St. Paul's Primary School, Navan. Bí Cineálta Policy to Prevent and Address Bullying Behaviour

Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of St. Paul's Primary School, Navan, 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.

As a Catholic school, we are committed to respecting the dignity of every individual. No human person is to be devalued and everybody has a part to play in the school community, regardless of difference.

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.

Section A: 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	5th February 2025	Staff Meeting - stemming from this discussion, staff were informed of the important points in dealing with an incidence or reporting of bullying. Staff given time to discuss and relay feedback. Sharing of draft policy with staff to discuss / consult and make any amendments
Students	3rd February 2025	Students were given a questionnaire to seek their input in developing an Anti-Bullying policy in Child Friendly Format – their wording, examples and suggestions were all taken into account when drafting this Policy.
Parents	19th February 2025	Parent/Guardian Survey sent and feedback from this survey discussed with the whole staff and taken into consideration when drafting this policy.
Board of Management	June 2025 BOM Meeting	Emails and in person BOM meeting.
Date policy was approved: 23rd June 2025		
Policy to be reviewed annually - June 2026		

Section B: Preventing Bullying Behaviour

This section sets out the prevention strategies that will be used by this school to address all forms of bullying behaviour, in whatever form and however motivated, including online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment. (See Chapter 5 of the Bí Cineálta procedures):
In developing the preventative strategies which this school will use to prevent all forms of bullying behaviour, we come from the context of our Catholic ethos, where inclusivity permeates our school in a real way.

Culture and Environment:

This school takes positive steps to ensure that the culture of the school welcomes a respectful dialogue and encounter with diversity and difference by

ensuring that prevention and inclusivity strategies are given priority and discussed regularly at our board of management and staff meetings.

We strive to :

• Create a school culture where bullying behaviour is unacceptable and a consistent approach to addressing bullying behaviour.

• Involve parents as active partners in fostering an environment where bullying behaviour is not tolerated.

• Support the idea that our school is a telling environment.

• Promote the concept of a trusted adult – stay safe linkage – who to tell.

• Create safe spaces in our school building and yards – visibility

• Incorporate artwork and signs to promote our school values, such as the creation of a school charter promoting rights, equality, inclusion, and respect.

• Encourage a sense of belonging with ownership over their space through art and creativity.

• Create 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.

Ways in which we work to achieve these goals are as follows:

• Staff are briefed on the uniform approach we must take to handle all reports of bullying – this is distributed to staff and a copy is displayed on the Staff Room notice board for ease of access also.

• Anti Bullying week activities such as Random acts of Kindness homework, Poster making, slogan making, etc

School assemblies

Strong communication and positive relationships with all stakeholders

Indoor displays to celebrate the work and accomplishments of our pupils

school 'Fáilte Wall'.

• Playground helpers – students in higher classes volunteer to support younger classes on the yard to help with games and positive interactions. Minders at lunchtime also.

• A student friendly Anti-Bullying Policy Poster Format (Appendix B) was formed with pupil and parent input and is distributed to parents, children and staff to discuss. This policy poster outlines various ways to tell and outline the steps in how staff will deal with a report of bullying.

• Parents receive information at times regarding useful information on Anti-Bullying.

• Stay safe and SPHE lessons focusing on positive behaviour form part of curricular content in all classes.

• Effective supervision and monitoring of pupils.

• Class and School Charter development as well as notice board to promote kindness and build responsibility amongst pupils.

Curriculum (Teaching and Learning)

We strive to :

• Provide teaching and promote learning which is collaborative and respectful, fostering inclusion and respect for diversity.

• Display a shared understanding of what bullying is and its impact.

Ways in which we work to achieve this:

• Teach SPHE and RSE content which fosters student's well-being and self confidence as well as promoting personal responsibility for their own behaviours and actions.

• Model respectful behaviour towards colleagues, pupils and visitors in our school environment.

• Curricular and Extra-curricular activities can help to develop a sense of self worth, working together, inclusion and respect.

• Students are given regular opportunities to work in small groups with peers, which can help build a sense of connection,belonging and empathy.

• Acknowledgment of our diverse school population – celebrating diversity and culture in our school through art, displays, photographs, international events.

• 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.

• Supports/Resources 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.

Safer Internet Day https://www.webwise.ie/saferinternetday/
Rainbows is available to some of our pupils https://rainbowsireland.ie/
FUSE Anti-bullying and online safety programme
https://antibullyingcentre.ie/fuse/primary/lessons/

Policy and Planning
Cineáltas: Action Plan on Bullying Implementation 2023-2027
Bí Cineálta Policy
Student-friendly Bí Cinéalta Policy/Poster
Integrated Curriculum Approach: SPHE & RSE & Stay Safe.
PE Curriculum
Wellbeing Weeks/ Kindness Days

Anti Bullying Week
Continuing professional development for staff
No smartphones initiative for Junior - 1st Class along with DEY Circular 0044/2025 *"Banning the use of and access to personal mobile phones by pupils during the school day*."

The aim of St.Paul's Bi Cinealta policy is:

• To raise awareness of bullying as a form of unacceptable behaviour with school management, teachers, pupils, parents/guardians.

• To promote a school ethos which encourages children to disclose and discuss incidents of bullying behaviour.

• To ensure appropriate supervision and monitoring measures through which all areas of school activity are kept under observation.

• To develop procedures for noting, investigating and dealing with incidents of bullying behaviour.

• To implement a programme of support for those affected by bullying behaviour and for those involved in bullying behaviour.

• To work with appropriate agencies in countering all forms of bullying and promoting anti bullying behaviour.

- The Acceptable Use Policy, Supervision Policy (to be updated and ratified), Special Education Policy (to be updated and ratified) and Code of Behaviour all support the implementation of the Bí Cineálta policy.
- Effective leadership is a key component with Principal, Deputy Principal, DLP, DDLP, and all the In School Leadership Team focused on supporting the implementation of this policy.

Relationships and Partnerships.

The dignity and the wellbeing of the individual person is of paramount concern in our Christian response. This school will listen closely to and dialogue with parents, thereby building a relationship of mutual understanding, respect, trust and confidence.

In continuing to develop prevention strategies, this school will listen to young

people and parents, to help establish their particular context and needs. Frequent periods of reflection and further engagement by the school, young people and parents, will be used to discern appropriate supports for young people in this school and to help inform future prevention strategies.

- All policies & plans relevant to wellbeing
- Bullying awareness initiatives
- Supporting activities that build empathy, respect and resilience.
- Continuing professional development for teachers
- Conflict resolution skills to help children develop communication, empathy, and problem-solving skills to manage conflicts peacefully.
- Relationships and partnerships such as student councils, buddy systems, assemblies, newsletters, student journals
- Community Garda speaking to classes
- Guest speakers on Internet safety, e.g, Paula O'Connor (Don't be mean behind the screen)
- Community-based activities
- Transitions – Pre-school and Secondary School (Passports).
- Backpack Programme
- Parents' Association Input
- Develop links with neighbouring schools
- Establish good links with Department support services, community-based statutory and voluntary support services and other external agencies (NCSE speakers\external agencies- Dyslexia Association of Ireland, Barnardos, As I am, Zeeko)

*This list is not exhaustive

Interpersonal connections are supported through a range of formal and informal structures such as our parents' association, our parents' hub, our student council and other various groups.

• Age and stage appropriate awareness initiatives that engage the student body in looking at their own behaviour – promoting acts of kindness and friendship, being an active help to others and looking at the causes of and impact of bullying during SPHE lessons.

• Conducting workshops and seminars for students, staff and parents to raise awareness of the impact of bullying.

• Encouraging peer mentoring and peer support

• Supporting active participation of students in school life and active participation of parents in school life also.

• Engaging parents and students in actively contributing to the formation of a Child Friendly Anti Bullying Policy to make them active participants in promotion of and discussion of useful ways to identify and reduce bullying behaviour and highlight procedure and how to deal with it if it does occur.

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour

Preventing Cyber Bullying, Homophobic/Transphobic bullying, Racist bullying, Preventing sexual harassment.
In addition to above mentioned strategies, the school has the following in place to prevent and address bullying:

• Staff at all times endeavour to encourage pupils to show respect for each other.

• Implementation of the SPHE curriculum.

• Positive self-esteem is fostered among the pupils by celebrating individual differences, by acknowledging good behaviour and by providing opportunities for success.

• Digital Media Policy includes learning about responsible online behaviour and digital citizenship. AUP also developed for technology in our school.

• The school's anti-bullying policy is discussed regularly with the pupils.

• Staff are particularly vigilant in monitoring pupils who are considered at risk of bullying/ being bullied.

• All disclosed incidents of bullying are investigated thoroughly and consistently by following the correct procedure as outlined to staff and recorded on Aladdin using the template for this.

• School wide awareness raising on all aspects of bullying, supervision and monitoring of classrooms, corridors, school grounds, school tours and extracurricular activities.

• Involvement of pupils in contributing to a safe school environment e.g. Kindness/ anti-bullying week, and other activities that can help to pupils and encourage a culture of peer respect and support

• Ensuring that pupils know who to tell and how to tell.

• Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place.

• Refer to appropriate online behaviour when using devices and in SPHE lessons.

• Promote online safety events or material for parents and also host information evenings for parents in relation to internet safety.

• The listing of supports currently being used in the school and the identification of other supports available to the school e.g. www.tacklebullying.ie, www.antibullyingcentre.ie>fuse, www.webwise.ie

•St Paul's Wellbeing Padlet for all teachers to access

• Challenge gender- stereotypes – equal participation of all. Equal recognition.

• Raise awareness of the impact of homophobic and racist bullying behaviour and encourage students to speak up when they witness homophobic behaviour.

• Foster a culture where diversity is celebrated and students “see themselves” in the school environment.

• Ensuring the library and classroom have materials/resources that reflect our diverse school population from different national, ethnic and cultural backgrounds.

• Modelling of respectful behaviour by staff of all irrespective of sex.

• Ensuring all students have the same opportunities to engage in school activities irrespective of sex.

• Making clear that our school has a zero tolerance approach to sexual harassment of any kind as per our Dignity at Work Policy and Charter.

Section C: Addressing Bullying Behaviour

The teacher(s) with responsibility for addressing bullying behaviour is (are) as follows:

• The class teacher will oversee the recording of bullying reports for students in their class – this includes using the procedure guidelines to investigate reports of bullying and recording bullying behaviour on the correct form on Aladdin

• The DDLP will follow up after twenty days to investigate if bullying has ceased.

• All staff will be vigilant to bullying behaviour.

• The principal will inform the Board of Management of incidents of Bullying.

• Deputy Principal /SENCO

• Assistant Principals / Anti-Bullying Policy Co-ordinators available to provide up-to-date information and support if needed to assist the class teacher in addressing concerns

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 promptly
- Inform parents of those involved

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 (see Chapter 6 of the Bí Cineálta 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:

a. While all reports, including anonymous reports of bullying must be investigated and dealt with by the 'Relevant Teacher(s)', the 'Relevant Teacher(s)' will use his/her/their professional judgement in relation to the records to be kept of these reports, the actions taken and any discussions with those involved regarding same.

b. If it is established by the 'Relevant Teacher(s)' that bullying has occurred, the 'Relevant Teacher(s)' must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as practicable, the relationships of the parties involved.

c. The 'Relevant Teacher(s)' must record the bullying incident on the school information management system (Aladdin) by adding an Alleged Bullying Behaviour Report to the relevant pupil's file, which will be visible on files of all other pupils named. The 'Relevant Teacher' must inform the Principal.

The primary aim 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). With this in mind, the school's procedures are as follows:

• In investigating and dealing with bullying, the teacher(s) will exercise his/her/their judgement to determine whether bullying has occurred, what type of bullying it has been 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(s)'. 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 bullying, they are not considered to be telling tales but are behaving responsibly.

• Non-teaching staff such as secretaries, SNAs, caretakers and cleaners are encouraged to report any incidents of bullying behaviour witnessed by them or mentioned to them to the Class Teacher.

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

• On being informed of an alleged incident of bullying, the teacher dealing with the

report will first interview the victim(s) and discuss the feelings which the victim(s) experienced because of the bullying behaviour.

• Initial investigations of alleged bullying will be done in class, where possible but some incidents might be best investigated outside the classroom situation to ensure the privacy of all involved.

• When analysing incidents of bullying behaviour, the 'Relevant Teacher(s)' should seek answers to questions of what, where, who, when 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. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about the others' statements.

• Each member of a group should be supported through the possible pressures that they may face from the other members of the group after an interview by the teacher.

• Where the 'Relevant Teacher(s)' has/have 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 perspective of the pupil being bullied.

• The ''Relevant Teacher'' does not apportion blame but should make an effort to try to get him/her to see the situation from the perspective of the pupil being bullied. S/he emphasises that the intention is not to punish perpetrators but to talk to them, to explain how harmful and hurtful bullying is and to seek a promise that it will stop. If that promise is forthcoming and is honoured there will be no penalty and that will be the end of the matter.

• When an investigation is completed and/or a bullying situation is resolved the ''Relevant Teacher'' will complete a report, to include the findings of the investigation, the strategy adopted and the outcome of the intervention, as well as any other relevant information. This may be recorded on Aladdin under the Bí Cineálta tab, and uploading a file "Alleged Bullying Behaviour Report".

• If a pupil chooses to continue the behaviour, this can then no longer be considered a one-off occurrence.

In this event parent(s)/guardian(s) will be contacted. The school should give parents an opportunity to discuss ways in which they can reinforce or support the actions being taken by the school and the supports for the pupil.

• Follow-up meetings with the relevant parties involved may be arranged separately with a view to bringing them together at a later date if the pupil who has been bullied is ready and agreeable.

• Depending on the seriousness of the bullying some supportive interventions/further supports may be recommended.

• Repeated incidents of bullying behaviour will result in the imposition of sanctions (see Code of Behaviour Policy). Such sanctions will be proportionate to the seriousness of the bullying behaviour. It must be made clear to all involved (each set of pupils and parents) that in any situation where disciplinary sanctions are required that this is a private matter between the pupil being disciplined, his or her parents and the school.

• Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent must be referred to the school's complaints procedure.

• In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parents of their rights to make a complaint to the Ombudsman for Children.

• The school will maintain care for the victim over time. This will be done by speaking to the child a number of weeks after the incident to check on their continuing welfare. The child's parents will also be consulted.

• If a child makes a report of bullying, but asks that nothing is to be done about it, the relevant teacher will support the child appropriately to explore how it will be handled sensitively and how parents may be notified. If a parent does so, they must submit in writing that they require no further action to be taken, but even so, the school may still deem it necessary to be investigated and handled appropriately.

The school will use the following approaches to support those who experience, witness and display bullying behaviour

The school's programme of support for working with pupils affected by bullying involves a whole school approach. Given the complexity of bullying behaviour, no one intervention/support programme works in all situations.

• **Supporting Bullied pupils:**

- Ending the bullying behaviour,
- Fostering respect for bullied pupils and all pupils,
- Fostering greater empathy towards and support for bullied pupils, - Indicating clearly that the bullying is not the fault of the targeted pupil through annual awareness-raising programmes,
- Indicating clearly that the bullying is not the fault of the targeted pupil through the speedy identification of those responsible and the speedy resolution of bullying situations,
- Making adequate counselling facilities available to pupils who need them promptly (subject to available funding)
- Helping bullied pupils raise their self-esteem by encouraging them to become involved in activities that help develop friendships and social skills (e.g. participation in group work in class and in extra-curricular group or team activities during or after school).

• **Supporting Bullying pupils:**

- Making it clear that bullying pupils who reform are not blamed or punished and get a ‘clean sheet,’
- Making it clear that bullying pupils who reform are doing the right and honorable thing and giving them praise for this,
- Making adequate counselling facilities available to help those who need it learn other ways of meeting their needs besides violating the rights of others,
- Helping those who need to raise their self-esteem by encouraging them to become involved in activities that develop friendships and social skills (e.g. participation in group work in class and in extra-curricular group or team activities during or after school),
- Using learning strategies throughout the school and the curriculum to help enhance pupils’ feelings of self-worth,
- In dealing with negative behaviour in general, encouraging teachers and parents to focus on, challenge and correct the behaviour while supporting the child,
- In dealing with bullying behaviour, seeking resolution and offering a fresh start with a ‘clean sheet’ and no blame in return for keeping a promise to reform.

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. The actions and supports agreed to address bullying behaviour will be documented. 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*.

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. See Chapter 7 of the Bí Cineálta procedures.

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.

Ratified by the Board of Management on 23rd June 2025.

Signed: PJ Finn Date: 23/06/2025

(Chairperson of board of management)

Signed: Eileen McCaughey Date: 23/06/2025

(Principal)