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# CALASANCTIUS COLLEGE

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## Anti-Bullying Policy



## **INTRODUCTION**

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 (BOM) of Calasancius College 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 2013. This policy has also been informed by two important documents; our School Mission Statement and the Values and Principles of the CEIST Charter.

## **MISSION STATEMENT**

Our school exists to co-operate with parents/guardians in promoting the full and balanced development of children in a safe and caring environment, recognising that each student who enrolls is unique and has different gifts as well as different needs.

## **AIMS**

- ✓ To allow each student develop a good self-image.
- ✓ To give students a good academic grounding in an ordered learning environment, which fosters self-discipline and respect for authority and is conducive to high standards of achievement and behaviour.
- ✓ To allow all students to experience success by having a broad and balanced curriculum, with a variety of extra-curricular activities.
- ✓ To show special concern for those who are emotionally, materially and intellectually disadvantaged.
- ✓ To give our students a good knowledge and understanding of their faith and a respect for the religion and culture of others.
- ✓ To foster in our students a sense of respect for themselves and others and that they be aware of their responsibilities as well as their rights.
- ✓ To give students life skills and attitudes that may enhance the prospect of admission to third-level education and/or employment.
- ✓ To encourage students to make learning a lifetime activity by making it an enjoyable experience. This will help them lead satisfying lives and contribute to the betterment of society.
- ✓ To encourage physical exercise as a healthy habit for life, to promote participation and support excellence in sport.
- ✓ To foster in our students, our school and our community an awareness of the environment and our responsibility to its preservation and improvement.

## **CEIST CHARTER**

- Spiritual & Human Development
- Quality of Teaching & Learning
- Respect for Every Person
- Creation of Community
- Justice & Responsibility

## **RELEVANT LEGISLATION**

- Education Act 1998
- Education (Welfare) Act 2000
- Equal Status Act 2000
- Education for Persons with Special Education Needs 2004
- Education (Miscellaneous) Provisions Act 2007

The BOM has prepared the policy in consultation with the staff, the Parents/Guardians of the students registered at the school (through the Parents Association) and the students (through the Student Council). The BOM 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 including in particular homophobic and transphobic bullying.
- Effective supervision and monitoring of pupils.
- Supports for staff.
- Consistent recording, investigating and follow up of bullying behaviour.
- Ongoing 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;

*“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.

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 once-off offensive or hurtful text messaging, do not fall within the definition of bullying and will 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 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.

**Personnel who investigate and deal with bullying in Calasactius College are:**

- Teacher
- Special Needs Assistant
- Tutor
- Year Head
- Deputy Principal
- Principal

**PROCEDURES**

**Procedures relating to education on bullying behaviour**

- Incoming first year students are informed that bullying is unacceptable.
- This policy on bullying behaviour is reinforced at year group assemblies and in Tutor group.
- The issue of bullying is covered in RE, CSPE and SPHE and by other subject teachers in the context of their own subject.
- From time to time a "Bullying Care Sheet" (see Appendix 1) will be distributed to selected class groups in order to obtain feedback from students.
- The Parents Association is supported in the provision of information evenings for Parents/Guardians.
- Teachers are educated to recognise signs of bullying and to deal with bullying incidents.

**Procedures relating to reporting and dealing with incidents of bullying**

- Students are encouraged to discuss any incident of bullying with a teacher, their Tutor, their "Buddy" or a member of the Student's Council. Members of the Student's Council or "Buddies" must pass on this information to a teacher or Tutor.
- Parents/Guardians are encouraged to contact the school, in confidence, regarding incidents of bullying behaviour that they suspect or that have come to their attention.
- Students who are involved in a bullying incident will be interviewed by the Principal, Deputy Principal, Year Head or class Tutor, as appropriate.
  - The alleged victim and perpetrators of the incident will be spoken to and encouraged to solve the problem.

- The alleged victim and perpetrators will be asked to write down any relevant details and a “Bullying Incident Sheet” will be completed. Written statements from all involved will be attached and records of the procedures followed will be kept.
- The Tutor and class teachers, in their pastoral role will be kept informed of all incidents and have access to relevant written records.
- Year Heads will monitor progress of students involved by liaising with Tutors and students.
- Parents/Guardians will be informed as required, and will be given the opportunity to discuss the matter.
- A range of sanctions as listed in the school’s Code of Behaviour will be applied as appropriate.
- Victims and perpetrators of bullying may be given appropriate support, guidance and counselling.
- In the case of a complaint regarding a staff member, this should be referred to the Principal. This matter will be dealt with under agreed ASTI/JMB procedures.
- Where cases relating to either student or teacher remain unsolved at school level, the matter will be referred to the Board of Management.

### **SUPERVISION & MONITORING OF STUDENTS**

The BOM undertakes that appropriate supervision and monitoring policies and practices are in place both to prevent and deal with bullying behaviour and to facilitate early intervention where possible.

### **PREVENTION OF HARASSMENT**

The BOM undertakes that the school will in accordance with its legal 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:

1. Gender (including Transgender)
2. Civil Status
3. Family Status
4. Sexual Orientation
5. Religion
6. Age
7. Disability
8. Race
9. Membership of the Traveller community

### **MONITORING, REVIEW AND EVALUATION**

The implementation, monitoring, review and evaluation of this policy will be a matter for senior management in conjunction with staff, Parents Association, Students Council and the Board of Management.

**This policy was adopted by the Board of Management of Calasanctius College on 25<sup>th</sup> June 2015.**

*E&OE*

APPENDIX 1

**Student Care Sheet**

**The purpose of this care sheet is to make sure that all students can attend Calasactius College without anybody causing them hurt or harm.**

1. What improvements would you like to see made in the school?

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2. (a) Are you happy / unhappy in the school?

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(b) State why

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3. Have you been bullied recently?

YES  NO

How were you bullied?

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When?

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By whom?

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4. Have you seen any other student being bullied?

YES  NO

Who?

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How was she / he bullied?

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When? \_\_\_\_\_

By whom?

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5. (a) Do you feel comfortable informing a member of staff, if you have a problem?

                      
                    YES                                    NO

(b) State why

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

**Date:** \_\_\_\_\_

## APPENDIX 2

### 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.

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#### 3. Source of Bullying Concern/Report

Pupil concerned  Other Pupil  Parent  Teacher

Other

#### 4. Location of Incidents

Playground  Classroom  Corridor  Toilets  School Bus

Other

#### 5. Name of Person(s) who Reported Bullying

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

Physical Aggression	<input type="checkbox"/>	Cyber-Bullying	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Malicious Gossip	<input type="checkbox"/>
Name Calling	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

**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**

**9. Details of Actions Taken**

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

**Date:** \_\_\_\_\_