

TEMPLATE ON ANTI BULLYING PROCEDURES FOR POST PRIMARY SCHOOLS

The Minister has asked each school to complete this template, consult the relevant partners and forward it to the BOM for approval and ratification.

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.**

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 Loreto Community 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.

1. The relevant teacher(s) for **investigating and dealing** with bullying is (are) as follows: (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

1. **The relevant teacher to whom the bullying is reported.**
2. **The teacher refers both verbal and in writing the complaint to the relevant Year Head. The latter now investigates the issue.**
3. **In the absence of a Year Head it can be refer to the Principal, Deputy Principal, Chaplain and/or the Guidance Counsellor.**
4. **The school aims to have a culture that encourages and facilitates all members of the school community acting as 'unofficial monitors'.**

2. 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 (see Section 6.5 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

The school will endeavour to include some of the following strategies-

1. **Address the issue of bullying through the SPHE Programme for Junior and Transition Year Students and through the R.E. Programme for Senior Students.**
2. **Organised workshops – e.g. Friendship week (January 2013) and Mental Health Week (January 2014). These initiatives focus on student's awareness and understanding of bullying.**
3. **Staff inservice – keep staff up to date and that all staff can actively watch out for signs of bullying behaviour. (e.g. cyber bullying)**
4. **Parents information night (e.g. in January 2013 a parent information night was held and was organized by the HSE)**
5. **Through curriculum (e.g. English, P.E., C.S.P.E., etc) and extra curricular activities (e.g. Drama) – where programmes are designed to develop and improve self-esteem.**
6. **Support the work of the Student Council in their campaign to heighten awareness about Bullying and issues surrounding it.**

3. 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 (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*) :

Step 1: Any student in this school is encouraged to report to any member of staff – i.e. any Teacher of their choice, School Chaplain, Careers Guidance Teacher, Year Head, Management, Canteen Staff, etc.

Step 2: That person is now required to record the incident and refer the student to the relevant Year Head. A verbal and written account should be submitted.

Step 3: The Year Head investigates the report. This may include interviewing the victim, witnesses, perpetrator and bystanders and examining any video footage if available. The Year Head would require that the victim would keep a record/diary of any potential incidents that may occur. The parents of the victim of bullying should also be informed.

Step 4: The Year Head, in consultation with the Principal, will decide when parents/guardians (of the perpetrator) should be informed and of the sanctions.

Step 5: The schools Code of Discipline on sanctions on bullying may now apply.



PARENTS HAVE THE RIGHT TO REPORT ANY BULLYING TO THE GARDA LIAISON OFFICER AT ANY TIME.

4. The **school's programme of support** for working with pupils affected by bullying is as follows (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*) :

1. **Continual support from the Chaplain, Guidance Counsellor and Year Head.**
2. **Relevant teachers are to be informed (in confidence) so as to help monitor, ensure no reoccurrence and ensures the continual building of self-esteem.**
3. **Students who observe incidents of bullying behaviour should be encouraged to discuss them with their teachers, year head, etc.**

