

Scoil San Treasa, Kilshanroe



ag forbairt le chéile

School Bí Cineálta Policy to Prevent and Address Bullying Behaviour

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The Board of Management of Scoil San Treasa, Kilshanroe, has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024*.

The board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Definition of bullying

Bullying is defined in *Cineáltas: Action Plan on Bullying* and *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an

imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the Bí Cineálta procedures.

Each school is required to develop and implement a Bí Cineálta policy that sets out how the school community prevents and addresses bullying behaviour. Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour.

Section A: Development/review of our Bí Cineálta policy to prevent and address bullying behaviour

All members of our school community were provided with the opportunity to input into the development/review of this policy.

	Date consulted	Method of consultation
School Staff	17/02/2025 19/02/2025	Google forms questionnaire Bí Cinealta half-day closure Staff meeting and discussion
Students	05/02/2025 24/02/2025	Student Council focus group 3 rd to 6 th Class Google Forms questionnaire
Parents	Week of 3 rd March 2025	Google forms
Board of Management	Week of 30 th March 2 nd April 2025	Board meeting discussion and ratification
Wider school community as appropriate, for example, bus drivers	N/A	
Date policy was approved: 2 nd April 2025		
Date policy was last reviewed:		

Section B: Preventing Bullying Behaviour

This section sets out the prevention strategies that will be used by the school. These include strategies specifically aimed at preventing online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment as appropriate (see Chapter 5 of the Bí Cineálta procedures):

Culture and Environment

- Our school is a place of friendship, respect, and kindness. We celebrate differences and make sure everyone feels safe and included. Bullying behaviour is never okay, and we work together to stop it e.g. Friendship Week & Random Acts of Kindness within classrooms.
- School pledge is recited daily each morning and at all assemblies. It is also discussed with pupils and used to consider their behaviour.
- Through school curricular activities and joining teams or committees.
- We build self-esteem by

- o Celebrating diversity within our school and what makes each person unique
- o Recognising and rewarding good behaviour e.g. Golden Child
- o Giving everyone chances to succeed in all aspects of the curriculum
- o Hearing and promoting the pupils' voice in school matters via committees such as Student Council and Wellbeing Committee
- o Welcoming school environment with positive messages and encouragement to all
- o Celebration days and weeks such as Catholic Schools' Week, Grandparents' Day, Wellbeing Week, Termly Friendship Week
- Respectful and open communication is fostered between all members of the school community
- Board meets with staff to support them in their roles to communicate important policies, praise the efforts of all staff and to adopt a collaborative approach to the sharing of responsibilities
- Parents are welcomed and actively involved. We seek the input of parents on aspects of school policy and development.
- Whole school awareness on all aspects of bullying behaviour, to include pupils, parents & guardians and the wider school community.
- Parents and guardians are provided with a copy of the school's Bí Cineálta Policy and Code of Behaviour upon enrolment to the school and after any subsequent reviews. The school's website displays both.
- A 'culture of telling' is encouraged, especially if they see it happening to someone else. It is brave and responsible to tell an adult about bullying behaviour - it's not telling tales! When we speak up, we help keep our school safe and kind for everyone. These are ways we can tell, e.g.:
 - o Direct approach to a member of staff at an appropriate time, for example after class.
 - o Worry box
 - o Get a parent/guardian or friend to tell on your behalf.
 - o Complete a confidential questionnaire once a term to all senior pupils as appropriate.
 - o Ensure everyone understands the importance of telling if they witness or know that bullying behaviour is taking place.
 - o All staff respond sensitively to pupils who disclose incidents of bullying behaviour.
 - o Teach children to say things like: 'please do not do that again' or 'do not do that, I don't like it'.
- The staff is particularly vigilant in monitoring all pupils who are considered at risk of/from bullying behaviour.
- Staff model tolerance and understanding and encourage habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.

- While everyone can't be best friends, the importance of being friendly and showing respect to all is emphasised.
- Board of Management and staff will implement arrangements to reduce access to areas in the yard that are isolated or not easily visible to supervising staff.

Curriculum

- Our Code of Behaviour explains that there is an expectation of respect for each other and bullying behaviour is discouraged.
- Self-esteem is promoted for all pupils through activities in class and outside of the class e.g. S.P.H.E., Stay Safe Programme, RSE, Religious Education curriculum membership of teams, committees, sports events, choir and tours etc.
- Positive self-esteem is encouraged among the pupils by celebrating uniqueness and achievements, by highlighting and rewarding good behaviour and by providing opportunities for success e.g. Golden Child, classroom rewards, and newspaper 'Shout Outs'.
- All school members are made aware of all aspects of bullying behaviour, to include pupils, parents & guardians and the wider school community.
- The school's Bí Cineálta Policy/Code of Behaviour are regularly discussed with pupils in the classroom as part of teaching about respect for all.
- The staff carefully monitor pupils, especially those at risk of experiencing bullying behaviour.
- Internet safety is encouraged throughout the school supported by the school's AUP Policy and the teaching of the Web Wise programme published by the NCTE, yearly.
- Implement 'FUSE' to support 'Tackling Bullying and Online Safety Together'
- A member of An Garda Síochána is invited to the school to talk about cyber-bullying, safe behaviour on-line and consequences
- Pupils are helped to develop empathy by discussing feelings and by trying to put themselves in the place of others, for example during Circle Time activities and drama.
- Circle time and class discussion on rights of the individual – fairness, to feel safe etc.
- Religion lessons teach respect for others and acceptance of diversity in cultures and heritage.
- Teach children to be comfortable to say things like: 'please do not do that again' or 'do not do that, I don't like it'.
- The Child Safeguarding Policy and Risk Assessment provide guidance to staff and Board of Management on procedures to follow should a child protection issue arise due to bullying behaviour.
- Weaving Wellbeing Programme is being implemented throughout the school from September 2025
- Implement activities at lunch-time or afterschool, other than sports, to recognise diversity and to promote self-esteem and belonging
 - Hopscotch
 - Yard markings
 - Knitting/weaving

- Chalk art
- Book club
- Extra benches for the yard
- Plan weeks of some of the above activities

Policy and Planning

- All staff learn about bullying behaviour to ensure that all staff develop an awareness of what bullying behaviour is, how it impacts on pupils' lives and how we respond to prevent it.
- Review of Bí Cineálta policy with all staff, parents/guardians, all pupils and Board of Management each school year
- Pupils actively involved in the creation of student-friendly Bí Cineálta Policy
- Continuous reference in school to the student-friendly Bí Cineálta Policy and ensuring that all practise the its principles.
- Display of student-friendly Bí Cineálta Policy in each classroom, key locations within the corridor and on the school web-site
- All parents / guardians are directed to our website to access all policies of the school
- Parents / guardians are encouraged to inform the school immediately about any incidents of bullying behaviour, and to arrange meetings to discuss this with class teacher.
- All school staff read, understand and sign relevant policies at the beginning of school year and discuss its importance: Code of Behaviour, Bí Cineálta policy, Supervision Policy, Child Safeguarding & Risk Assessment, Parental Complaints Procedure
- Acceptable User Policy: all pupils and staff to read and sign
- All staff will have a flowchart of 'How to identify bullying behaviour'
- All staff will be shown annually how to fill out a recording template.
- Our Code of Behaviour promotes an awareness of bullying as unacceptable behaviour and places an emphasis on mutual respect and co-operation,
- Whole staff professional development on bullying to ensure that all staff develops an awareness of what bullying is, how it impacts on pupils' lives and the need to respond to it using prevention and intervention
- Termly Bí Cineálta questionnaire provided to parents / guardians and pupils.
- Supervision policy outlines the number of teachers / SNA staff on yard duty / classroom duty on wet days and during extra-curricular activities.
- Board will seek to train staff in Restorative Practice
- School tours policy: outlines ratio of supervision including classes with particular SEN.
- Non-teaching and ancillary staff will be encouraged to be vigilant also and report issues to relevant teachers.
- The SPHE curriculum, including Walk Tall, Stay Safe Programme and RSE is used throughout the school to support the Bí Cineálta Policy.

- The school's Bí Cineálta Policy is actively discussed with pupils
- Internet safety is encouraged throughout the school supported by the school's AUP Policy.
- Parental Communication and Complaints Policy provides guidance for parents who may wish to raise an issue with the school
- Clear Mobile Phone and Digital Technology Policy that is implemented throughout the school

Relationships

- Promotion of an atmosphere of friendship, tolerance and respect
- Valuing diversity of all members of the school community
- Respectful and open communication is fostered between all members of the school community
- Board, Principal, staff and parents work together to promote and improve all aspects of school life.
- Board communicates regularly with parents
- Parents are welcomed and actively involved
- Staff and parents work together to promote positive relationships amongst the pupils
- Wellbeing Week, Catholic Schools' Week, Internet Safety Day etc. help promote positive relationships and respect for others
- The staff is particularly vigilant in monitoring all pupils who are considered at risk of/from bullying behaviour.
- Pupils are helped to develop empathy by discussing feelings and by trying to put themselves in the place of others, for example during Circle Time activities and drama.
- While everyone can't be best friends, the importance of being friendly and showing respect to all is emphasised.
- Promotion of the concept of 'A Trusted Adult' with pupils and parents
- Promote online safety talk for parents/guardians

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour (see Chapter 5 of the Bí Cineálta procedures):

- All teaching and SNA staff review, read and sign policies relevant to the prevention of bullying behavior: Bí Cineálta, Child Safeguarding, Supervision
- Yard Book is maintained by all staff to record incidents briefly
- School displays in corridor promote each pupil's uniqueness, diversity and school values
- School's Vision and Mission Statement is displayed and promotes mutual respect and recognition of all
- 'Buddy Bench' in the yard helps staff to note pupils who may need support with friendship and dealing with issues
- Staff present a smile and a welcome to all pupils and encourage pupils to talk to someone (trusted adult) if they are experiencing bullying behavior
- Promotion of a 'No Blame' culture. Staff will work with all pupils involved to help them to resolve relationship difficulties
- Ensure Stay Safe Programme is completed bi-annually and cover anti-bullying activities annually with each class
- Internet Safety Day and talks to promote safe and respectful on-line activity
- Respectful language used and promoted within the school in relation to diversity and uniqueness of individuals
- Regular communication among teachers, SNAs and with parents and Board of Management to promote positive relationships and to support pupils
- Review of Bí Cineálta Policy and Child Safeguarding and Risk Assessment on an annual basis with all members of the school community
- Review of procedures to recognise and address bullying behaviour with staff each September and as required during the school year
- Report to the Board of Management at each meeting in relation to incidents of bullying behavior and actions being undertaken
- Prompt discussions with pupils who may be experiencing bullying behaviour to support them and to help prevent the occurrence of the behaviour towards them in the future
- Prompt discussions with pupil/groups of pupils who are engaging in bullying behavior to assist them to recognise the harm they are causing/have caused and to prevent them engaging in negative behaviour towards others
- Lessons to address incidents that have occurred to educate everyone
- Prompt communication with parents of all pupils involved in incidents of bullying behaviour to work together to address and resolve the issue in as far as practicable

Section C: Addressing Bullying Behaviour

The teacher(s) with responsibility for addressing bullying behaviour is (are) as follows:

Class Teacher

Special Education Teacher (if child reports the behaviour to them)

Teaching Principal will be informed by Class Teacher, if the incidence is not in the Teaching Principal's class

When bullying behaviour occurs, the school will:

- > ensure that the student experiencing bullying behaviour is heard and reassured
- > seek to ensure the privacy of those involved
- > conduct all conversations with sensitivity
- > consider the age and ability of those involved
- > listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation
- > take action in a timely manner
- > inform parents of those involved

The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows (see Chapter 6 of the Bí Cineálta procedures):

The teacher will identify if it has bullying behaviour has occurred by asking the following questions:

1. **Is it targeted?** Is the behaviour targeted at a particular student or a particular group of students?
2. **Is it harmful?** Is the behaviour intended to cause physical, social or emotional harm?
3. **Is it repeated?** Is the behaviour repeated?

If the answer is '**yes**' to each of these questions, the Bí Cineálta Procedures will be followed.

If the answer is '**no**' to any of these questions, the Code of Behaviour will be followed.

If bullying behaviour has been identified, both the student who is experiencing bullying behaviour, the student displaying bullying behaviour and/ if there is a witness all need support.

Gentle questioning will be used with each pupil to establish the nature of the behaviour, to hear all parties and to establish an action plan to resolve the matter as far as practicable.

If bullying behaviour has occurred the teacher will record and address the behaviour.

The bullying behaviour will be recorded on the recording template.

Parents and parties involved will be contacted at an early stage to inform them of the matter and consult them with the actions to be taken.

If a parent, who informs the school of incidents of bullying behaviour towards their child, **requests that no action be taken, this must be put in writing.** However, when acknowledging a parent's request, the school may decide based on the circumstances it is appropriate to address the bullying behaviour.

The school will monitor the situation up until a review takes place.

The teacher will review the situation with the student(s) and parent(s).

The teacher will engage with the parents and students involved no more than 20 school days after the initial discussion to review progress following the initial intervention.

The teacher will determine if the bullying behaviour has ceased.

If bullying behaviour has ceased, the school will continue to monitor. If bullying behaviour has not ceased, the school will review the strategies used and/or seek external support. Another review will take place within the agreed timeframe.

If the bullying behaviour has ceased after 20 school days, this record will be given to the principal to be filed away in the Bí Cineálta folder in the office.

If a parent is not satisfied with how bullying behaviour is addressed by the school, following this procedure, then they will be referred to the school's complaints procedure.

The principal will update the Board of Management if any bullying behaviour has occurred.

The principal will provide a verbal update of any bullying behaviour to the Board of Management.

The school will use the following approaches to support those who experience, witness and display bullying behaviour (see Chapter 6 of the Bí Cineálta procedures):

- Maintain good records using the Recording Form and ensure all parties are aware of this and actions being taken
- Check-ins on a daily basis initially, followed by weekly check-ins to all involved
- Continuous monitoring of behaviour on the yard
- Check-ins with parents of children involved
- Provide support teaching, where necessary, for pupils who may be experiencing anxiety as a result of bullying behaviour
- Follow and ensure all children are familiar with the Code of Behaviour.
- Follow Bí Cineálta Policy.
- Display and ensure children understand 'Child Friendly' Bí Cineálta Policy.
- SPHE lessons
- Circle time activities
- Seek support from Oide for staff professional development
- Promote Webwise for Parents/Guardians to support them in engagement in their child's on-line life
- Seek outside support from National Educational Psychological Service (NEPS) if necessary


All bullying behaviour will be recorded. This will include the type of behaviour, where and when it took place, and the date of the engagement with students and parents. The actions and supports agreed to address bullying behaviour will be documented. If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with *Child Protection Procedures for Primary and Post-Primary Schools*.

Section D: Oversight

The principal will present an update on bullying behaviour at each board of management meeting. This update will include the number of incidents of bullying behaviour that have been reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year. Where incidents of bullying behaviour have occurred, the principal will also provide a verbal update which will include where relevant, information relating to trends and patterns identified, strategies used to address the bullying behaviour and any wider strategies to prevent and address bullying behaviour where relevant. This update does not contain personal or identifying information. See Chapter 7 of the *Bí Cineálta* procedures.

This policy is available to our school community on the school's website and in hard copy on request. A student friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.

Signed:  _____

(Chairperson of Board of Management)

Date: 2/4/2025

Signed: Maeve McConaghy _____

Acting (Principal)

Date: 2/4/2025