



**Salesian College**

**Celebrating 40 years in Celbridge**

**“We care, develop, believe – together we achieve”**

## **ANTI-BULLYING POLICY**

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## Salesian College, Celbridge, Co. Kildare

### 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 Salesian 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 September 2013.

#### ***Purpose***

The purpose of this policy is to protect all members of our school community from being bullied. The role of the school is to provide the highest possible standard education for all its pupils. A stable secure environment is an essential requirement to achieve this goal.

Bullying behaviour, by its very nature, undermines and dilutes the quality of education and imposes psychological damage. As such, it is an issue which must be positively and firmly addressed through a range of school – based measures and strategies through which all members of the school community are enabled to act effectively in dealing with this behaviour.

#### ***School Ethos***

Salesian College's Anti-Bullying Policy supports the aims and aspirations in its Mission Statement.

#### ***Definitions***

The school community is defined as students, teachers, parents, management, secretarial and ancillary staff. Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. 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. Bullying is an abuse of power.

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.

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

### ***Types of Bullying***

<b><i>Physical</i></b>	<b><i>Verbal</i></b>	<b><i>Psychological</i></b>
Hitting	Name calling	Staring
Pushing	Jeering	Whispering
Kicking	Slagging	Excluding
Throwing Things	Insulting Family/background/areas	Ignoring
Spitting	Threats	Not sitting near to/isolating a student
Gestures	Noises	Pointing
Destroying bags/books/property	Sarcasm	Gestures & noises
Stealing/Hiding Property	Whispering	Sarcasm
Stickers	Teasing	Spreading rumours
Graffiti	Shouting	Passing notes / Drawings/ Texts
	Put downs	Sexual comments e.g. gay, faggot, queer
	Labelling	Undermining someone/work

**This list is not exhaustive. No Anti-Bullying Policy could possibly describe and pre-empt all possible behaviour scenarios.** It is at the discretion of the school to merit / deem / be of the opinion that a “behaviour” is unacceptable.

### ***Cyber Bullying***

Cyber bullying is any cyber-communication or publication posted or sent by a pupil by instant messenger, email, website, diary site, online profile, interactive device, handheld device, mobile phone or other interactive device, or cyber bullying by proxy, that is intended to frighten, embarrass, harass, or otherwise target another individual. It will be dealt with very seriously.

### ***The Rights of Pupils with Respect to Bullying at School***

Each child has a right to an education free from fear and intimidation, irrespective of gender, race, ethnic background, family status religion, sexual orientation, aptitude, marital status, age. (Equal Status Act 2000).

### ***The Responsibilities of Pupils who Witness Bullying***

It will be made clear to all students of Salesian College that when they report incidents of bullying they are not telling tales but behaving responsibly. The excuse “we were only messing” will be constantly challenged.

Parents are strongly encouraged to contact the school discreetly by telephone or letter as soon as they suspect their son is being subjected to bullying behaviour. A record will be kept of incidents and the matter will be dealt with seriously. As soon as we are made aware of bullying concerns, we in Salesian College will endeavor to investigate this as soon as possible. We will endeavor to intervene in a positive and constructive manner to resolve the issue to the satisfaction of all parties.

Salesian College expects a high standard of behaviour as detailed in the Code of Behaviour and promotes positive approaches to achieve this.

When dealing with students involved in bullying incidents Salesian College aims are to support and counsel the victim and correct the behaviour of those responsible.

### ***Whole-school Involvement and Responsibility***

The school sees a role for the following parties in preventing bullying behaviour and helping raise awareness of it:

#### ***Students***

##### ***We expect our students to:***

- Behave with the expected degree of decency and tolerance towards one another and towards staff.
- Behave responsibly by reporting cases of bullying.

#### ***Senior Management Team – Year heads, Deputy Principals & Principal***

##### ***We will endeavour to:***

- Promote the use of the curriculum, where possible, as a way to raise awareness of, and combat bullying.
- Ensure all parents, students and staff in school know that bullying is completely unacceptable and that they will be supported in their management and use of the policy.
- Monitor incidents of bullying and will conduct an annual review with all the Form Teachers, Yearheads and Board of Management.
- Ensure the ways of preventing bullying in our school are outlined in the school written policy on discipline, and that they are accessible to all.
- Deal with cases of bullying.
- Support students and staff involved.

### ***Year Heads***

#### ***Our Year heads from 1<sup>st</sup> to 6<sup>th</sup> year:***

- Co-ordinate the implementation of the policy through their team of form teachers and at assemblies.
- Collate and record information on incidents of bullying.
- Deal with cases of bullying in accordance with the school policy.
- Contact and work with the parents of victims and bullies.
- Consult with the Guidance Team and Chaplain.

### ***Pastoral Care Personnel (Form Teacher, Guidance and Resource Department Personnel)***

#### ***Our members of staff will endeavor to:***

- Monitor the effects of the policy and to identify students experiencing difficulty at the earliest possible stage.
- Provide support and guidance especially to those experiencing difficulty.
- Liaise with subject teachers of those experiencing difficulty.
- Refer incidents of bullying to the appropriate Form Teacher /Year Head.

### ***Subject Teachers /Form Teachers***

#### ***Our teachers will:***

- Encourage adherence by students to the Code of Behaviour
- Give support to S.P.H.E. teachers in implementing areas of the S.P.H.E. curriculum which address issues related to bullying
- Pass on information to Year Heads.
- Offer support to victims of bullying.
- Raise awareness that bullying will not be tolerated and report any suspicious incidents in or out of class, or on school trips.

### ***Parents of Victims***

#### ***We will ask our parents to:***

- Support their children and the school in its efforts to deal with the problem.

### ***Parents of Bullies***

#### ***We will ask our parents to:***

- Support the school's efforts to correct behaviour.

### ***Board of Management***

#### ***Our Board members will:***

- Ensure the policy is developed and evaluated from time to time.
- Approve the policy and subsequent amendments.
- Consider reports on the implementation of the policy.

### ***Parents / Guardians***

***All parents and guardians of students in Salesian College are expected:***

- To be aware of our whole school policy on Anti- Bullying.
- To speak to their children in relation to bullying and this policy on a regular basis.
- Parents are encouraged to support school policy and to co-operate with the school in reporting bullying behaviour.
- To deal with bullying behaviour in conjunction with school authorities in circumstances involving their own child.
- Watch out for signs of distress in their own children (pattern headaches, stomach and leg aches, equipment missing requests for extra money, damaged clothing, bruising etc.).
- If the school recommends that counselling is necessary for victim or bully, we expect parents to support us.

### ***Non-Teaching Staff, Caretakers, Secretarial Staff, Cleaning Staff and Visitors***

***We ask our ancillary staff to:***

- Be vigilant and report incidents to teaching staff.

### ***Preventative Strategies & Our Education Programme***

Salesian College, Celbridge is committed to providing a comprehensive Social, Personal and Health Education Programme for all students. Through our Salesian ethos we promote a culture of mutual respect and tolerance. Each year the school organises a “Friendship Week” to promote positive behaviour and an awareness of bullying and our lack of tolerance of it. Events include guest speakers, student workshops and targeted lesson plans in different subject areas.

### ***Our Educational Aims in Relation to an Anti-Bullying Curriculum Are:***

- To prevent bullying by empowering young people with knowledge, skills and attitudes.
- To seek to develop an awareness of strategies for coping with bullying.
- To facilitate self - development in a safe learning environment.
- To raise awareness among students of the school’s position against bullying.
- To foster an atmosphere in which students/staff feel comfortable about seeking help, and in which they know how to seek help
- To seek to minimize the occurrence of situations in the school day which make bullying likely to occur.
- Teachers to use aspects of the curriculum on the awareness of bullying behaviour.

### ***Dealing with Reports of Bullying***

- Below are the advised guidelines for dealing with reports of bullying.
- Given the sensitive nature of bullying Salesian College will adapt the most appropriate form of investigation of a report as deemed suitable dependent on the facts presented to the school.
- Salesian College will endeavor to manage reports of bullying in a pro-active, sensitive and positive manner with very clear expectations and standards of behavior from all involved.

SCC Anti-Bullying Policy 8<sup>th</sup> February 2021

- Members of staff will investigate reports of bullying with a view to verifying as much factual information as possible to assist in resolving the issue and ultimately stop the bullying.
- Students will be advised that if they are involved, they will be asked to stop.
- Students will be advised to change their pattern of behaviour.
- Students will be advised of the effect of their behavior and the impact it has on the other party.
- Parents will be involved and contacted about reports.
- The school may apply a sanction in accordance with the Code of Behaviour.
- If the incident(s) is/are particularly serious or persistent, students may be suspended or permanently excluded in accordance with the school's Suspension and Expulsion Policies.
- All False claims of Bullying against a member of the school community constitute serious misbehaviour.
- In Salesian College a student may address a concern about bullying by notifying any member of staff or to another student who may be a positive and reassuring presence in the school for them i.e. Ceangail & Cinnirí members.
- As part of our Wellbeing programme and Form Teacher System we would emphasise the Form Teacher as a key member who is responsible for a student's well-being in school and their welfare.
- We encourage Form Teachers to develop a pastoral and supportive relationship with their form class students.
- The Form Teacher will liaise with the Yearhead when a bullying report is made to them and subsequently investigate the report.
- Salesian College stresses the importance of early reporting and intervention of bullying in order to avoid the unacceptable behaviors escalating or repeating.

<ul style="list-style-type: none"> <li>• <b>People who students may report bullying to:</b> <ul style="list-style-type: none"> <li>○ Any member of staff, their Subject Teacher, Form Teacher, Special Needs Assistant, Fellow Student, Student Leader i.e. Ceangail &amp; Cinnirí teams, School Chaplain, Guidance Counsellor, Resource Department teacher, Yearhead.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Procedures / Managing a report of bullying</b> <ul style="list-style-type: none"> <li>○ Challenge behaviour by referring to Anti-Bullying Policy.</li> <li>○ Stress behaviour is unacceptable.</li> <li>○ Defuse confrontation.</li> <li>○ Separate students.</li> <li>○ Speak to student/s after class.</li> <li>○ Do not deal with student(s) in front of class group.</li> <li>○ Students involved are warned to stop behaviours of concern and given a verbal warning.</li> <li>○ Complete incident report form.</li> <li>○ Refer incident to Tutor / Year Head.</li> <li>○ Repeated reports about unacceptable behavior will require further meetings and interventions from the Yearhead / Deputy Principals / Principal.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• <b>Disciplinary measures /Sanctions</b></li> </ul>
<ul style="list-style-type: none"> <li>• Whether or not there is admission of involvement it should be made clear that: <ul style="list-style-type: none"> <li>○ The specific behaviour discussed should cease immediately.</li> <li>○ That the student is made aware that disciplinary implications already apply in the situation.</li> <li>○ Agreement should be sought about not taking revenge against the victim or others whom the offender suspects has provided information.</li> <li>○ Sanctions may be applied in consultation with the Yearhead / Deputy Principals / Principal.</li> <li>○ Parents will be contacted and informed of the behavior.</li> <li>○ The sanctions may include afterschool detention, Saturday detention or suspension and as the ultimate and final sanction permanent exclusion.</li> <li>○ Parents are expected to be supportive of the school’s policy and efforts to ensure the welfare of all its students.</li> <li>○ The Form Teacher and Yearhead will continue to monitor the situation to ensure the behaviors are not repeated.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Support</b></li> </ul>
<ul style="list-style-type: none"> <li>○ Teachers, Form Teacher and the Yearheads will monitor the students concerned in the report to ensure the safety of the victim and to supervise the behaviour of any others involved.</li> <li>○ The school may also advise a referral to Guidance Counsellor or possibly outside agencies if required to ensure a positive outcome for all involved.</li> </ul>

***Review of the Policy***

The policy will be reviewed annually and the attached report will be presented to the Parents Association and the Board of Management.



### ***Dissemination of the Policy***

Copies of this policy will be freely available from the School office, and will be posted on the school web-site. All new staff and parents of new students enrolling in first year will be made aware of this policy as part of their induction into the school, at the Information Meeting, normally held in March and during the Firsts Year Only two day Induction Programme we organize for our new students at the beginning of their first year in Salesian College. Our students will also be informed of how we manage reports of bullying at school assemblies, in Form class and as part of their anti-bullying education within the context of a Social, Personal and Health Education Programme.

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

### **This policy was formally adopted by the Board of Management on 8<sup>th</sup> February 2021**

Salesian College has a published Data Protection Policy which was ratified by the Board of Management 20-05-2020. Copies of all school policies are available on request from the school office.



## Salesian College

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### ANTI-BULLYING POLICY REVIEW 2020-2021

#### CHECKLIST FOR ANNUAL REVIEW OF THE ANTI-BULLYING POLICY AND ITS IMPLEMENTATION – 8<sup>th</sup> FEBRUARY 2021

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.

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.

Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	YES
Has the Board published the policy on the school website and provided a copy to the parents’ association?	YES
Has the Board ensured that the policy has been made available to school staff (including new staff)?	YES
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
<i>There are regular meetings at Form Teacher, Subject teacher and Yearhead level. The school has a Pastoral Care Team which meets on a weekly basis to follow up on any referrals which may relate to bullying issues.</i>	
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

<i>The Board is advised of any suspensions at the annual monthly meeting. The Board is advised of any serious misdemeanors or breaches of the Code of Behaviour Given the school closures during 2020 and 2021 the school has conducted with the Yearheads and Pastoral, Guidance and Chaplaincy teams on-line.</i>	
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 08-01- 2021
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 08-01- 2021
<i>All Year heads have reviewed the discipline cases and reports they have received to date this academic year. The reports mostly deal with in- school unacceptable behaviors and some references to on-line / social media communication. No pattern of unacceptable behaviors have been identified. No particular bullying type has been identified that would require a focused and targeted campaign for the students.</i>	
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	No areas identified
Has the Board put in place an action plan to address any areas for improvement?	Monitor bullying reports and complete regular reviews

This policy was reviewed and this audit completed in 8<sup>th</sup> February 2021 by the Board of Management of Salesian College

Dr. Kevin Byrne (Chairperson, Board of Management)

Ms. Brenda Kearns (Principal)

