

Kilnamanagh Community National School (KCNS)
 Oulart, Co. Wexford. Y25 HT63

Email: kilnamanaghcns@wwetb.ie

Kilnamanagh CNS Anti-Bullying Policy

Introduction

Kilnamanagh CNS believes that each pupil has a right to an education free from fear and intimidation.

The 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 it does not tolerate bullying of any kind.

Every report of bullying is treated seriously and investigated, having due regard for the well-being of the children involved.

The immediate priority, should a bullying incident occur, is ending the bullying, resolving the issues and restoring the relationships involved insofar as is practicable.

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.

This policy was drafted by the In-School Management team, in consultation with the teaching staff of Kilnamanagh CNS. The draft policy was disseminated to parents and feedback was sought. The policy was then ratified by the school's single manager. This policy is intended to inform the whole school community about Kilnamanagh CNS Anti-Bullying procedures.

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Full Compliance

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the National Education Welfare Board (NEWB), the Board of Management of Kilnamanagh CNS School has adopted the following anti-bullying policy within the framework of the school's overall Code of Behaviour. This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

SECTION 1

Key Principles of Best Practice

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;
- 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;
- Explicitly address the issues of cyber-bullying and identity-based bullying including 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)
- On-going evaluation of the effectiveness of the anti-bullying policy.

Definition of Bullying.

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

The following types of bullying behaviour are included in the definition of bullying:

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- 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.

Note

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.

SECTION 2

Our Education & Prevention Strategies

The education and prevention strategies (including strategies specifically aimed at cyber-bullying, homophobic and transphobic bullying) that will be used by the school are as follows:

School-wide approach

- We model respectful behaviour to all, at all times.
- We explicitly teach pupils what respectful language and respectful behaviour looks like, acts like, sounds like and feels like in class and around the school.
- We notice and acknowledge desired respectful behaviour by providing positive attention.
- We consistently tackle the use of discriminatory and derogatory language in the school.
- We give constructive feedback to pupils when respectful behaviour and respectful language are absent.
- We have a system of encouragement and rewards to promote positive desired behaviour and compliance with the school rules and routines.
- We highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.
- We aim to have a Human Rights Month to raise awareness of children's rights and responsibilities. The children will be educated about the 9 Grounds of Discrimination throughout their eight years in Kilnamanagh CNS i.e. gender including transgender, civil

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status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community. (See Equality Policy)

- We promote the value of diversity to address issues of prejudice and stereotyping, and highlight the unacceptability of bullying behaviour.
- We foster and enhance the self-esteem of all our pupils through both curricular and extracurricular activities. Pupils will be provided with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Whole staff professional development on our Anti-Bullying policy through staff induction training will be provided at times to ensure that all staff develop an awareness of what bullying is, how it impacts on pupils' lives and the need to respond to it with both prevention and intervention strategies.
- We provide school wide awareness raising and training in relation to bullying during Anti-Bullying Week, to include pupils and parents/guardians. This may include an information meeting for parents & lessons for pupils on anti-bullying.
- We supervise and monitor classrooms, hallway, school grounds, school tours and extra-curricular activities. Non-teaching and ancillary staff will report issues to relevant teachers. Supervision will also apply to monitoring student use of communication technology within the school in accordance with our Acceptable Use Policy.
- Anti-Bullying code/signs for the school are displayed publicly in classrooms and in common areas of the school. This will be discussed regularly and as and when needed.
- We encourage a culture of telling, with particular emphasis on the importance of bystanders. In that way pupils will gain confidence in 'telling'. This confidence factor is of vital importance. It will be made clear to all pupils that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly. This will be explored at school assemblies, during discrete SPHE lessons and incidentally throughout the school year.
- Staff will ensure that pupils know who to tell and how to tell, e.g.:
 1. Direct approach to teacher at an appropriate time, for example after class.
 2. Hand note up with homework.
 3. Make a phone call to the school or to a trusted teacher in the school.
 4. Suggestion (anti-bullying) box
 5. Get a parent/guardian or friend to tell on your behalf.
- Parents can approach any member of the teaching staff but are encouraged to go directly to their child's class teacher. Parents who suspect their child is partaking in bullying behaviour are also encouraged to engage with their child's class teacher and to work collaboratively with them to resolve the situation.
- The Acceptable Use Policy in the school includes the necessary steps to ensure that access to technology within the school is strictly monitored, as is the pupils' use of mobile phones.
- The school's Anti-Bullying Policy and Code of Behaviour will be available online on the school's website, when it is set up and in the school office for all parent(s)/guardian(s) to

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view. The Anti-Bullying Policy & code of behaviour will be discussed throughout the year with the pupils, in class and at assemblies.

Implementation of curricula

- The full implementation of the SPHE curriculum.
- School wide delivery of lessons on bullying from evidence based programmes, e.g. Stay Safe Programme, The Walk Tall Programme.
- School wide delivery of lessons on Diversity and Inter-culturalism.
- The school will specifically consider the additional needs of SEN pupils with regard to programme implementation and the development of skills and strategies to enable all pupils to respond appropriately.
- The school will look at its 'hidden curriculum' to ensure that it is inclusive of minority groups e.g. books in library, displays and images, text books used, etc.

Other relevant policies/plans

1. Code of Behaviour
2. Child Protection Policy
3. Acceptable Use Policy
4. Supervision of Pupils Policy
5. Attendance Policy
6. Complaints procedures for parents

SECTION 3

Who is Responsible for Implementation of this Policy?

- All staff members, school pupils, parents and school community have a part to play in the prevention of bullying in our school.
- Any pupil or parent/guardian may report a bullying incident to any teacher in the school. Please be aware that one off incidents do not constitute bullying.
- Teaching and non-teaching staff such as secretaries, special needs assistants (SNAs), bus escorts, caretakers, cleaners will report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.
- The relevant teachers for investigating and dealing with bullying are as follows: a. The child's class teacher b. Any teacher may act as a relevant teacher if circumstances warrant it.

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- The Anti-Bullying co-ordinators are: 1. Ms Bróna Kenneally DLP 2. Ms. Jamie Lee Somers DDLP
- The anti-bullying co-ordinators will make themselves available in an advisory capacity for teachers concerned about suspected cases of bullying, investigations and supports.
- Staff understand that all bullying incidents are of a serious nature and should not be discussed in an informal setting.
- Whenever an incident is being investigated, the relevant teacher will inform the following: Principal: Ms Bróna Kenneally and In her absence: Ms Jamie Lee Somers
- Parents/carers 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.

Our Procedures for Investigating Bullying Behaviour

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

Every effort will be made to ensure that all involved (including pupils, parents/carers understand this approach from the outset.

This policy applies to activities and events that take place:

1. During school time (including break times)
2. Going to and from school
3. School tours/trips
4. Extra-curricular activities

Kilnamanagh CNS reserves the right to take action against bullying perpetrated outside school time and/or during extra-curricular activities which spills over into the school.

The school's procedures will be consistent with the following approach.

1. Dealing with Incidents

- All staff will keep a written record of any incidents witnessed by them or notified to them. The yard book is used to record incidences that occur during play time and classroom incidences are recorded on Aladdin. If more than one pupil is involved, the note will be linked to each party. The teacher uses his/her professional judgement to decide which incidents merit recording.
- All reports, including anonymous reports of bullying, will be investigated and dealt with by the relevant teacher.
- In investigating and dealing with incidents, the relevant teacher will exercise his/her professional judgement to determine whether bullying has occurred and/or how best the situation might be resolved.
- The relevant teacher will inform the principal of all incidents being investigated.

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2. Formal Stage 1: When Bullying has occurred

- All record keeping for Formal Stage 1 is recorded in the 'Anti-Bullying Record' on Aladdin (Appendix 2). This document will be linked to all pupils involved.
- If a parent becomes aware of a bullying issue that is occurring in the school, it should be reported immediately to the relevant teacher. Parents are asked not to attempt to deal with this situation themselves. Once the incident is reported to the school, the procedures outlined in this policy will be followed.
- If it is established by the relevant teacher that bullying has occurred, the relevant teacher will keep an 'Anti-Bullying Record' which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
- The parents/guardians 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). The school will give parents/guardians an opportunity for discussing ways in which they can reinforce or support the actions being taken by the school and the supports provided to the pupils.
- When an incident of bullying occurs, teachers should take a calm, unemotional problem-solving approach.
- Where possible, incidents will be investigated outside the classroom situation to ensure the privacy of all involved
- All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned
- When analysing incidents of bullying behaviour, the relevant teacher will seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner
- If a group is involved, each member will be interviewed individually at first. Pupils who are not directly involved can also provide very useful information in this way
- Thereafter, all those involved will be met as a group. At the group meeting, each member will be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements
- Each member of a group should be supported through the possible pressures that may face them from the other members of the group after the interview by the teacher;
- If the teacher feels that the child is capable, he/she will be asked to write down their account of the incident(s)
- Where the relevant teacher has determined that a pupil has been engaged in bullying behaviour, it will be made clear to him/her how he/she is in breach of the school's anti-bullying policy and efforts will be made to try to get him/her to see the situation from the perspective of the pupil being bullied.
- It will also be made clear to all involved (each set of pupils and parents/guardians) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parents/guardians and the school.

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- A system of support will be put in place for those affected by the bullying. Please see Section 4 of this policy.

3. Follow up

- Follow-up meetings with the relevant parties involved should be arranged separately with a view to possibly bringing them together at a later date if the pupil who has been bullied is ready and agreeable.
- In determining whether a bullying case has been adequately and appropriately addressed the relevant teacher 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 parent(s)/guardian(s) or the school principal or deputy principal.

4. Formal Stage 2- Appendix 3

- The relevant teacher will use the recording template Appendix 3 on Aladdin to record the bullying behaviour in the following circumstances:
- In cases where he/she considers that the bullying behaviour has not been effectively or adequately or appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred and began the implementation of Formal Stage 1; or

When the following bullying behaviours are identified:

- Posting or endorsing a derogatory comment online about any member of the school community; Sending group text messages or group private messages which are hurtful to another child; Endangering the health and safety of a child through physical aggression.

Parents/Guardians Rights

- Where a parent/guardian is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent/guardian will be referred, as appropriate, to the school's complaints procedures.
- In the event that a parent/guardian has exhausted the school's complaints procedures and is still not satisfied, the school will advise the parent/guardian of their right to make a complaint to the Ombudsman for Children.

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Bullying as part of a continuum of behaviour

It is also important to note that bullying behaviour may escalate beyond that which can be described as bullying to serious physical or sexual assault or harassment. To ensure that any such cases are dealt with appropriately, the school's code of behaviour will be enforced and referral will be made to relevant external agencies and authorities where appropriate. In cases where the 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.

Referral of Serious Cases to Child & Family Agency - Tusla

- Children First National Guidance for the Protection and Welfare of Children 2011 (Children First) and the Child Protection Procedures for Primary Schools provide that in situations where "the incident is serious and where the behaviour is regarded as potentially abusive, the school will consult the Child and Family Agency - Tusla with a view to drawing up an appropriate response, such as a management plan".
- Serious instances of bullying behaviour will, in accordance with the Children First and the Child Protection Procedures for Primary Schools, be referred to the Child & Family Agency and/or Gardaí as appropriate.
- The Child Protection Procedures for Primary and Post-Primary Schools also provide that where school personnel have concerns about a child but are not sure whether to report the matter to the HSE, the Designated Liaison Person will seek advice from the Child & Family Agency.

SECTION 4

The School's Programme of Support

The school's programme of support for working with pupils affected by bullying involves a whole school approach. Given the complexity of bullying behaviour, no one intervention/support programme works in all situations. Therefore, various approaches and intervention strategies may be used. As the school grows and various interventions are used, there will be a whole-staff discussion on how best to support all involved in cases of bullying. These practices will be added to this policy in time.

SECTION 5

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.

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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.

Availability of this Policy

This policy has been made available to school personnel, published on the school website, emailed to parents and made available in the school office. A copy of this policy will be made available to the Department and the patron if requested.

Review of this Policy

- The implementation and effectiveness of the anti-bullying policy will be included as an agenda item for all senior management meetings so as to ensure that concerns about the policy or the welfare of individual pupils can be shared and effectively addressed.
- The effectiveness of the school's anti-bullying policy will be subject to continuous review in light of incidents of bullying behaviour encountered. The school will annually review the prevention and intervention strategies in place. Surveys of pupils (when old enough), staff and parents will be used to provide important information about the effectiveness of the anti-bullying measures in place and identify any significant behavioural trends that may benefit from early intervention.
- Data from Appendix 3 template for recording and reporting bullying to the school principal or deputy principal will be collated and analysed with a view to monitoring levels of bullying behaviour and identifying any particular issues that require attention or any significant trends in behaviour. A record of this analysis will be retained and made available to the Board of Management/ Single Manager. Appropriate responses to any issues identified will be drawn up and implemented.
- This policy and its implementation will be reviewed by the Board of Management every year using the checklist in Appendix 4. Written notification that the review has been completed using Appendix 5 will be made available to school personnel, published on the school website, displayed in the school foyer and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

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Signed: Mary Farrell
(Chairperson, Board of Management)

Signed: 4/9/2024
(Principal)

Date: B. Kerneally
(Principal)

Date: 4-9-'24

Date of next review: September 2025

Appendix 1

Kilnamanagh CNS Anti-Bullying Code

The following 6 statements will form our Anti-Bullying Code. These will be displayed throughout the school, in the corridors, in every classroom and on windows facing out to the yard where the children are playing.

1. We will not bully others!
2. We will be buddies, not bullies!
3. We will include others so no one feels left out!
4. We will help those who are being bullied!
5. We will always tell an adult if we are being bullied!
6. This classroom is a bully-free zone!



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Appendix 2

Anti-Bullying Record

Date Incident/Intervention/ Meeting/Interview Those Present:

Record of event What? Where? When? Who? Why?



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Appendix 3 *Teacher Record*

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))*

Pupil concerned

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Other Pupil

Parent

Teacher

Other

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

Playground

Classroom

Corridor

Toilets

School Bus

Other

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



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

Physical Aggression

Cyber-bullying

Damage to Property

Intimidation

Isolation/Exclusion

Malicious Gossip

Name Calling

Other (specify)

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

Homophobic Disability/SEN Racist Membership of Other (specify) related Traveller community

8. Brief Description of bullying behaviour and its impact

9. Details of actions taken



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Signed _____ (Relevant Teacher) Date

Date submitted to Principal/Deputy Principal _____ * Note: The categories listed in the tables 3, 4 & 6 are suggested and schools may add to or amend these to suit their own circumstances.

Appendix 4 *Checklist for annual review of the anti-bullying policy and its implementation*

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

Yes /No

Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools?

yes

Has the Board published the policy on the school website and provided a copy to the parents' association?

yes

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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? *yes*

Has the Board ensured that the policy has been adequately communicated to all pupils?

yes

Has the policy documented the prevention and education strategies that the school applies?

yes

Have all of the prevention and education strategies been implemented?

yes

Has the effectiveness of the prevention and education strategies that have been implemented been examined? *yes*

Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy? *yes*

Has the Board received and minuted the periodic summary reports of the Principal?

yes

Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board? *yes*

Has the Board received any complaints from parents regarding the school's handling of bullying incidents? *no*

Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation? *no*

Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed? *no*

Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour? *yes*

Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement? *no*

Has the Board put in place an action plan to address any areas for improvement?

yes - adopt new procedures



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Signed Mary Farrell Date 4/9/2024 Chairperson of the
Board of Management

Signed B. Kennelly Date 4/9/2024 Principal