Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Bí Cineálta Policy
Kildalkey N.S.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of Kildalkey N.S. has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* 2024.

The board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Definition of bullying

Bullying is defined in *Cineáltas: Action Plan on Bullying* and *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the Bí Cineálta procedures.

Each school is required to develop and implement a Bí Cineálta policy that sets out how the school community prevents and addresses bullying behaviour. Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour.

Aims of this Policy

The Board of Management 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:

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

(a) 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.

At Kildalkey N.S. we consider the following to be key elements of a Positive School Culture:

- We acknowledge the right of each member of the school community to enjoy school in a secure environment
- We acknowledge the uniqueness of each individual and their worth as a human being
- We promote positive habits of self- respect, self -discipline and responsibility among all its members.
- We actively prohibit vulgar, offensive, sectarian or other aggressive behaviour by any of its members
- We have a clear commitment to promoting equity in general and gender equity in particular in all aspects of its functioning
- We have the capacity to change in response to its pupils' needs
- We identify aspects of its curriculum through which positive and sustainable influences can be exerted towards forming pupils' attitudes and values.
- We take particular care of 'at risk' pupils and uses its systems to identify needs and facilitate early intervention where necessary – thus responding to the needs, fears & anxieties of individual members in a sensitive manner.
- Kildalkey N.S. recognises the need to work in partnership with and keep parents informed on procedures to improve relationships within the school community.
- We recognise the right of parents to share in the task of equipping pupils with a range of life skills.
- We recognise the role of other community agencies in preventing and dealing with bullying.
- We promote habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.
- We promote qualities of social responsibility, tolerance and understanding among its members both in school and outside of school.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

- Staff members share a collegiate responsibility, under the direction of the Principal, to act in preventing bullying/aggressive behaviour by ANY MEMBER of the school community.

(b) Effective leadership

- The BOM has overall responsibility to ensure that this policy is effective, sustainable and measured. The BOM must ensure that accountability is of the highest standard and frequently appraise the outcomes of the strategies and measures contained within the policy

- The ISLT have a clear role to act in a leadership capacity within the school community, stimulating a whole school approach to preventing and tackling bullying – and modelling best practice

- The Principal of Kildalkey N.S. as key leader strongly influences attitudes and sets standards in relation to dealing with bullying

- Teachers must act as good role models and not misuse authority, but be fair, clear and consistent in their disciplinary measures.

(c) A school-wide approach

A whole community approach to the problem of bullying is required and the School community comprises of management, teachers, non-teaching staff, pupils, parents/guardians

- Beyond the school community, bullying behaviour may extend to outside of school. Where this negatively impacts on a school - parents and pupils have a responsibility to support the school in helping to address the issue. This applies particularly (but not exclusively) to cyber bullying.

- The assistance of Gardaí, TUSLA and Community Workers may be required in some cases.

- Collective vigilance is needed throughout the whole school/community sector to identify and deal with issues around bullying in a fair and equitable manner.

(d) A shared understanding of what bullying is and its impact

- Kildalkey N.S. endeavours to put in place appropriate systems to ensure that ALL relevant members of the school community (parents, pupils, staff and the wider community) have a shared understanding of what constitutes bullying behaviour as defined in Bí Cineálta Procedures to address Bullying Behaviour for primary and post primary schools (June 2024).

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

(e) **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;

(f) Effective supervision and monitoring of pupils

- Staff members have a distinct responsibility to ensure that supervision of pupils in class is effective and consistent
- Supervision in playground areas must be managed and conducted effectively, with particular attention given to 'hot spots' or 'hot times' e.g. arrival & dismissal. (no outside gathering allowed at these times)
- Student Council are consulted and engaged in a supervisory role, suitable to their capacity and understanding of the issues involved both in class and in the playground
- Office Staff are well placed to inform if any behaviour which may constitute bullying is noticed.

(g) Supports for staff

- Regular discussion and review of policy and procedures is essential to support staff on a continuous basis
- All staff must have a uniform interpretation of what is expected in relation to bullying, how to identify possible bullying behaviours, how to manage disclosures and how to deal effectively with incidents of bullying within the classroom context
- Staff must be aware that supporting one another is a key aspect of prevention and new/inexperienced members of staff must be given every opportunity to discuss concerns and model best practice
- CPD in relation to Anti Bullying Strategies will be supported and encouraged for all members of staff

(h) Consistent recording, investigation and follow up of bullying behaviour (see section C of this policy)

(i) On-going evaluation of the effectiveness of the anti-bullying policy. (see section D of this Policy)

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

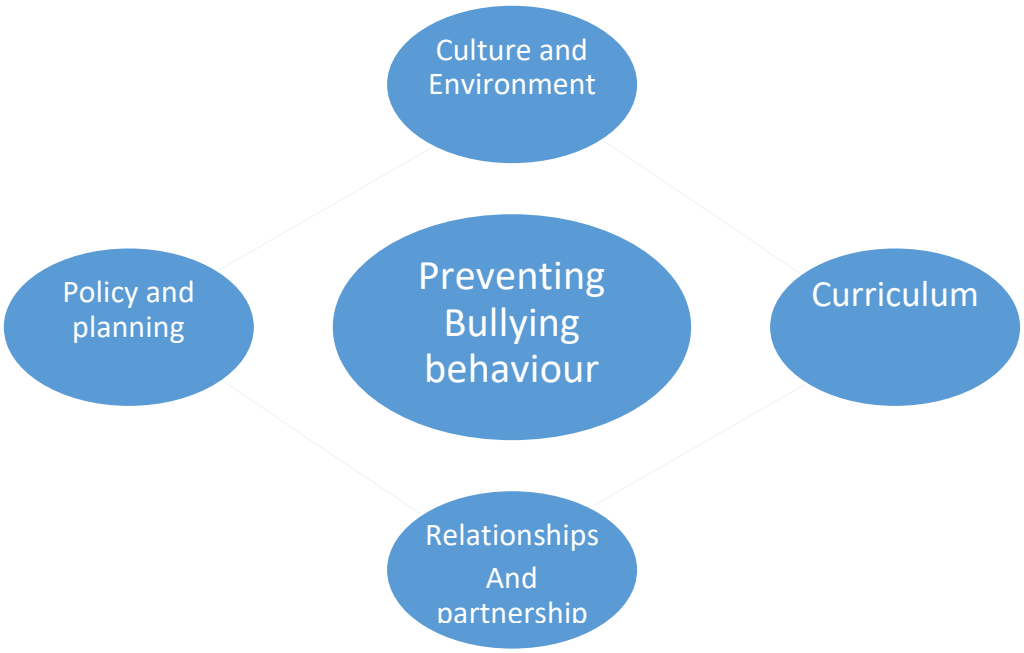
Section A: DEVELOPMENT of the Current Policy

Development/review of our Bí Cineálta policy to prevent and address bullying behaviour
All members of our school community were provided with the opportunity to input into the development/review of this policy.

	Date consulted Method of consultation
School Staff	Discussion at staff meetings in January and February Mr. O'Neill-Forde and Miss O'Sullivan attended CPD on 24th February 2025 in Navan Education Centre 28th March 2025 – Staff Meeting and Training S
Students	18th June 2025 – Forms completed by Student Council.
Parents	1st June 2025 – PA given a chance to discuss Bí Cineálta questionnaire at their meeting 6-13th June 2025 – Google Forms
Board of management	4th March 2025 – discussed at BOM meeting 4th September 2025 – BOM Meeting policy ratified
Wider school community as appropriate, for example, bus drivers	23-27th June 2025 – Consultation and discussion with bus drivers and bus escorts
Date policy was approved:	4th September 2025
Date policy was last reviewed:	Previous Anti-Bullying Policy was reviewed on 22nd October 2024

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Section B PREVENTION



These four areas were considered when we were developing measures to prevent bullying behaviour. (Based on **Wellbeing Policy Statement and Framework for Practice 2018).**

Prevention 1. Culture and environment

- A positive and inclusive school culture and environment is essential to prevent and address bullying behaviour. The school environment should be a space where students and school staff experience a sense of belonging and feel safe, connected and supported.

- Relationships between all members of the school community should be based on respect, care, integrity and trust. Open communication between the patron, boards of management, school staff, students and their parents help to foster a collaborative approach and shared responsibilities in relation to preventing and addressing bullying behaviour.

- The school leadership team influences the school culture and sets the standards and expectations for the school community when preventing and addressing bullying behaviour.

- Each member of school staff has a responsibility to develop and maintain a school culture where bullying behaviour is unacceptable and to take a consistent approach to addressing bullying behaviour.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

- Students can shape the school culture by promoting kindness and inclusion within their peer group and maintain a positive and supportive school environment for all.

- Parents, as active partners in their child's education, can help foster an environment where bullying behaviour is not tolerated through promoting empathy and respect.

A Telling Environment

It is important that the school community supports a 'telling' environment.
We enable this by encouraging

- Direct approach to the teacher at an appropriate time, for example after class.
- Hand note up with homework.
- Make a phone call to the school
- Get a parent/guardian or friend to tell on your behalf.
- Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place.
- Having regular discussions with pupils about what bullying behaviours are and displaying negotiated classroom rules and expected behaviours in each classroom as well as centrally in the school.
- Having a 'Letters to My Teacher' box in every classroom to allow pupils to speak anonymously
- Employing active listening techniques for staff when engaging with all pupils
- Making sure pupils are aware of who they can go to as trusted adults and emphasise that there is many more than one person who can be approached.
- Reassurance that all staff can handle and are trained in dealing with bullying cases and that there should be no fear of reprisals

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

A Trusted Adult

The concept of "a trusted adult" can be an effective strategy to encourage students to report if they or another student is experiencing bullying behaviour.

- Our Staff supports this strategy by letting students know that they can talk to them at any time either on yard or in the classroom.
- We acknowledge and teach that students who witness bullying behaviour on social media have an important role in helping to address the behaviour by reporting the witnessed behaviour to a trusted adult.
- We deal with each case without delay, inform the member of staff who has responsibility for addressing bullying behaviour, usually the class teacher or in certain circumstances the principal.
- The trusted adult will continue to support the student, as appropriate, while the behaviour is being addressed by the relevant member of staff.

Creating safe physical spaces in schools

- Spaces have a clear line of sight make it easier for school staff to supervise students.
- Hotspots or slightly hidden areas of the yard have been identified and are especially monitored.
- Murals, artwork and signage help schools to promote the school's values such as equality, diversity, inclusion and respect
- CCTV is in operation
- The school grounds are well maintained and diverse in usage.

Supervision

- Appropriate supervision is in place to help prevent and address bullying behaviour.
- Students are supervised when attending school or attending school activities.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Prevention 2. Curriculum (Teaching and Learning)

Teaching and learning in Kildalkey N.S. is collaborative and respectful.

Students have regular opportunities to work in small groups with their peers, which can help build a sense of connection, belonging and empathy among students.

The curricular subjects offered to students provide opportunities to foster inclusion and respect for diversity. Our school provides opportunities for students to develop a sense of self-worth through both curricular and extracurricular programmes. E.g. sporting events, performances in music and drama, quizzes, competitions, school tours, trips to arts centres, group performances, in house talent shows, displays of pupil artwork, outside speakers and experts.

Our provision of Social Personal and Health Education (SPHE) and Relationships and Sexuality Education (RSE) curricula is measured, organised and methodical and evaluated regularly on a whole school level at Croke Park meetings.

We foster students' wellbeing, self-confidence and sense of belonging and the students' sense of personal responsibility for their own behaviour and actions through our consistent delivery of the SPHE and RSE curricula. (See SPHE school plan, RSE policy, Stay Safe Plan)

Diversity and inclusion is experienced via the Patron's Curricula which aims to encourage respect and understanding of different beliefs, perspectives and ways of living through the lens of our school Catholic ethos.

Prevention 3. Policy and planning

The wellbeing of the school community should be at the heart of school policies and plans. Chapter 4 details the requirements of a school's Bí Cineálta policy and student friendly Bí Cineálta policy to prevent and address bullying behaviour.

Kildalkey N.S. has a range of other policies that can support implementation of a school's Bí Cineálta policy. These include, but are not limited to:

- Acceptable Use policy,
- Wellbeing Policy
- Supervision policy
- Child protection policy
- SPHE Policy
- RSE Policy
- Stay Safe Policy
- School tours policy
- Code of Behaviour.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

School staff are enabled to participate in appropriate teacher professional learning courses and can support school staff to prevent and address bullying behaviour.

School staff also share their experiences and examples of best practice at Croke Park meetings. There is a range of training available for school staff which relates to promoting inclusion and diversity in schools.

Prevention 4. Relationships and partnerships

Strong interpersonal connections are a vital part of effectively preventing and addressing bullying behaviour. These interpersonal connections are supported through a range of formal and informal structures such as student councils, school clubs, parents' associations and student support teams.

The following, which is not an exhaustive list, were considered to strengthen relationships and partnerships between members of the school community:

- age appropriate awareness initiatives that look at the causes and impacts of bullying behaviour including those dealing with navigating friendships, identity based bullying, racist bullying, homophobic/transphobic bullying, sexism and sexual harassment
- supporting the active participation of students in school life
- supporting the active participation of parents in school life, including those who may find it difficult or daunting to engage with the school due to being unfamiliar with the education system or due to language or cultural barriers
- conducting workshops and seminars for students, school staff and parents to raise awareness of the impact of bullying
- supporting activities that build empathy, respect and resilience
- Encouraging peer support such as peer mentoring
- promoting acts of kindness
- teaching problem solving

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Preventing specific types of bullying behaviour

When implementing this prevention strategy, we have engaged with the Parents' Association, the Student Council and student body and all staff members.

Preventing cyberbullying behaviour
Strategies we use to prevent cyberbullying behaviour include the following, which is not an exhaustive list or in any particular order:

1. Implementing the SPHE curriculum
2. Enabling discrete learning opportunities which teaches students about responsible online behaviour and digital citizenship
3. having regular conversations with students about developing respectful and kind relationships online
4. developing and communicating an acceptable use policy for technology
5. referring to appropriate online behaviour as part of the standards of behaviour in the Code of Behaviour
6. promoting or hosting online safety events for parents who are responsible for overseeing their children's activities online
7. furnishing parents with links to resources and online content that enables them to monitor and keep their children protected online
8. holding an Internet safety day every few years to reinforce awareness around appropriate online behaviour

The digital age of consent is the minimum age a user must be before a social media or internet company can collect, process and store their data. In Ireland the digital age of consent is 13 for many platforms and 16 for others.

For the purposes of data collection, students between the age of 13 and 16 years old must have parental permission to sign up to social media services where companies use the legal basis of consent to collect process and store users' data. Most social media platforms and services have a minimum age requirement and for the majority of these services it is 13 years' old. Therefore, technically, children under the age of 13 should not have a social media account.
We make sure that parents are aware of this and their responsibility in this area.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Preventing homophobic/transphobic bullying behaviour

All students, including gay, lesbian, bisexual and transgender students, have a right to feel safe and supported at school.

Strategies to prevent homophobic and transphobic bullying behaviour include the following, which is not an exhaustive list or in any particular order:

1. maintaining an inclusive physical environment such as by displaying relevant posters
2. encouraging peer support such as peer mentoring and empathy building activities
3. challenging gender stereotypes
4. conducting workshops and seminars for students, school staff and parents to raise awareness of the impact of homophobic bullying behaviour
5. encouraging students to speak up when they witness homophobic behaviour

Preventing racist bullying behaviour

Our school has become much more culturally diverse over the last number of years. Students attending school come from many different cultures and backgrounds. Students from diverse backgrounds may face discrimination and prejudice and may be subject to racist bullying behaviour.

Strategies to prevent racist bullying behaviour in our school include the following, which is not an exhaustive list or in any particular order:

1. fostering a school culture where diversity is celebrated and where students "see themselves" in their school environment
2. having the cultural diversity of the school visible and on display
3. encouraging peer support such as peer mentoring and empathy building activities
4. encouraging bystanders to report when they witness racist behaviour
5. providing supports to school staff to respond to the needs of students for whom English is an additional language and for communicating with their parents
6. providing supports to school staff to support students from ethnic minorities, including Traveller and Roma students, and to encourage communication with their parents
7. inviting speakers from diverse ethnic backgrounds
8. ensuring that library reading material and textbooks represent appropriate lived experiences of students and adults from different national, ethnic and cultural backgrounds

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Preventing sexist bullying behaviour

Strategies to prevent sexist bullying behaviour include the following, which is not an exhaustive list and in no particular order

1. ensuring members of staff model respectful behaviour and treat students equally irrespective of their sex
2. ensuring all students have the same opportunities to engage in school activities irrespective of their sex
3. celebrating diversity at school and acknowledging the contributions of all students
4. organising awareness campaigns, workshops and presentations on gender equality and respect
5. encouraging parents to reinforce these values of respect at home

Preventing sexual harassment

The school and BOM have a zero tolerance approach to sexual harassment. Sexual harassment is never dismissed as teasing or banter.

Strategies to prevent sexual harassment include the following, which is not an exhaustive list:

1. Using the SPHE curriculum to teach students about healthy relationships and how to treat each other with respect and kindness
2. Discussion consent with the pupils of 6th class as part of RSE (The cup of tea consent video being one example)
3. Promoting positive role models within the school community
4. Challenging gender stereotypes that can contribute to sexual harassment

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

What we consider bullying behaviours

General behaviours which apply to all types of bullying	• Harassment based on any of the nine grounds in the equality legislation e.g. sexual harassment, homophobic bullying, racist bullying etc. • Physical aggression • Damage to property • Name calling • Slagging or Teasing • The production, display or circulation of written words, pictures or other materials aimed at intimidating another person • Offensive graffiti • Extortion • Intimidation • Insulting or offensive gestures • The "look" • Invasion of personal space • A combination of any of the types listed.
Cyber	• **Denigration**: Spreading rumours, lies or gossip to hurt a person's reputation • **Harassment**: Continually sending vicious, mean or disturbing messages to an individual • **Impersonation**: Posting offensive or aggressive messages under another person's name • **Flaming**: Using inflammatory or vulgar words to provoke an online fight • **Trickery**: Fooling someone into sharing personal information which you then post online • **Outing**: Posting or sharing confidential or compromising information or images • **Exclusion**: Purposefully excluding someone from an online group • **Cyber stalking**: Ongoing harassment and denigration that causes a person considerable fear for his/her safety • Silent telephone/mobile phone call • Abusive telephone/mobile phone calls • Abusive text messages • Abusive email • Abusive communication on social networks e.g. Facebook/Ask.fm/ Twitter/You Tube or on games consoles • Abusive website comments/Blogs/Pictures • Abusive posts on any form of communication technology
Identity Based Behaviours **Including any of the nine discriminatory grounds mentioned in Equality Legislation** (gender	

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community).	
Homophobic and Transgender	• Spreading rumours about a person's sexual orientation • Taunting a person of a different sexual orientation • Name calling e.g. Gay, queer, lesbian...used in a derogatory manner • Physical intimidation or attacks • Threats
Race, nationality, ethnic background and membership of the Traveller community	• Discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious beliefs, ethnic or traveller background • Exclusion on the basis of any of the above
Relational	This involves manipulating relationships as a means of bullying. Behaviours include: • Malicious gossip • Isolation & exclusion • Ignoring • Excluding from the group • Taking someone's friends away • "Bitching" • Spreading rumours • Breaking confidence • Talking loud enough so that the victim can hear • The "look" • Use or terminology such as 'nerd' in a derogatory way
Sexual	• Unwelcome or inappropriate sexual comments or touching • Harassment
Special Educational Needs, Disability	• Name calling • Taunting others because of their disability or learning needs • Taking advantage of some pupils' vulnerabilities and limited capacity to recognise and defend themselves against bullying • Taking advantage of some pupils' vulnerabilities and limited capacity to understand social situations and social cues. • Mimicking a person's disability • Setting others up for ridicule

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Section C: Addressing Bullying Behaviour

The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows:

Identify if Bullying behaviours have occurred
In investigating and dealing with bullying, the relevant teacher (usually the class teacher initially) will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;

The primary aim in investigating and dealing with bullying in this school is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame); Bullying is defined in *Cineáltas: Action Plan on Bullying and Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the Bí Cineálta procedures.

To determine whether the behaviour reported is bullying behaviour teachers will consider the following questions:

1. Is the behaviour targeted at a specific student or group of students?
2. Is the behaviour intended to cause physical, social or emotional harm?
3. Is the behaviour repeated?

If the answer to each of the questions above is **Yes**, then the behaviour is bullying behaviour and the behaviour will be addressed using the Bí Cineálta Procedures.

When bullying behaviour occurs, the school will:

- ensure that the student experiencing bullying behaviour is heard and reassured
- seek to ensure the privacy of those involved
- conduct all conversations with sensitivity
- consider the age and ability of those involved
- listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation
- take action in a timely manner
- inform parents of those involved

Note: One off incidents may be considered bullying in certain circumstances. A single hurtful message posted on social media can be considered bullying behaviour as it has a high likelihood of being shared multiple times and thus becomes a repeated behaviour.

If the answer to any of these questions is **No**, **then the behaviour is not bullying behaviour.**

Strategies to deal with inappropriate behaviour are provided for within the school's Code of Behaviour.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

When identifying if bullying behaviour has occurred teachers should consider what, where, when and why?

- if a group of students is involved, each student should be engaged with individually at first
- thereafter, all students involved should be met as a group
- at the group meeting, each student should be asked for their account of what happened to ensure that everyone in the group is clear about each other's views
- each student should be supported as appropriate, following the group meeting
- it may be helpful to ask the students involved to write down their account of the incident(s)

The following are the specific steps taken in Kildalkey N.S. to address bullying behaviours

(1) When analysing incidents of bullying behaviour, the relevant teacher will 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.

(2) 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;

(3) All reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher. In that way pupils will gain confidence in 'telling'. This confidence factor is of vital importance. It should be made clear to all pupils that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly;

(4) Parents and pupils are required to cooperate 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;

(5) It is very important that all involved (including each set of pupils and parents) understand the above approach from the outset;

(6) If a group is involved, each member should be interviewed individually and then the group should be met collectively. Each member should be asked for his/her account of what happened to ensure that everyone is clear about what everyone has said with the class teacher.

(7) If it is concluded that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the Behaviour and tries to get him/her to see the situation from the victim's point of view.

(8) Each member of the group should be helped to handle the possible pressures that often face him or her from the other members after an interview by the teacher.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

(9) Class teachers who are investigating cases of bullying behaviour will keep a written record of their discussion with those involved. It may also be appropriate or helpful to ask those involved and independent witnesses to write down their account of the incident.

(10) Pupils who are not directly involved can also provide very useful information in this way;

(11) Incidents are generally best investigated outside the classroom situation to ensure the privacy of all involved;

(12) Each member of a group should be supported through the possible pressures that they may face them from the other members of the group after interview by the teacher;

(13) Serious cases of bullying behaviour by pupils should be referred immediately to the Principal or Deputy Principal.

(14) Parents or guardians of victims and bullies should be informed by the Principal or Deputy-Principal earlier rather than later of incidents so that they are given the opportunity of discussing the matter. They are then in a position to help and support their children before a crisis occurs.

(15) Parents/guardians are informed of the appropriate person to whom they can make their inquiries regarding incidents of bullying behaviour, which they might suspect or that have come to their attention through their children or other parents/guardians. In Kildalkey N.S., that is to the class teacher in the first instance.

(16) Teachers on yard duty in consultation with the class teacher should record and take appropriate measures regarding reports of bullying behaviour, and reports of these incidents should be circulated among teachers. An Incident template is available to all staff members for use for reporting. (Appendix 1)

(17) Where the relevant teacher has determined that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she 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 pupil being bullied;

(18) In cases where it has been determined that bullying behaviour has occurred, the Principal will be informed and the class teacher and/or the Principal will meet with the parents or guardians of the two parties involved as appropriate. Explain the actions being taken and the reasons for them, deferring them to the school policy. Discuss ways in which they can reinforce or support the actions taken by the school.

(19) The school 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 pupils;

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

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

(21) 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 pupil who has been bullied is ready and agreeable. This can have a therapeutic effect.

Follow Up to where bullying behaviour has occurred:

1. The teacher must engage with the students involved and their parents again no more than 20 school days after the initial engagement
2. Important factors to consider as part of this engagement are the nature of the bullying behaviour, the effectiveness of the strategies used to address the bullying behaviour and the relationship between the students involved
3. The teacher should document the review with students and their parents to determine if the bullying behaviour has ceased and the views of students and their parents in relation to this.
4. The date that it has been determined that the bullying behaviour has ceased should also be recorded
5. Any engagement with external services/supports should also be noted
6. Ongoing supervision and support may be needed for the students involved even where bullying behaviour has ceased
7. If the bullying behaviour has not ceased the teacher should review the strategies used in consultation with the students involved and their parents. A timeframe should be agreed for further engagement until the bullying behaviour has ceased
8. If it becomes clear that the student who is displaying the bullying behaviour is continuing to display the behaviour, then the school consideration should be given to using the strategies to deal with inappropriate behaviour as provided for within the school's Code of Behaviour. If disciplinary sanctions are considered, this is a matter between the relevant student, their parents and the school
9. If a parent(s) is not satisfied with how the bullying behaviour has been addressed by the school, in accordance with the *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools*. they should be referred to the school's complaints procedures.
10. If a parent is dissatisfied with how a complaint has been handled, they may make a complaint to the Ombudsman for Children if they believe that the school's actions have had a negative effect on the student.

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

The Importance of recording

If it is established by the relevant teacher that bullying has occurred, the relevant teacher must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved. All bullying behaviour will be recorded. This will include the type of behaviour, where and when it took place, and the date of the engagement with students and parents. (Appendix 1)
The actions and supports agreed to address bullying behaviour will be documented.

1. The relevant teacher must use the recording template at Appendix 1 to record the bullying behaviour.
2. The staff may also use the incident report sheet to record behaviours.
3. A pupil observation checklist is also available.
4. A parent meeting template will also be used if meetings with parents are required in the process.

If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with *Child Protection Procedures for Primary and Post-Primary Schools*.

Support for those who experience, witness and display bullying behaviour

Depending on the level of support required the school personnel may use some/all of the following approaches to support those who experience, witness and display bullying behaviour.

- Teacher led reflection and support of students both in class and on yard
- NEPS
- OIDE learning experiences supports and resources
- Webwise National Parents council
- DCU anti-bullying Centre
- TUSLA

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Section D

Oversight

The principal will present an update on bullying behaviour at each board of management meeting. This update will include the number of incidents of bullying behaviour that have been reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year.

Where incidents of bullying behaviour have occurred, the principal will also provide a **verbal** update which will include where relevant, information relating to trends and patterns identified, strategies used to address the bullying behaviour and any wider strategies to prevent and address bullying behaviour where relevant. This update does not contain personal or identifying information.

This policy is available to our school community on the school's website and in hard copy on request. A student friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers. The parent body will be informed of this review and a copy of the checklist posted on our website. Our Patron Bishop Tom Deenihan will also be informed and a hard copy sent to his office.

Signed on behalf of the Board of Management:

Chairperson: *Mary Reidy* **Date:** *04-09-25*

Principal: *Nodlag O'Neill-Forde* **Date:** *04-09-25*

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Appendices:

Appendix A: Reporting Form to be completed after bullying behaviour has occurred.

Appendix B: Review Form to be completed no more than 20 school days after the initial investigation to determine if bullying behaviour has ceased

Appendix C: Student Friendly Bí Cineálta Policy

Appendix D: Bullying Behaviour Report for the Board of Management

Appendix E: Review of the Bí Cineálta Policy

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Appendix A:

Reporting Form to be completed after bullying behaviour has occurred.

NB: Please use only **pupils' initials** and their classes to identify any parties involved.

Who was involved? _____

Where did the incident occur? _____

Date and time incident occurred? _____

Date of initial engagement with student(s): _____

Please tick the form and type of bullying behaviour that occurred.			
Form of bullying		**Type of bullying behaviour** There are many different types of bullying behaviour. These can include the following which is not an exhaustive list:	
Direct bullying behaviour		Disablist bullying behaviour	
Physical bullying behaviour (this includes damage to another pupil's belongings)		Exceptionally able bullying	
Verbal bullying behaviour		Gender identity bullying	
Written bullying behaviour		Homophobic/transphobic (LGBTQ+) bullying	
Extortion		Physical appearance bullying	
Indirect bullying behaviour		Racist bullying	
Exclusion		Poverty bullying	
Relational		Religious identity bullying	
Online bullying behaviour		Sexist bullying	
		Sexual harassment	
		Other	

Resultant Actions:

1. What actions does the student experiencing bullying feel should be taken to address the bullying behaviour?

   _____

   Date of initial engagement with parent(s): _____
2. What actions do the parents feel should be taken to address the bullying behaviour?

   _____
3. Consequences for pupil displaying bullying behaviour:

   _____

   _____
4. Support offered to pupil experiencing bullying behaviour and the pupil displaying bullying behaviour:

   _____

   _____
5. Date when case should be reviewed (no more than 20 days after date of initial investigation):

   _____

Signature: _____ Date:_____

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Appendix B

Review Form to be completed no more than 20 school days after the initial investigation to determine if bullying behaviour has ceased

Date:_____

At this meeting both the views of the parents and the child experiencing bullying should be discussed to determine if the bullying behaviour has ceased.

_____

_____

_____

_____

_____

Any further actions to be taken:

_____

_____

_____

_____

_____

Engagement with external services/ supports (if any):

_____

_____

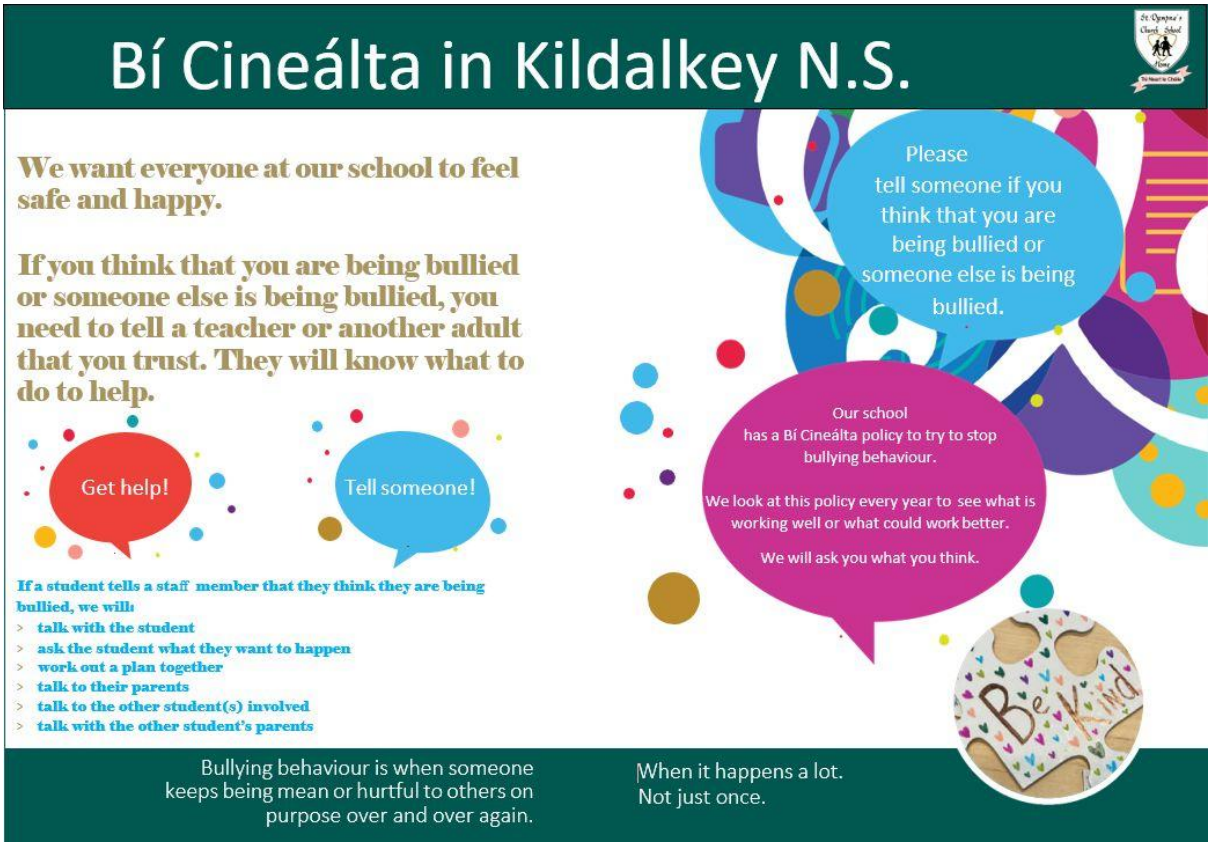
_____

Signature: _____ Date:_____

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Appendix C:

Student Friendly Bí Cineálta Policy



Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Appendix D

Bullying Behaviour Report for the Board of Management

Date of meeting: **Date of last meeting:**

Total number of new incidents of bullying behaviour reported since the last board of management meeting.	
Total number of incidents of bullying behaviour currently ongoing.	
Total number of incidents of bullying behaviour reported since the beginning of this school year.	

Where incidents of bullying behaviour have been reported since the last meeting, the Principal update must give a ***verbal*** report to include the following information where relevant:

the trends and patterns identified such as the form of bullying behaviour, type of bullying behaviour if known, location of bullying behaviour, when it occurred etc.	
the strategies used to address the bullying behaviour	
any wider strategies to prevent and address bullying behaviour	
if any serious incidents of bullying behaviour have occurred which have had a serious adverse impact on a student	
if a parent has informed the school that a student has left the school because of reported bullying behaviour	
if any additional support is needed from the board of management	
if the school's Bí Cineálta policy requires urgent review in advance of the annual review	
This update should not include any personal information or information that could identify the students involved.	

Signed: Principal _____
Chairperson _____
Date _____

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

Appendix E

Review of the Bí Cineálta Policy

The Board of Management (the Board) must undertake an annual (calendar) review of the school's Bí Cineálta policy and its implementation in consultation with the school community. As part of the review, this document must be completed.

Bí Cineálta Policy Review

1. When did the Board formally adopt its Bí Cineálta policy to prevent and address bullying behaviour in accordance with the *Bí Cineálta Procedures for Primary and Post-Primary Schools*? *Insert date when the Bí Cineálta policy was last adopted by the school.* _____/_____/20_____
2. Where in the school is the student-friendly Bí Cineálta policy displayed?

3. What date did the Board publish the Bí Cineálta policy and the student-friendly policy on the school website? __/_____/20_____
4. How has the student-friendly policy been communicated to students?

5. How has the Bí Cineálta policy and student-friendly policy been communicated to parents

6. Have all school staff been made aware of the, school's Bí Cineálta policy and the *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post- Primary Schools*? ☐ Yes ☐ No

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

7. Does the Bí Cineálta policy document the strategies that the school uses to prevent bullying behaviour? ☐ Yes ☐ No

8. Has the Board received and minuted the Bullying Behaviour Update presented by the principal at every ordinary board meeting over the last calendar year? ☐ Yes ☐ No

9. Has the Board discussed how the school is addressing all reports of bullying behaviour? ☐ Yes ☐ No

10. Is the Board satisfied that all incidents of bullying behaviour are addressed in accordance with the school's Bí Cineálta Policy? ☐ Yes ☐ No

11. Have the prevention strategies in the Bí Cineálta policy been implemented? ☐ Yes ☐ No

12. Has the Board discussed the effectiveness of the strategies used to prevent bullying behaviour? ☐ Yes ☐ No

13. How have (a) parents, (b) students and (c) school staff been consulted with as part of the review of the Bí Cineálta Policy?

14. Outline any aspects of the school's Bí Cineálta policy and/or its implementation that have been identified as requiring further improvement as part of this review:

15. Where areas for improvement have been identified, outline how these will be addressed and whether an action plan with timeframes has been developed?

Kildalkey N. S.
Athboy Road,
Kildalkey,
Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

16. Does the student-friendly policy need to be updated as a result of this review and if so why?

17. Does the school refer parents to the complaints procedures if they have a complaint about how the school has addressed bullying behaviour? ☐ Yes ☐ No

18. Has a parent informed the school that a student has left the school due to reported bullying behaviour? ☐ Yes ☐ No

19. Has the Office of the Ombudsman for Children initiated or completed an investigation into how the school has addressed an incident of bullying behaviour? ☐ Yes ☐ No

Signed: Principal _____

Chairperson _____

Date _____