

## Our Procedures Re Bullying Behaviour

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:

- a. Children are encouraged to disclose and discuss what they perceive to be incidents of bullying behaviour. This can be with the class teacher, the teacher on yard duty at the time, the principal, Special Needs Assistants, any member of staff, or with their parents. This is a "telling school" as defined in the Stay Safe Programme. Children will therefore be constantly assured that their reports of bullying (either for themselves or peers) will be treated with sensitivity.
- b. Allegations of bullying having occurred are dealt with promptly, firmly and fairly.
- c. The Incident will be investigated – what, who, when, where, why?
- d. Pupils are required to cooperate with any investigation. Parents of those involved may, if deemed necessary, also be required to cooperate with any investigation.
- e. Pupils who are not directly involved but who have witnessed negative behaviour can also provide very useful information and may be expected to assist in any investigation.  
Children should understand there are no innocent bystanders if they remain passive where bullying is concerned—All bystanders should report what they perceive to be bullying/ negative behaviour.
- f. The relevant teacher will exercise professional judgement to determine whether bullying has occurred. This may involve consultation with the class teacher(s) of the children involved and members of the management team.
- g. Once it has been established that bullying has indeed taken place, the bullying behaviour will be noted and recorded by the relevant class teacher(s).
- h. If a group is involved, they may be met both individually and as a group. Each member will be asked for his/her account of what has happened. Accounts may be recorded. (Restorative Practice).
- i. The parents/guardians of the parties involved will be made aware of what has happened and requested to come and discuss the matter with the teacher and/or principal with a view to solving the problem.

- j. The alleged bully/bullies will be asked to reflect on his/her/their behaviour and its consequences for himself/herself/themselves and for the person(/people) who is(/are) the victim(s). If deemed necessary, he/she/they will be asked to sign an undertaking that “this behaviour will not reoccur.” (Restorative Practice).
- k. Efforts will be made to resolve any issues through mediation and to restore, as far as feasible, the relationships of the individuals involved. The situation will be monitored by the class teacher(s) of the individuals involved.
- l. Serious incidents or recurring incidents of bullying behaviour which have, in the opinion of the relevant class teacher, not been adequately or appropriately addressed within 20 school days will be recorded on the DES template and shall be reported to the principal / deputy principal. The teacher will also use the DES recording template where he/she considers the bullying behaviour to constitute serious misconduct.
- m. The situation will continue to be closely monitored to ensure that the problem has been resolved. Reconciliation of all is seen as the ultimate goal. Actions taken will be recorded. Records will be reviewed and analysed.
- n. The code of behaviour will be invoked in circumstances where it is deemed prudent by the relevant teacher and school principal.
- o. At least once in every school term, the Principal will provide a report to the Board of Management setting out:
  - the overall number of bullying cases reported (by means of the bullying recording template) to the Principal or Deputy Principal since the previous report to the board.
  - Confirmation that all these cases have been, or are being dealt with in accordance with the school’s anti-bullying policy.
- p. Additionally, 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 Board of Management.