# ANTI – BULLYING POLICY

***School Position on Bullying***

CBS Primary, Ennis school community believes that each pupil has a right to an education free from fear and intimidation.

The teachers in this school together with otherstaff members seek, on an ongoing basis, to cultivate an environment in the school that is free from bullying.

This school regards bullying as a serious infringement of individual rights and a serious threat to the self-esteem and self-confidence of targeted pupil(s). Therefore, this school does not tolerate bullying of any kind.

Every report of bullying is treated seriously and dealt with, having due regard for the well being of the targeted pupil(s) and the perpetrator(s).

The immediate priority, should a bullying situation arise, is ending the bullying, (*thereby protecting the person(s) being targeted*) and resolving the issues and restoring the relationships involved insofar as is practicable using a ‘Reform, not Blame’ approach.

All pupils are expected to contribute to the creation and maintenance of a safe environment in the school. On becoming aware of any bullying situation in or outside the school, involving or having an impact on members of the school community, they should notify a trusted responsible adult. Bullying behaviour is too serious not to report.

Pupils’ participation in school life in general is encouraged through existing school structures. Awareness of bullying, and willingness to take action to prevent or stop it, is part of this participation.

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 CBS Primary, Ennis 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.
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 issues of cyber-bullying and identity-based 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
1. 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 behaviour are included in the definition of bullying:

* deliberate exclusion, malicious gossip and other forms of relational bullying,
* 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.

This definition includes a wide range of behaviour, whether verbal or written, whether physical or social, whether targeting person or property, whether carried out directly or indirectly or through any electronic or other medium, which could harm a pupil or undermine her/his self-esteem or self-confidence.

Appendix 1 gives a list of specific examples of bullying behaviour. This list is not exhaustive.

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

1. The ‘Relevant Teacher(s)’ for investigating and dealing with bullying in this school this year (as required in Procedures, Appendix 1 – *Template Anti-Bullying Policy* section 4) are initially the class teacher of the pupil(s) involved.

Following this the Anti-Bullying team that may become involved may include the following staff members:

Mr. Dara Glynn, Principal & DLP

Mr. Brian Curtin, Deputy Principal & DDLP

Mr. Colm Davoren, Assistant Principal & Head of Discipline

Ms. Elaine Dixon, Assistant Principal

 (*‘At primary level, the relevant teacher will normally be the class teacher.’* Procedures 6.8.3)

1. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity based bullying) used by the school include both of the following:
* The anti-bullying module of the SPHE programme as it applies during each school year, particularly the relevant exercises from the “*Walk Tall*” and “*Stay Safe*” programmes, and
* Awareness-raising exercises from the ‘Awareness-Raising’ strand of the *Anti-Bullying Campaign* programme, pro-actively explaining the nature and variety, causes, negative consequences and unacceptability of bullying.

Using a combination of exercises from these programmes on a monthly basis, pupils will experience approximately 10 short awareness-raising exercises each year. In the process:

* Pupils are helped to examine the issue of bullying in a calm rational way, outside of the tense context of particular bullying situations and so become more aware of the nature of bullying and the various forms that it can take.
* Pupils are made aware that the consequences of bullying behaviour are always bad for those who are targeted, even if this is not always obvious at the time.
* Pupils are encouraged to recognise, reject and report bullying behaviour, either spontaneously or through surveys that are regularly used in the school each year – e.g. a survey of all pupils who can read and write every half-term.

Through presentations or other exercises, the school staff and parents/guardians are made aware of the nature of bullying and the signs that might indicate that a pupil is being bullied. They are encouraged to be vigilant in watching out for signs of bullying and to report any suspicion of bullying they may have to the ‘Relevant Teacher’ (in the case of staff members) or any staff member (in the case of parents/guardians).

Through regular reports in school notices and other communications, as well as at meetings with parent/guardian groups, parents/guardians are regularly informed of the anti-bullying activities of the school and encouraged to support its work.

* An anti-bullying awareness campaign will be organised in the first term of the year to raise awareness of issues involved with bullying.
* The school's anti-bullying policy will be discussed regularly with the pupils.
* Using school assemblies to remind pupils of the school’s anti-bullying policy.
* All disclosed incidents of bullying will be investigated.
* Teachers will respond sensitively to pupils who disclose incidents of bullying.
* Staff will be vigilant in monitoring pupils who are considered at risk of bullying or are being bullied.
* Positive self-esteem will be fostered among the pupils by celebrating individual differences and by acknowledging good behaviour.
* Involve parents and the Parent’s Association in raising awareness around the use of social media.
* Parents can contribute to and support the school’s policy on anti-bullying by encouraging positive behaviour both at home and at school, by being vigilant for signs and symptoms that their child is being bullied or is bullying others, by communicating concerns to the school.
* Consistently tackle the use of discriminatory and derogatory language in the school – this is in line with the Code of Behaviour Policy of the C.B.S. Primary School.
* C.B.S. Primary School will raise pupils’ awareness and understanding of bullying, including its causes and effects, taking particular account of the needs of pupils with disabilities or with SEN.
* Have a system of encouragement and rewards to promote desired behaviour and compliance with the school rules as outlined in the Code of Behaviour Policy of the C.B.S. Primary School.
* Teach pupils about the appropriate use of social media.
* Involve the local community Guard or other suitably qualified person in the delivery of the cyber bullying awareness campaign and internet safety in C.B.S. Primary School in 4th & 6th Class.
* Teacher CPD in Anti-Bullying will take place periodically.
* A parents talk will take place ever other year.
* Be Internet Legends section of the OLUS Education Programme.
* Ensure there is adequate school yard supervision.
1. The school’s procedures for uncovering, investigation, follow-up and recording of bullying behaviour, and the established intervention strategies used by the school for dealing with cases of bullying behaviour, (e.g. the “4 Essential Steps” approach available from the *‘Resolving Bullying Situations’* section of the *Anti-Bullying Campaign website*) are as follows:
* The ‘Relevant Teacher’ investigates all instances of reported or suspected bullying behaviour, whether these take place within the school or outside it but with an impact within it, with a view to establishing the facts and bringing any such behaviour to an end.
* Since bullying is often hidden from teachers and not reported, but pupils “see everything,” surveys are regularly used (e.g. every half-term) to uncover possible bullying situations, allowing pupils to suggest to their teacher who s/he should talk to in relation to these.
* The School, through the ‘Relevant Teacher’ reserves the right to ask any pupil to write an account of what happened, as part of an investigation. This will be a standard procedure and does not necessarily imply that any pupil is guilty of misbehaviour.
* Pupils who are alleged to have been involved in bullying behaviour are interviewed by the ‘Relevant Teacher,’ acting *in loco parentis,* to establish the nature and extent of the behaviour and any reasons for it. In the event that they have been involved in bullying behaviour they are asked to sign a binding promisethat they will treat all pupils fairly, equally and respectfully including the targeted pupil(s).
* The 'Relevant Teacher’ does not apportion blame but rather treats bullying behaviour as something that can and must be remedied. S/he emphasises that the intention is not to punish perpetrators but to talk to them, to explain how harmful and hurtful bullying is and to seek a promise that it will stop. If that promise is forthcoming and is honoured there will be no penalty and that will be the end of the matter.Pupils who report bullying therefore are not getting others ‘in trouble’ but rather enabling them to get out of trouble into which they may ultimately get if the bullying continued.
* When an investigation is completed and/or a bullying situation is resolved the 'Relevant Teacher' will complete a report, to include the findings of the investigation, the strategy adopted and the outcome of the intervention, as well as any other relevant information.
* If a pupil has signed such a promise but then chooses to break that promise and continue the bullying behaviour, parent(s)/guardian(s) will be informed, at that “early stage,” (Procedures 6.8.9. (xiv)) and requested to countersign their child’s promise. Breach of this additional promise by further bullying behaviour would be regarded as a very grave matter and a sanction may be imposed by the school authorities (See sanctions below).
* All documentation regarding bullying situations and their resolution is retained securely in the school.
* Sanctions:

Where a pupil has been found to be engaged in bullying behaviour, has formally promised to stop and has broken that promise, any of the following sanctions may be imposed:

* For (first) breach of promise – i.e. a resumption of bullying behaviour – s/he may be required to sign another promise, this time countersigned by a parent/guardian;
* In the unlikely event of a further (second) breach of promise – i.e. a resumption of bullying behaviour – the ‘Relevant Teacher’ may contact parent(s)/guardian(s) to inform them of the nature and extent of the bullying behaviour, to discuss the matter with them with a view to coming to a better understanding the reasons for the bullying behaviour, to suggest actions to be taken to help meet their child’s needs and to agree a strategy whereby a promise to end the bullying behaviour would be honoured;
* In the highly unlikely event of a further (third) breach of promise – parent(s)/ guardian(s) may be invited to a meeting with the ‘Relevant Teacher’ and the Principal and a sanction may be imposed in accordance with the Code of Behaviour of the school.
* In the extremely unlikely event of a further (fourth) breach of promise – the case may be referred to the Board of Management and a further sanction may be imposed in accordance with the Code of Behaviour of the school.

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

* For bullied pupils (as required under Procedures 5.2.2 (vii) and Appendix 1. 7.):
* Ending the bullying behaviour,
* Changing the school culture through ongoing awareness-raising to (a) foster more respect for bullied pupils and for all pupils and (b) foster greater empathy towards, and support for, bullied pupils,
* Indicating clearly that the bullying is not the fault of the targeted pupil (a reassurance bullied pupils often need), through ongoing awareness-raising and through the speedy identification of those involved in bullying and speedy resolution of bullying situations and, after resolution, enabling bullied pupils to complete a victim-impact statement,
* Making adequate support and/or counseling facilities available to pupils who need them (who seem less resilient and are slower to recover, make friends and enjoy school life again), within or outside the school as applicable, in a timely manner,
* Helping bullied pupils raise their self-esteem by encouraging them to become involved in activities that help develop friendships and social skills (e.g. participation in group work in class and in extra-curricular group or team activities during or after school).
* Implementing a ‘buddy system’ in the school (*if applicable*).
* For bullying pupils: (as required under Procedures 5.2.2 (vii)):
* Making it clear that bullying pupils who reform are not blamed or punished and get a ‘clean sheet,’
* Making it clear that bullying pupils who reform are doing the right and honorable thing and giving them praise for this,
* seeking other ways to “catch them doing the right thing” and giving appropriate praise,
* Supporting them to overcome learning difficulties through Support Staff provision and to overcome emotional and/or social difficulties through class management and pastoral care within the school,
* Helping those whose self-esteem is low by encouraging them to become involved in activities that develop friendships and social skills (e.g. participation in group work in class and in extra-curricular group or team activities during or after school),
* Using learning strategies throughout the school and the curriculum to help enhance pupils’ feelings of self-worth, including creating opportunities to use appropriate praise,
* In dealing with negative behaviour in general, encouraging teachers and parents to focus on, challenge and correct the behaviour while supporting the child,
* In dealing with bullying behaviour seeking resolution and offering a fresh start with a ‘clean sheet’ and no blame in return for keeping a promise to reform.
* Making adequate support and/or counselling facilities available to help remedy underlying issues for those who need them, within or outside the school as applicable, and to help them learn to meet their needs without violating the rights of others.
1. Bullying behaviour can be part of a continuum of behaviour rather than a stand-alone issue and in some cases behaviour may escalate beyond that which can be described as bullying to serious physical or sexual assault or harassment. Accordingly instances of bullying will be dealt with in tandem with the C.B.S. Primary School overall code of behaviour policy and child protection policy.

In cases where the C.B.S. Primary School has serious concerns in relation to managing the behaviour of a pupil, the advice of the National Education Psychological Service (NEPS) will be sought.

Serious instances of bullying behaviour regarded as potentially abusive will, in accordance with the ***’Children First’ National Guidance for the Protection and Welfare of Children 2011***and the ***Child Protection Procedures for Primary and Post-Primary Schools***, be referred to the Child and Family Agency / TUSLA and/or Gardaí as appropriate.

Where school personnel have concerns about a child but are not sure whether to report the matter to the the Child and Family Agency / TUSLA the Designated Liaison Person (D.L.P.) who is the Principal in the C.B.S. Primary School will seek advice from the the Child and Family Agency / TUSLA.

1. 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.

1. The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps as 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.
2. This policy was adopted by the Board of Management on \_\_\_/\_\_\_/\_\_\_\_\_\_ [date].
3. 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 of Education and Skills and to 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 to the Department of Education and Skills and to the patron if requested.

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

 (Chairperson of Board of Management) (Principal)

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

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

***Appendix 1 – Examples of Bullying Behaviour***

***Bullying (Deliberate, Repeated, Hurtful Behaviour) can take a number of forms. These may include any of the following (this list is not exhaustive):***

* **Repeated aggressive behaviour/attitude/body language, for example:**

Shouting and uncontrolled anger

Personal insults

Verbal abuse

Offensive language directed at an individual

Continually shouting or dismissing others

Public verbal attacks/criticism

Domineering behaviour

Open aggression

Offensive gestures and unwanted physical contact

* **Intimidation, either physical, psychological or emotional, for example:**

Treating in a dictatorial manner

Ridicule

Persistent slagging

Deliberate staring with the intent to discomfort

Persistent rudeness in behaviour and attitude toward a particular individual

Asking inappropriate questions/making inappropriate comments re. personal life/family

Asking inappropriate questions/making inappropriate comments re. social life or schoolwork

* **Interference with property, for example:**

Stealing/damaging books or equipment

Stealing/damaging clothing or other property

Demanding money with menaces

Persistently moving, hiding or interfering with property

Marking/defacing property

* **Undermining/Public or Private Humiliation, for example:**

Condescending tone

Deliberately withholding significant information and resources

Writing of anonymous notes

Malicious, disparaging or demeaning comments

Malicious tricks/derogatory jokes

Knowingly spreading rumours

Belittling others’ efforts, their enthusiasm or their new ideas

Derogatory or offensive nicknames (name-calling)

Using electronic or other media for any of the above (cyber bullying)

Disrespectfully mimicking a particular individual in his/her absence

Deliberately refusing to address issues focusing instead on the person

* **Ostracising or isolating, for example:**

Deliberately marginalising an individual

Deliberately preventing a person from joining a group

Deliberately preventing from joining in an activity, schoolwork-related or recreational

Blaming a pupil for things s/he did not do

***Appendix 2 – Prevention/Awareness Raising*** (Required under Procedures 5.2.2 (iii) & Appendix 1. 5.)

|  |  |  |
| --- | --- | --- |
| ***Exercises From******Walk Tall*** | ***Exercises From*** ***Stay Safe*** | ***Exercises*** ***From******Anti-Bullying*** ***Campaign*** |

2.1 Friendship

2.2 What is Bullying?

2.3 How can we stop Bullying?

2.1 Friendship

2.2 What is Bullying

2.3 Exclusion

2.4 Effects of Bullying

2.5 Class Agreement

2.1 Friendship

2.2 What is Bullying?

2.3 Other types of Bullying

2.4 Cyber-Bullying

2.5 Coping with Bullying

2.6 Class Agreement

2.1 Friendship

2.2 What is Bullying

2.3 Other types of Bullying

2.4 Cyber-Bullying

2.5 Coping with Bullying

2.6 Class Agreement

9 Exercises – Friendship, Kindness and Respect - *see pages below . .*

9 Exercises – Friendship, Kindness and Respect - *see pages below . .*

9 Exercises – Friendship, Kindness and Respect - *see pages below . .*

9 Anti-Bullying Exercises - *see pages below . .*

9 Anti-Bullying Exercises *- see pages below . .*

9 Anti-Bullying Exercises - *see pages below . .*

9 Anti-Bullying Exercises - *see pages below . .*

9 Anti-Bullying Exercises - *see pages below . .*

3.3 Kind or not so Kind

4.6 Bullying (Cope – Tell)

4.1 What is Bullying?

4.2 The Effects of Bullying

4.3 What we think of Bullying

4.4 Witnessing Bullying

5.5 A Bully-Free Zone

4.6 Standing up to Bullying

5.3 Dealing with Bullying

7.4 Bullying

8.4 Name Calling

8.4 Bullying

9.5 Name Calling

**Junior Infants**

**Senior Infants**

**1st Class**

**2nd Class**

**3rd Class**

**4th Class**

**5th Class**

**6th Class**

***Appendix 2 Contd. Sample:* Prevention/Awareness-Raising Exercises**

from the *Anti-Bullying Campaign* – Fostering Friendship, Kindness and Respect

for Junior and Senior Infants and First Class (Age 4-7 years)

***An Outline of Primary Strand 1 - Tools for Raising Awareness***

***Age 4-7 Years – Developing a Culture of Friendship, Kindness and Respect***

*Before addressing the bullying issue in Second Class (age 7-8)*

*children should ideally have done all of the positive exercises below during the previous three school years*

**Junior Infants (Age 4-5):**

**Exercise 1.0.01** Board Game for Dice – Friendship, Kindness & Respect 1

**Exercise 1.0.02 "Sesame Street - What Is A Friend"** – Video and Questions for Teacher to Ask

**Exercise 1.0.03 "Sesame Street - Because We're Friends"** – Video and Questions for Teacher to Ask

**Exercise 1.0.04 "Sesame Street - I Am Your Friend"** – Video and Questions for Teacher to Ask

**Exercise 1.0.05 "Grumpy Tree Story"** – Video and Questions for Teacher to Ask

**Exercise 1.0.06 "Sesame Street - Looking For A Friend"** – Video and Questions for Teacher to Ask

**Exercise 1.0.07 "Colour Your World With Kindness"** – Video and Questions for Teacher to Ask

**Exercise 1.0.08 "Respect Explained"** – Video and Questions for Teacher to Ask

**Exercise 1.0.09 "Sesame Street - Respect"** – Video and Questions for Teacher to Ask

**Senior Infants (Age 5-6):**

**Exercise 1.0.11** Board Game for Dice – Friendship, Kindness & Respect 2

**Exercise 1.0.12 "Sesame Street - Get Along Together"** - Video and Questions for Teacher to Ask

**Exercise 1.0.13 "A Random Act of Kindness**" – Video and Questions for Teacher to Ask

**Exercise 1.0.14 "Be Responsible, Safe, Respectful Song"** – Video and Questions for Teacher to Ask

**Exercise 1.0.15 "Simple Act of Kindness Creates Endless Ripple"** – Video and Questions for Teacher to Ask

**Exercise 1.0.16 "Respect"** – Video and Questions for Teacher to Ask

**Exercise 1.0.17 "Respect Song Video - Classroom Mix Version"** – Video and Questions for Teacher to Ask

**Exercise 1.0.18 "Kindness Rhyme For Kids - You Are Amazing"** – Video and Questions for Teacher to Ask

**Exercise 1.0.19 "Kindness Changes Everything"** – Video and Questions for Teacher to Ask

**First Class (Age 6-7):**

**Exercise 1.1.01** Board Game for Dice – Friendship, Kindness & Respect 3

**Exercise 1.1.02 "Kid's Guide - Getting Along With Classmates"** – Video and Questions for Teacher to Ask

**Exercise 1.1.03 “Inspirational Video – Pay it Forward” –** Video and Questions for Teacher to Ask

**Exercise 1.1.04 "Life Lessons sharing and respecting others"** – Video and Questions for Teacher to Ask

**Exercise 1.1.05 “Kids For Character: Respect”** – Video and Questions for Teacher to Ask

**Exercise 1.1.06 "Kindness Speech by 10 Year Old Girl"** – Video and Questions for Teacher to Ask

**Exercise 1.1.07 "Yes, That's Bullying"** – Video and Questions for Teacher to Ask

**Exercise 1.1.08 "Stand Up~ Bullying Commercial"** – Video and Questions for Teacher to Ask

**Exercise 1.1.09 "Bully-Free Zone! Song"** – Video and Questions for Teacher to Ask

***Appendix 2 Contd. Sample*: Prevention/Awareness-Raising Exercises**

from the *Anti-Bullying Campaign,* Strand 1 – Raising Awareness Handbook

for Second to Sixth Classes (Age 7-12 years) and the Whole School Community

***An Outline of Primary Strand 1 – Tools for Raising Awareness***

***Age 7-12 Years – Explaining the Nature and Unacceptability of Bullying***

**Second Class (Age 7-8):**

**Exercise 1.2.1: "Sesame Street – Good Birds Club (2011)"** *– YouTube Video & Printed Questions to Ask*

**Exercise 1.2.2:** *"Types of Bullying" – Worksheet Exercise*

**Exercise 1.2.3: "The Meanest Girl in Second Grade"** – *YouTube Video & Accompanying Worksheet*

**Exercise 1.2.4:** *“Snakes and Ladders” Exercise – game with anti-bullying messages*

**Exercise 1.2.5: “Cyber Bullying Cinema Commercial” -** *YouTube Video & Accompanying Worksheet*

**Exercise 1.2.6: “Meena Cartoon – Who is Afraid of the Bully***” - YouTube Video & Accompanying Worksheet*

**Exercise 1.2.7:** *Annual Anti-Bullying Drawing Competition (2 Weeks)*

**Exercise 1.2.8:** *Annual Anti-Bullying Slogan Competition (2 Weeks)*

**+ Surveys:** From the “*Resolving Situations”* section with ‘Reform, not Blame’ approach explained before every survey

**Third Class (Age 8-9):**

**Exercise 1.3.1:** *“Recognising Bullying” – Worksheet Exercise*

**Exercise 1.3.2: “Strength in Numbers” -** *YouTube Video & Accompanying Worksheet*

**Exercise 1.3.3: “It’s up to You”** *– YouTube Video & Accompanying Worksheet*

**Exercise 1.3.4:** *“Rudolph the Red-Nosed Reindeer” Worksheet Exercise*

**Exercise 1.3.5: “Words Hurt – Don’t be a part of it” -** *YouTube Video & two Accompanying Worksheets*

**Exercise 1.3.6: “Emma's Story - Cyberbullied by a Best Friend” –** *YouTube Video & Accompanying Worksheet*

**Exercise 1.3.7:** *Annual Anti-Bullying Drawing Competition (2 Weeks)*

**Exercise 1.3.8:** *Annual Anti-Bullying Slogan Competition (2 Weeks)*

**Exercise 1.3.9: “Inspirational Video – Pay it Forward” *–*** *Video and Questions for Teacher to Ask*

**+ Surveys:** From the “*Resolving Situations”* section with ‘Reform, not Blame’ approach explained before every survey

**Fourth Class (Age 9-10):**

**Exercise 1.4.1: 12 Short Animated “Webisodes”** *(e.g. 2 sessions of six each) & Accompanying Worksheet*

**Exercise 1.4.2: "When the Going gets Scruff" -** *YouTube Video**& Accompanying Worksheet*

**Exercise 1.4.3:** *“Cyber-Bullying by Phone” Powerpoint Presentation*

**Exercise 1.4.4: “The Power of One – School Video Sample” -** *YouTube Video to be followed by Survey*

**Exercise 1.4.5: “Bully (Amazing Short Animation film)” -** *YouTube Video & Accompanying Worksheet*

**Exercise 1.4.6: “Supporting Difference” -** *YouTube Video & Accompanying Worksheet*

**Exercise 1.4.7:** *Annual Anti-Bullying Drawing Competition (2 Weeks)*

**Exercise 1.4.8:** *Annual Anti-Bullying Slogan Competition (2 Weeks)*

**Exercise 1.4.9:** *“Snakes and Ladders” Exercise – game with anti-bullying messages*

**+ Surveys:** From the “*Resolving Situations”* section with ‘Reform, not Blame’ approach explained before every survey

**Fifth Class (Age 10-11):**

**Exercise 1.5.1: “***Simon Says” exercise, focusing positively on difference, to be led by Teacher*

**Exercise 1.5.2: “Anti-Cyberbullying (FCF Youth Version)"** *- YouTube Video & Accompanying Worksheet*

**Exercise 1.5.3: “Antibullying PSA: The Price of Silence”** *- YouTube Video & Accompanying Worksheet*

**Exercise 1.5.4: "BackMeUp – Anti-cyberbullying" -** *YouTube Video & Accompanying Worksheet*

**Exercise 1.5.5:** *“Cyber-Bullying Online” Powerpoint Presentation*

**Exercise 1.5.6: "Talent Show - Cyberbullying Prevention"** *- YouTube Video & Accompanying Worksheet*

**Exercise 1.5.7:** *Annual Anti-Bullying Drawing Competition (2 Weeks)*

**Exercise 1.5.8:** *Annual Anti-Bullying Slogan Competition (2 Weeks)*

**Exercise 1.5.9:**5th & 6th Class (Age 11-12) Anti-Bullying Snakes and Ladders *- Game*

**+ Surveys:** From the “*Resolving Situations”* section with ‘Reform, not Blame’ approach explained before every survey

**Sixth Class (Age 11-12):**

**Exercise 1.6.1: “Mean Girls”-** *You Tube Video & Accompanying Worksheet*

**Exercise 1.6.2: “How to UnMake a Bully, Vol. 2”** *– YouTube Video to be followed by small group or class discussion*

**Exercise 1.6.3: "Cyber-Bullying" –** *YouTube Video & Accompanying Worksheet*

**Exercise 1.6.4: “Childnet International – Cyberbullying” –** *YouTube Video & Accompanying Worksheet*

**Exercise 1.6.5:** *Short Worksheet Exercise to avoid being cyberbullied & handout of tips re. phone & online bullying*

**Exercise 1.6.6: “Tolerance PSA - Dear Parents”** *– YouTube Video to be followed by discussion in school & at home*

**Exercise 1.6.7:** *Annual Anti-Bullying Drawing Competition (2 Weeks)*

**Exercise 1.6.8:** Computerised Anti-Bullying Poster Competition or *Annual Anti-Bullying Slogan Competition (2 Weeks)*

**Exercise 1.6.9:**5th & 6th Class (Age 11-12) Anti-Bullying Snakes and Ladders *- Game*

**+ Surveys:** From the *“Resolving Situations*” section with ‘Reform, not Blame’ approach explained before every survey

**All Classes: (Age 8 - 12):**

* **Curricular Anti-Bullying Resources: *Social, Personal & Health Education, Religious Education,*** *and/or other subject area activities supporting anti-bullying work*
* **Teachers Section: 13 *–*** *A Selection of Poems, some of which can help older pupils understand how bullied children might feel & maybe encourage further writing*
* **Literature:***Any literature on themes of Friendship, Kindness, Respect, Bullying etc.*
* **School Visits:***Visiting Anti-Bullying Drama/Speaker* *if available/affordable*

***Staff Awareness of Bullying:***

* **Primary & Post-Primary Level Videos:** *Sample Various Pupil Awareness-Raising Videos from our programme*
* **Teachers Section: 01 (a) –** *Powerpoint Presentation for Teachers on Bullying and how the Anti-Bullying Campaign works*

**01 (b) *–*** *Video Presentation for Teachers on Bullying and how the Anti-Bullying Campaign works*

**03 (a) –***Powerpoint Presentation for Parents and Teachers on Bullying & Cyber-Bullying with an outline of the Anti-Bullying Campaign*

**03 (b) –** *Video Presentation for Parents and Teachers on Bullying & Cyber-Bullying with an outline of the Anti-Bullying Campaign*

**09 – “Not in the Break Room, Not on the Playground”** *– YouTube Video*

**10 – “To this Day Project – Shane Koyczan”** *– YouTube Video*

**11 *–*****Lucy’s Story –** *Tragedy of teen son, taunted online, told by his mum*

**13 *–*** *Poems to help Teachers understand how bullied children might feel*

* **Visiting Drama:** *Attend any Visiting Anti-Bullying Drama/Speaker with pupils*
* **Regular Reports & "Thank You's":**  *Presented at staff-meetings, staff-days, in-school inservice etc.*

***Parent Awareness of Bullying:***

* **Teachers Section: Exercise 03 (a) –** *Powerpoint Presentation for Parents and Teachers on Bullying & Cyberbullying with an outline of the Anti-Bullying Campaign*

**Exercise 03 (b) –***Video Presentation for Parents and Teachers on Bullying & Cyber-Bullying with an outline of the Anti-Bullying Campaign*

* **Policy:** *Publication of Anti-Bullying policy in School Prospectus / School Website / Pupil Journals*
* **Newsletters:** *Regular parents newsletter items re. anti-bullying activities*

***Whole School Awareness:* Display in central and/or public areas in school:**

 (a) *Information re anti-bullying activities*

 (b*) Notice of upcoming anti-bullying events*

 (c) *Anti-bullying competition winners' names*

 (d) *Anti-bullying competition winning entries*

***Appendix 3. –* Resolving Possible Bullying Situations -** for Second to Sixth Classes (Age 7-12 years)

(Required under Procedures 5.2.2 (v)/(vi),5.3.1 (viii) & Appendix 1.6)

From: Anti-Bullying Campaign Strand 2 – Resolving Bullying Situations Handbook

***Strand 2: – 4 Essential Steps to Rapidly Uncover and Resolve Possible Bullying Situations***

sign a“Joining-In” promiseform, enabling them to admit any involvement in the bullying and promising that in future they will not join in.

3 Speak with any alleged perpetrators using the **Essential Step 3** “Alleged Bullying Interview”form. In the conversation use the “Bullying Behaviour Checklist” to establish the nature and/or gravity of the behaviour.

*If necessary*, (though it is seldom necessary) ask each identified witness to individually complete an “Incident Observer Report” form.

*If necessary* (in the unusual event that sufficient information has not been forthcoming through the survey), organise the Anti-Bullying Team to use the “Whole Class Individual Interview” formwith all class members individually within one class period.

*If necessary*, seek staff feedback usingthe “Suspected Vulnerable Pupil Alert,” “Pupil Friction Alert” or “Named Bullied Pupil Alert” notices.

4 As **Essential Step 4** ask each confirmed perpetrator to complete and honour a simple “Pupil Behaviour Promise”. For breach of a previous promise (e.g. bullying a different pupil) or more serious bullying use a “Pupil and Parent Behaviour Promise.” Then complete the “Action Taken”form (from **Essential Step 1**).

Some time later, if appropriate, ask targeted pupil to complete a “Targeted Pupil Impact Statement” form.

*While most investigations using these tools quickly result in a satisfactory outcome, some cases may involve the use of more of the optional “if necessary” tools and so take more time. Please be patient.*

*Also, there may sometimes be a temptation to take extreme action in response to bullying****. Please do not!*** *It may lead to a backlash against the targeted pupil. Remember that the main objective is to get a signed promise to stop bullying that will be upheld.*

***Tools to Rapidly Uncover and Resolve Possible Bullying Situations***

**Every incident or suspicion reported must be investigated and dealt with.**

*There follows a complete list of tools/pages for the various stages of investigating bullying. In most cases, however, only the following need to be used:*

* ***Essential Step 1*** *(back to back) to record any report of bullying and progress in dealing with it.*
* ***Essential Step 2*** *(back to back) to remind pupils of no blame approach and then carry out a whole class survey.*
* ***Essential Step 3*** *(back to back), to guide conversation with pupil to establish if bullying did take place – allow up to 30 minutes per pupil.*
* ***Essential Step 4 (a) or (b)*** *- if bullying has been confirmed, a first promise not to bully or a second promise, if needed (supported by a parent).*

*Some of the other tools/pages may sometimes be helpful in more difficult cases.*

***FULL LIST OF TOOLS/PAGES***

1. If a report of possible bullying is received from any source, always complete **Essential Step 1**. This includes an “Incident Report” form and (copied back-to-back) an “Action Taken” form on which brief details of the response to the report are to be recorded as they happen.
2. Even if the facts are known, always read or summarize the **Essential Step 2** “Information Before Class Survey” page for pupils and carry out a survey to “establish the facts,” identify other witnesses and protect any reporter by creating many possible “sources” for the information. Then use the “Regular Class Survey” page so pupils can tell their teacher who, in their opinion, the teacher should talk to.

*If necessary,* (if bullying was class-wide or a survey had a lot of evasive “don’t knows”), emphasise again the "Reform, not Blame" approach and ask the class to complete and

All used pages are confidential unless a legal imperative dictates otherwise. If a pupil keeps her/his anti-bullying promise, the pages should be kept on file and not shown to anyone (apart from a school anti-bullying team, if applicable). However, if a pupil chooses to break that promise then disclosure is possible.

Appendix 4

# 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**

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Source** of bullying concern/report (tick relevant box(es))\* |  |  | **4. Location** of incidents (tick relevant box(es))\* |  |
| Pupil concerned |   |  | Playground  |   |
| Other Pupil |   |  | Classroom |   |
| Parent |   |  | Corridor |   |
| Teacher  |   |  | Toilets |   |
| Other |   |  | 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 of Traveller community  | Other (specify) |
|  |  |  |  |  |

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

|  |
| --- |
|  |

1. **Details of actions taken**

|  |
| --- |
|  |

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

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

The Board of Management must undertake an annual review of the school’s anti-bullying policy and its implementation. The following checklist must be used for this purpose.

 Yes /No

|  |  |
| --- | --- |
| 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*? |  |
| Has the Board published the policy on the school website and provided a copy to the parents’ association? |  |
| Has the Board ensured that the policy has been made available to school staff (including new staff)? |  |
| 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? |  |
| Has the Board ensured that the policy has been adequately communicated to all pupils? |  |
| Has the policy documented the prevention and education strategies that the school applies? |  |
| Have all of the prevention and education strategies been implemented? |  |
| Has the effectiveness of the prevention and education strategies that have been implemented been examined? |  |
| Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy? |  |
| Has the Board received and minuted the periodic summary reports of the Principal? |  |
| 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? |  |
| Has the Board received any complaints from parents regarding the school’s handling of bullying incidents? |  |
| Have any parents withdrawn their child from the school citing dissatisfaction with the school’s handling of a bullying situation? |  |
| Have any Ombudsman for Children investigations into the school’s handling of a bullying case been initiated or completed? |  |
| 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? |  |
| Has the Board identified any aspects of the school’s policy and/or its implementation that require further improvement? |  |
| Has the Board put in place an action plan to address any areas for improvement? |  |

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 C.B.S. Primary School Ennis 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