



**Salesian College**  
**Celebrating 40 years in Celbridge**  
**“We care, develop, believe – together we achieve”**

**ANTI-BULLYING POLICY**

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**Section 1 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 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.

**Section 2 Board of Management**

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students 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 students 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 students; and
  - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
  - Effective supervision and monitoring of students;
  - 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.
- The staff of Salesian College is committed to creating a caring environment, to fostering respect for self, for others, for all creation and for truth, to help each member of the school community to develop fully, and to providing students with the skills that they need to meet life's challenges with confidence.

### Section 3 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:

- 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>Physical</b>	<b>Verbal</b>	<b>Psychological</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
	Racial references – use of unacceptable language / deliberate targeting of someone because of their ethnicity or race.	

**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 student 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.

### **Section 4 Relevant Staff for Managing a Bullying Case**

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

- Senior Management Team – Year heads, Deputy Principals & Principal
- Year Heads
- Pastoral Care Personnel (Form Teacher, Guidance and Resource Department Personnel)
- Subject Teachers /Form Teachers
- Board of Management

A consistent and clear approach to dealing with bullying when it occurs is essential to effective practice.

A student or parent may bring a bullying concern to any teacher or member of staff in the school. Individual teachers must take appropriate measures regarding reports of bullying behaviour in accordance with the school's anti-bullying policy.

In Salesian College our 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, Year heads 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.

In Salesian College 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 Chaplaincy Team.

In Salesian College our Pastoral Care Personnel (Form Teacher, Guidance and Resource Department Personnel) will endeavour 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.

In Salesian College our Subject Teachers /Form 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.

In Salesian College the Board of Management 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.

Non-teaching staff such as secretaries, special needs assistants (SNAs), bus escorts, caretakers, cleaners are also asked to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.

## **Section 5 Education and Prevention Strategies**

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:

### **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.

## **Section 6 School Investigation Procedures**

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:

- 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.
- 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)
- 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.

- 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.
- 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.
- All reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher.
- It should be made clear to all students that when they report incidents of bullying, they are not considered to be telling tales but are behaving responsibly.
- 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 behaviour and the impact it has on the other party.
- Parents will be involved and contacted about reports.
  - 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.
- Parents and students 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.
- It is very important that all involved (including each set of students and parents) understand the above approach from the outset.
- Salesian College 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 their Subject Teacher, Form Teacher, Special Needs Assistant, Fellow Student, Student Leader i.e. Ceangail & Cinnirí teams, School Chaplain, Guidance Counsellor, Resource Department teacher, Year head.
- 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 Year head 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 behaviours escalating or repeating.

### **Procedures / Managing a report of Bullying**

- Teachers should take a calm, unemotional problem-solving approach when dealing with incidents of alleged bullying behaviour reported by students, staff or parent.

- Incidents are generally best 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 students concerned. Students who are not directly involved can also provide very useful information in this way.
- When interviewing a student, the member of staff will:
  - Stress behaviour is unacceptable.
  - Defuse confrontation.
  - Separate students.
  - Speak to student/s after class.
  - Not deal with student(s) in front of class group.
  - Complete incident report form.
  - Refer incident to Tutor / Year Head.
- Students involved will be warned to stop behaviours of concern and given a verbal warning.
- Repeated reports about unacceptable behaviour will require further meetings and interventions from the Year head / Deputy Principals / Principal.
- When analysing incidents of bullying behaviour, the relevant teacher should 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 should be interviewed individually at first.
- Each member of a group should be supported through the possible pressures that they may face from the other members of the group after interview by the teacher.
- Written reports may be taken during these interviews.

In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parents of the parties will be contacted at an early stage to inform them of the matter and explain the actions being taken.

Salesian College will give parents an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports for their students.

Where the relevant teacher has determined that a student has been engaged in bullying behaviour, it should be made clear to him how he is in breach of the school's anti-bullying policy and efforts should be made to try to get him/her to see the situation from the perspective of the student being bullied.

It must also be made clear to all involved (each set of students and parents) that in any situation where disciplinary sanctions are required, this is a private matter between the student being disciplined, his or her parents and the school.

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 student who has been bullied is ready and agreeable.

### ***Disciplinary Measures /Sanctions***

Whether or not there is admission of involvement it should be made clear that:

- The specific behaviour discussed should cease immediately.
- That the student is made aware that disciplinary implications already apply in the situation.

- Agreement should be sought about not taking revenge against the victim or others whom the offender suspects has provided information.
- Sanctions may be applied in consultation with the Year head / Deputy Principals / Principal.
- Parents will be contacted and informed of the behaviour.
- The sanctions may include afterschool detention, Saturday detention or suspension and as the ultimate and final sanction permanent exclusion.
- Parents are expected to be supportive of the school's policy and efforts to ensure the welfare of all its students.
- The Form Teacher and Year head will continue to monitor the situation to ensure the behaviours are not repeated.

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 must be recorded by the relevant teacher in the recording template.

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

Principals;

Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, parents will be referred to the formal complaints procedures.

In the event that a parent has exhausted these procedures and is still not satisfied, the school will advise the parents of their right to make a complaint to the Ombudsman for Children.

## **Section 7 Supporting Students**

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

- All teachers of students affected by bullying will be briefed by the Principal/Deputy Principals/Year Head and asked to keep a watching eye on the student. Any sanctions given will be included in the briefing.
- The school will discuss all bullying issues at the weekly Assistant Principals meeting as well as discussing any referrals to the Pastoral Care Team.
- Year heads, Deputy Principals and Principals who are involved in managing bullying reports will advise all students and parents concerned that there are supports available in the school from the Chaplaincy Team and the Guidance Counselling Department.
- Any referral will be made through the formal in-school referral system.
- Regular contact will be maintained contact with all students affected by bullying, until satisfied that the situation has returned to normal.
- If students require counselling or further supports, the school will endeavour to liaise with the appropriate agencies to organise same. This may be for the student affected by bullying or involved in the bullying behaviour.



- Students should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.
- Teachers, Form Teacher and the Year heads will monitor the students concerned in the report to ensure the safety of the victim and to supervise the behaviour of any others involved.
- The school may also advise a referral to Guidance Counsellor or possibly outside agencies if required to ensure a positive outcome for all involved.

The following school policies, practices and activities are particularly relevant to bullying: Code of Behaviour, Child Protection Procedures policy, Acceptable Internet and ICT Use policy, Attendance and Punctuality Strategy, Changing Rooms Policy, Safety Statement, Critical Incident Policy, RSE Policy, Guidance and Counselling Programme, Admissions Policy, Induction for new staff and students.

### **Section 8 Supervision and Monitoring of Students**

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.

### **Section 9 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 students or staff or the harassment of students 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.

### **Section 10 Board of Management Review**

This policy was adopted by the Board of Management on 15<sup>th</sup> April 2024

This policy has been made available to school personnel, published on the school website (or where none exists, is otherwise readily accessible to parents and students on request) and provided to the Parents' Association (where one exists). 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. Written notification that the review has been completed will be made available to school personnel, published on the school website (or where none exists, be otherwise readily accessible to parents and students on request) and provided to the Parents' Association (where one exists). A record of the review and its outcome will be made available, if requested, to the patron and the Department. **This policy was formally reviewed and ratified on 15-04-2024.**

### **Section 11 – Bullying report form**



**Salesian College**  
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**ANTI-BULLYING POLICY**  
**Bullying Report Form**

**Teacher reporting concern**

**Student Name**

**Form Class**

**Details of report – Students involved – names and classes**

**Name(s) and class(es) of student(s) engaged in bullying behaviour**

**Source of bullying concern/report /Who reported this incident initially?**

Parents  
Student  
Concerned student  
Teacher  
SNA  
Details:

**Location of incidents**

Outside / School Yard  
Corridor  
Toilets  
School Bus  
Other – please give details

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

Physical Aggression  
Cyber-bullying  
Damage to Property  
Intimidation Isolation/Exclusion

Malicious Gossip  
Name Calling  
Other (specify)

**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**

**Details of actions taken**

**Signed**

**Date submitted to Principal/Deputy Principals**