy Principal/ Principal will, 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 parents or the school Principal or Deputy Principal
- Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent will be referred to the school's complaints procedures.
  - If a parent has exhausted the school's complaints procedures and is still not satisfied, the school will advise the parents of their right to make a complaint to the Ombudsman for Children

## 5.2 Resolution:

- If bullying is confirmed, the principal or designated teacher will determine appropriate actions, which may include:
  - A restorative meeting between the victim and the bully to address the issue.
  - Implementation of consequences in line with the school's **Code of Behaviour**
  - Ongoing support for both the victim and the perpetrator.
  - Parental involvement to ensure behaviour is addressed both in school and at home.

## The school's programme of support for working with pupils affected by bullying is as follows

- The student who reports being bullied will be listened to respectfully and reassured that such behaviour is unacceptable in our school and a full report will be given to the Year Head.
- Every effort will be made to ensure the privacy of the person(s) involved
- Students who make complaints that they are being bullied will be taken seriously and will be assured that it is not their fault
- Communication will be maintained between the school, the students and the parents/guardians
- Students affected will be given an opportunity to meet with the Guidance Counsellor
- Meetings will be held with a student who has allegedly bullied another student also to ensure that the student understands what bullying behaviour is and to ensure that the student knows that all allegations of bullying are taken seriously by the school and are in breach of our anti bullying policy
- Efforts will be made to repair the relationship where possible but always by prior agreement with the person being bullied
- Parents will be kept informed of progress.
- The behaviour and progress of any student involved in a bullying incident will be monitored.
- In some situations, it may be necessary to get in touch with Gardai, Tusla or other external agencies.

## 5.3 Monitoring:

- Follow-up meetings will be arranged to ensure that the bullying has stopped and that both parties are receiving appropriate support.
- The school will continue to monitor the situation to prevent recurrence.

## **6. Support for Affected Students**

### **6.1 Victims of Bullying:**

- Counselling services and pastoral care will be made available to students who have experienced bullying.
- The school will provide a safe space for the victim and ensure they feel supported throughout the process.

### **6.2 Perpetrators of Bullying:**

- The school will work with students who engage in bullying to help them understand the impact of their actions and to foster positive behaviour change.
- Disciplinary actions may be taken as necessary, but the school also aims to rehabilitate students through educational interventions and counselling.

## **7. Consequences for Bullying Behaviour**

- Consequences for bullying will depend on the severity of the incident and may range from verbal warnings and detention to suspension or expulsion in cases of persistent or severe bullying.
- All actions will be in accordance with the school's Code of Conduct and relevant Department of Education guidelines.

## **8. Cyberbullying**

Scoil Chonglais recognizes the growing impact of cyberbullying and includes it under the scope of this policy. The following actions apply to cyberbullying:

- All forms of cyberbullying (e.g., text messages, social media posts, sharing inappropriate images) are subject to the same investigative and disciplinary measures as other forms of bullying.
- Students are encouraged to report cyberbullying immediately and preserve any evidence (e.g., screenshots, messages).

## **9. Role of Parents and Guardians**

Parents and guardians play a vital role in supporting the school's anti-bullying policy by:

- Encouraging their children to talk about any concerns or bullying experiences.
- Communicating promptly with the school if they suspect their child is being bullied or involved in bullying behaviour.
- Monitoring their child's online activities and reinforcing the school's expectations for respectful behaviour.

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## **10. Review and ratification of Policy**

This policy will be reviewed annually, or sooner if required, in consultation with students, staff, parents, and the Board of Management to ensure its effectiveness.

This policy was adopted and ratified by the Board of Management on **24/09/2024**



**Appendix 1:**

**Anti-Bullying Record Form**

**Student being bullied:**

| Name | Class | Year |
|------|-------|------|
|      |       |      |

**Student(s) engaged in bullying behaviour**

| Name | Class | Year |
|------|-------|------|
|      |       |      |

**Source of Bullying Report**

| Source                        | Name(s) |
|-------------------------------|---------|
| Student concerned             |         |
| Other student(s)              |         |
| Teacher                       |         |
| Parent                        |         |
| Other <i>(please specify)</i> |         |

**Location of incidents** *(please tick appropriate box(es))*

| Classroom | Corridors | Toilets | Courtyard | Pitches | On way to/from school | Other |
|-----------|-----------|---------|-----------|---------|-----------------------|-------|
|           |           |         |           |         |                       |       |

**Types of Bullying Behaviour** *(tick relevant box(es))*

| Physical aggression | Cyber-bullying | Damage to property | Intimidation | Isolation/Exclusion | Gossip | Name Calling | Other (specify) |
|---------------------|----------------|--------------------|--------------|---------------------|--------|--------------|-----------------|
|                     |                |                    |              |                     |        |              |                 |

**Identity-based bullying** *(indicate the relevant category if applicable)*

| Homophobic/ Transphobic/ Biphobic | Disability/SEN related | Racist | Membership of specific community | Religious | Other (specify) |
|-----------------------------------|------------------------|--------|----------------------------------|-----------|-----------------|
|                                   |                        |        |                                  |           |                 |

**Brief Description of Bullying Behaviour and its impact on student(s) bullied:**

**Details of Actions Taken**

|     | <b>Action</b>  | <i>Please tick</i> | <b>Date</b> | <b>Result/Comment</b> |
|-----|--|--------------------|-------------|-----------------------|
| 1.  | Referred to tutor  |                    |             |                       |
| 2.  | Referred to Year Head  |                    |             |                       |
| 3.  | Referred to Deputy Principal   |                    |             |                       |
| 4.  | Parents of student who has been bullied has been informed                            |                    |             |                       |
| 5.  | Parents of student who has engaged in bullying has been informed                     |                    |             |                       |
| 6.  | Student who had been bullied has filled out Self-Report Form                         |                    |             |                       |
| 7.  | Student engaged in bullying has filled out Self-Report Form                          |                    |             |                       |
| 8.  | Incidents have been investigated   |                    |             |                       |
| 9.  | Sanction (if appropriate) has been given (specify)                                   |                    |             |                       |
| 10. | Students have engaged in Restorative Practice session with Anti-Bullying Coordinator |                    |             |                       |

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

## Appendix 2:

### 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.

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.

|  | <b>Yes/No</b> |
|--|---------------|
| Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools?                                     | <b>Yes</b>    |
| Has the Board published the policy on the school website and provided a copy to the parents' association?  | <b>Yes</b>    |
| Has the Board ensured that the policy has been made available to school staff (including new staff)?   | <b>Yes</b>    |
| 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? | <b>Yes</b>    |
| Has the Board ensured that the policy has been adequately communicated to all pupils?  | <b>Yes</b>    |
| Has the policy documented the prevention and education strategies that the school applies?   | <b>Yes</b>    |
| Have all the prevention and education strategies been implemented?   | <b>Yes</b>    |
| Has the effectiveness of the prevention and education strategies that have been implemented been examined?   | <b>Yes</b>    |
| Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?   | <b>Yes</b>    |
| Has the Board received and minuted the periodic summary reports of the Principal?  | <b>Yes</b>    |
| 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?    | <b>Yes</b>    |
| Has the Board received any complaints from parents regarding the school's handling of bullying incidents?  | <b>No</b>     |

|  |           |
|--|-----------|
| Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?  | <b>No</b> |
| Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?  | <b>No</b> |
| 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? | <b>No</b> |
| Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?  | <b>No</b> |
| Has the Board put in place an action plan to address any areas for improvement?  | <b>No</b> |

Signed **Patsy Glennon**  
Chairperson, Board of Management

Date **24/09/2024**

Signed **Patrick Maguire**  
Principal

Date **24/09/2024**

### **Appendix 3:**

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

The Board of Management of **Scoil Chonglais** 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 **24/09/2024**
- 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 **Patsy Glennon**  
Chairperson, Board of Management

Date **24/09/2024**

Signed **Patrick Maguire**  
Principal

Date **24/09/2024**