



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

ANTI-BULLYING POLICY

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of ELPHIN COMMUNITY COLLEGE 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.

Mission Statement:

Our school exists to serve the educational needs of the community, to enhance student self-confidence, to promote life skills and attitudes which will enable students to live fulfilling lives.

Rationale:

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

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031

E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

○ explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.

- Effective supervision and monitoring of pupils;
- Supports for staff;
- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- On-going evaluation of the effectiveness of the anti-bullying policy.

Definition:

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

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

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

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031 E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

Other types of behaviour involved:

The means of bullying are constantly changing and the following list of types of bullying behaviour may be expanded in the light of the experience of the school community:

- Physical aggression
- Damage to property
- Extortion
- Intimidation
- Gestures
- Silent telephone/mobile phone calls
- Abusive telephone/mobile phone calls
- Abusive text messages
- Abusive email/website messages
- The production, display or circulation of written words, pictures or other materials aimed at intimidating another person
- Isolation & exclusion
- Harassment based on any of the nine grounds in the equality legislation e.g. sexual harassment, homophobic bullying, racist bullying etc.
- Name calling
- Slagging
- Sarcasm
- Public humiliation
- Deliberate disruption of class
- A combination of any of the types listed or any other behaviour the school deems as bullying behaviour which will be added to the list as the school may experience it.

The school does not accept that any of these behaviours can be properly described as “only messing”

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031 E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Scope of policy:

The scope of this policy extends to all relationships within the school, i.e. student to student, student to staff & staff to student.

This policy applies to:

- school time (including break times)
- going to and from school
- school tours/trips
- extra-curricular activities

Rights & Responsibilities:

Students and staff have a right to work and learn in a safe environment free from harassment and intimidation. Parents have a right to be sure their children are safe from bullying while in school. Bullying is wrong and will not be tolerated. All concerned have a responsibility to respect and uphold the rights of others. In particular everyone has a responsibility to report bullying behaviour when they become aware of it.

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

- The Principal
- The Deputy Principal
- The Guidance Counsellor

(In a situation where a role is in an acting capacity, the person in that position becomes the relevant teacher)

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031

E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

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

The school will work proactively to ensure as far as it can that bullying does not take place. Bullying can be prevented by raising awareness of all in the school community about the reality of bullying and of its detrimental effects. In order to prevent bullying the school uses a number of strategies:

- Whole school agreement about policy & procedures to be followed when bullying is reported.
- An anti-bullying curriculum (The Cool School Programme) will be taught to all 1st year students early in the school year and a refresher course will be done with all classes yearly.
- Parent Awareness Programme/evening as part of the induction night.
- Anti-bullying Awareness will be built in to the curriculum and linked to Mental Health Awareness.
- Regular confidential questionnaire to be followed up within 2 weeks.
- Comment box.
- An initiative for mentoring of 1st Years by TYs and 5th Years will be encouraged.
- Informing new staff, students & parents about policy & procedures.
- On-going teacher training in the management of bullying behaviour.
- Teachers can influence attitudes to bullying behaviour in a positive manner through a range of curricular initiatives. There are a number of curriculum components and programmes which are particularly relevant to the prevention of bullying and the promotion of respect for diversity and inclusiveness.
- There is space within the teaching of all subjects to foster an attitude of respect for all: to promote the value of diversity; to address prejudice and stereotyping and to highlight the unacceptability of bullying behaviour
- The school seeks to promote a positive, open school climate at all times.
- Effective practice includes prevention and awareness raising measures across all aspects of bullying and involves strategies to engage pupils in addressing problems when they arise. In particular, such strategies need to build empathy, respect and resilience in pupils.
- The school seeks opportunities to enhance the self-worth of all its students.
- The school provides a wide range of extra-curricular activities that are open to students.
- The school has in place an acceptable use policy when using iPads and other electronic devices.
- The school provides an online awareness and safety programme for all students.

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031

E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows:

Procedures for telling.

It is of the utmost importance that students tell if they are being bullied in school or if they know of another student who is being bullied

- Students are assured that all incidents of bullying will be dealt with confidentially, within the Child Protection Guidelines. Only those who need to know will be informed & every effort will be made to ensure the safety of a student reporting bullying.
- Students may report bullying to any teacher with whom they feel comfortable, by direct approach at an appropriate time, by handing up a note with homework, by phoning, by placing a note in the comment box or by getting a friend/ parent to tell on their behalf.
- A regular confidential questionnaire will be given to students to allow them to tell safely.
- Non-teaching staff should report to the Deputy Principal or Principal any incidents of bullying behaviour observed by them or mentioned to them.

Procedures for Investigating

The primary aim for the relevant teacher 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);

- In investigating and dealing with bullying, the teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved.
- Parents and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible;

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031 E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

-
- It is very important that all involved (including each set of pupils and parents) understand the above approach from the outset;
 - Teachers will take a calm, unemotional problem-solving approach when dealing with incidents of alleged bullying behaviour reported by pupils, staff or parents;
 - Incidents are generally best investigated outside the classroom situation to ensure the privacy of all involved;
 - All interviews will be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way.
 - When analysing incidents of bullying behaviour, the relevant teacher will seek answers to questions of what, where, when, who and why. This will be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner. Through this process an unfounded allegation of bullying behavior will be dispelled and the good name of a student will remain intact.
 - If a group is involved, each member will be interviewed individually at first. Thereafter, all those involved may 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 will be supported through the possible pressures that they may face them from the other members of the group after interview by the teacher;
 - Students involved may be asked to write down their account of the incident(s);
 - In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parents of the parties involved will be contacted at an early stage to inform them of the matter and explain the actions being taken. The school will give parents an opportunity to discuss ways in which they can reinforce or support the actions being taken by the school and the supports for their pupils;

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031

E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

-
- 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) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parents and the school;
 - Follow-up meetings with the relevant parties involved may 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. This can have a therapeutic effect;
 - In cases where the relevant teacher considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour has occurred, it will be recorded by the relevant teacher in the recording template at Appendix 3;
 - In determining whether a bullying case has been adequately and appropriately addressed the relevant teacher must, as part of his/her professional judgement, take the following factors into account:
 - Whether the bullying behaviour has ceased;
 - Whether any issues between the parties have been resolved as far as is practicable;
 - Whether the relationships between the parties have been restored as far as is practicable; and
 - Any feedback received from the parties involved, their parents or the school Principal or Deputy Principal;
 - Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parents must be referred, as appropriate, to the school's complaints procedures.
 - In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parents of their right to make a complaint to the Ombudsman for Children.

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031

E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Procedures for Recording

- A record of all reports of bullying will be kept, **Appendix 3, Anti-Bullying Procedures for Primary & Post-Primary Schools 2013**. Students *may* be asked to write an account of the incident.
- When an investigation is complete & a student has been found to be bullying, they may be asked to sign an agreement that the behaviour will not recur. A parent may also be asked to sign.
- Class Observation Strategies and Sociograms may be used by teachers to ascertain the extent & nature of bullying in a class.
- These records will be kept on file for 3 years after all students concerned in the incident have left the school. The records will then be shredded.

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

- Students will regularly meet with the guidance counsellor,
- Referral to Medical (HSE) or Psychological services where necessary,

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.

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

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031

E: annemaria.egan@gretb.ie



Coláiste Pobail Ail Finn

Ail Finn, Co. Ros Comáin

Elphin Community College

Elphin, Co. Roscommon



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

This policy was adopted by the Board of Management on 20th of June 2017.

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. **Appendix 4, Anti-Bullying Procedures for Primary & Post-Primary Schools 2013.** Written notification that the review has been completed will be made available to school personnel, published on the school website 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.

Signed: _____
Brian Higgins
Chairperson of Board of Management

Signed: _____
Elma Nerney
Principal

Date: 20/06/2017

Date: 20/06/2017

Date of next review: October 2019

Príomhoide/Principal: Ms. Anne Maria Egan. Leas-Phríomhoide/Deputy Principal: Mrs. Marie Lee

T: 071 9635031 E: annemaria.egan@gretb.ie