



GAELOCHOLÁISTE PHORT

LÁIRGE

Polasaí Frith-Bhulaíochta

Aidhm – Baineann an polasaí seo le gach duine de phobal na scoile. Leanann an polasaí na treoracha leagtha amach ag an Roinn Oideachais agus Scileanna (ROS) “GNÁSANNA FRITHBHULAÍOCHTA BUNSCOILE AGUS IAR-BHUNSCOILE” Meán Fómhair 2013.

1. Bulaíocht á Chosc agus á Chomhrac

Aithníonn an Bord Bainistíochta a thromchúisí atá iompar bulaíochta agus a dhiúltaí a d'fhéadfadh a thionchar a bheith ar dhaltaí, agus geallann an scoil dá réir cloí leis na príomh phrionsabail dea-chleachtas seo a leanas agus iompar bulaíochta á chosc agus á chomhrac:

(a) Cultúr dearfach i réim sa scoil:

(cur síos iomlán in Agusín A)

- Glactar go fonnmar le difríocht agus le héagsúlacht agus léirítear meas ar chuimsitheacht.
- Spreagtar daltaí chun iompar bulaíochta a nochtadh agus a phlé i dtimpeallacht neamh bhagrach.
- Beidh caidreamh bunaithe ar mheas.

(b) Ceannaireacht éifeachtach i bhfeidhm:

Beidh gach duine den bhfoireann airdeallach ar an bhfreagracht dea-shampla a thaispeáint (mar atá leagtha amach sa Chód Iompair Ghairmiúil do Mhúinteoirí), bulaíocht a aithint, agus a bheith fáilteach, tacaíochta agus tuisceanach má thugann duine tuairisc faoi aon cineál bulaíochta.

(c) Cur chuige scoile uile.

(d) Tuisceant faoin rud is bulaíocht ann agus faoin tionchar is féidir a bheith aige.

(e) Feidhmiú straitéisí oideachais agus coiscthe.

(f) Maoirseacht agus monatóireacht éifeachtach ar dhaltaí.

(g) Tacaíochtaí don fhoireann.

(h) Déanfar teagmhais bhulaíochta a thaifeadadh agus a imscrúdú ar shlí chomhsheasmhach agus **déanfar obair leantach** ina dtaobh.

(i) Déanfar meastóireacht leanúnach ar a éifeachtaí atá an beartas frith-bhulaíochta.

Anti-Bullying Policy

Aim – This policy involves each member of the school community. This policy complies with the guidelines set out by the Department of Education and Skills regarding Anti-Bullying Procedures Primary and Post Primary, September 2013.

1. Preventing and tackling Bullying Behaviour

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 therefore the school promises full commitment to the following key principles of best practice in preventing and tackling bullying behaviour:

(a) Promoting a positive school culture and climate in the school which:

(full explanation in Appendix A)

- Welcomes difference and diversity and is based on inclusivity.
- Encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment.
- Promotes respectful relationships across the school community.

(b) Providing Effective leadership

Each member of the staff will be aware of their responsibility to: show good example (as laid out in the Professional Code of Behaviour for Teachers), recognise bullying, be welcoming, supportive and understanding where any individual reports any form of bullying.

(c) Adapting a school-wide approach.

(d) Adapting a shared understanding of what bullying is and its impact.

(e) Implementing education and prevention strategies.

(f) Providing effective supervision and monitoring of pupils

(g) Providing relevant support structures for staff.

(h) Undertaking consistent recording, investigation and follow up of bullying behaviour.

2. Sainmhíniú

Iompar diúltach neamhiarrtha, bíodh sé i bhfoirm iompair briathartha, síceolaíoch nó fisiciúil, a dhéanann duine aonair nó grúpa in aghaidh duine nó daoine eile, agus a déantar arís agus arís eile. Áirítear na cineálacha iompair bhulaíochta seo a leanas ar an sainmhíniú ar bhulaíocht: (Féach *Aguisín B*)

- Duine a **aonrú**, a eisiamh nó a fhágáil as an áireamh d'aon ghnó, gabháil do chúlchaint mhailíseach agus do chineálacha eile caidrimh bhulaíochta idir dhaoine.
- **Dochar** a dhéanamh do mhaoin phearsanta.
- **Sracad** (éileamh airgid nó maoin eile faoi bhagairt nó brú).
- Maoin duine eile a **ghoid**.
- **Cibearbhulaíocht**.
- **Bulaíocht bunaithe ar aitheantas**, ar nós bulaíocht homafóbach, bulaíocht chiníoch, bulaíocht bunaithe ar bhallaíocht den Lucht Siúil agus bulaíocht ar dhuine faoi mhíchumas nó ar dhuine a bhfuil riachtanais speisialta oideachais aici/aige.
- **Ag postáil** teachtaireacht, íomhá nó ráiteas **poiblí** goilliúnach aon uaire ar shuíomh gréasáin líonra **poiblí** nó ar **fhóram poiblí eile** ar féidir an teachtaireacht, an íomhá nó an ráiteas sin a **fheiceáil air agus/nó a bheith athráite ag daoine eile**.

Ní chuimsíonn an sainmhíniú seo teagmhais aonraithe nó teagmhais aon uaire d'iompar diúltach d'aon turas, lena n-áirítear téacsteachtairacht mhaslach nó goilliúnach aon uaire nó teachtaireachtaí **príobháideacha** eile agus déanfar mí-iompar mar seo a cheartú mar atá sa chód iompair (cárta dearg a bheidh i gceist, áfach).

Má bhíonn tionchar diúltach ag iompar bulaíochta a tharlaíonn lasmuigh den scoil ar shaol na scoile, déanfaidh Bainistíocht na scoile breithmheas ar na himpleachtaí ag baint leis agus ar an t-slí is fearr le teacht ar réiteach faoi. Bheifí ag braith ar thacaíocht tuismitheoirí le cabhrú sa réiteach anseo.

3. Múinteoirí Ábhartha

Seo a leanas na múinteoirí a dhéanfaidh imscrúdú ar bhulaíocht agus a dhéileálfadh leis:

Aon mhúinteoir a dtéann dalta chuige/chuici le scéal nó
An múinteoir ranga nó
An Leas-Phríomhoide

(i) Regularly evaluating the effectiveness of the anti-bullying policy

2. Definition

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: (See Appendix B)

- *Deliberate **exclusion**, malicious gossip and other forms of relational bullying,*
- ***Damaging** personal belongings another*
- ***Extortion** (demanding money or other items under threatening behaviour)*
- ***Stealing***
- ***Cyber-bullying***
- ***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.*
- ***Posting** 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.*

*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; (a red card will be enforced however).*

Where a bullying incident occurs outside the school but impacts negatively on the school environment the school management will assess its implications and the best way to resolve the matter. Parental support would be expected in such incidents in order to seek resolution.

3. Relevant Teachers

The relevant teacher(s) for investigating and dealing with bullying is (are) as follows:
Any teacher whom a student confides in or
The class teacher or
The Deputy Principal
The Principal

An Príomhoide

4. Seo a leanas na **Straitéisí Oideachais agus Coiscithe** (lena n-áirítear straitéisí a bheidh dírithe go sonrach ar an gcibearbhulaíocht agus ar bhulaíocht bunaithe ar fhéiniúlacht, go háirithe bulaíocht homafóbach agus trasfóbach) atá in úsáid sa scoil le cosc a chur le bulaíocht; (Féach Roinn 6.5 de na *Gnásanna Frithbhulaíochta Bunscoile agus Iar-bhunscoile*):

Iarrachtaí ar bun:

- Atmaisféar dearfach measa agus comhoibrithe a chruthú sa scoil.
- Na daltaí á spreagadh le bheith oscailte agus le labhairt amach faoi aon ócáid bhulaíochta a tharla dóibh féin - nó a bhfaca siad ag tarlú do dhuine eile.
- Béim ar thábhacht na bhfinnéithe, leis an eolas gurb é an rud freagrach é labhairt amach.
- Deimhin á dhéanamh de go mbíonn a fhios ag daltaí cé dó agus conas gur cóir scéal a insint. (Féach cuid 5 anseo thíos).
- Imeachtaí éagsúla eagraithe i rith na scoilbhliana ionas feacht na bulaíochta a chur i bhfeidhm ar fud na scoile e.g. clár fógraí faoi leith sa scoil agus i seomraí ranga maidir le cairdeas a chothú, agus bulaíocht a chosc, Seachtain Chairdis, aoí-chainteoirí a thabhairt isteach, seimineáir le tuismitheoirí/caomhnóirí s.rl.
- Gach deis a thapú sa seomra ranga le hiompar measúil a chur os comhair na ndaltaí.
- Córas spreagtha agus luachanna saothair i bhfeidhm.
- Deiseanna a thabhairt do dhaltaí féinmheas dearfach a fhorbairt trí idirghníomhaíochtaí foirmiúla agus neamhfhoirmiúla a chur ar siúl dóibh.
- Ceachtanna ar fáil san OSPS, OSSP agus OCG a phléann na cineálacha éagsúla iompar bulaíochta atá ann agus a n-éifeacht ar dhaoine eile le cabhair na gclár éagsúil atá ar fáil m.sh #UP2US, Cool School, Friends For Life..
- Polasaí Frithbhulaíochta na scoile pléite go rialta leis na daltaí agus cóip de tugtha do gach clann mar chuid de Chód Iompair na Scoile agus achoimre de sa dialann scoile.
- Múintear do na daltaí conas na meáin sóisialta a úsáid ar bhealach freagrach agus sábháilte.
- Forbairt ghairme leanúnach curtha ar fáil don fhoireann ar fheacht na bulaíochta agus i dtreo scileanna cuí a fhorbairt chun dul i ngleic le

4. The following **Education and Prevention Strategies** (including strategies specifically aimed at cyberbullying and identity based bullying, especially homophobic and transphobic bullying) that will be used by the school in order to prevent bullying are as follows:

Strategies in Place:

- Creating a positive school atmosphere of respect and cooperation.
- Encouraging the students to be open and to speak out about any bullying incident that happened to themselves or that they witnessed happening to someone else.
- Emphasis is placed on the importance of the bystander telling, with the knowledge that speaking out is the responsible thing to do.
- Ensuring that the students know who and how to tell. (See section 5 below).
- Organising various activities during the school year to foster the students' awareness of bullying issues eg. a special notice board in the school and in class rooms regarding friendship making and preventing bullying, Friendship Week, visiting guest speakers and parent/guardian seminars.
- Availing of all opportunities within the classroom to teach and demonstrate respectful behaviour.
- Giving positive encouragement and reward.
- Providing pupils with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Teaching of SPHE, CSPE and RSE will include input and discussion on the dynamics and impact of bullying behaviours with the help of the many programmes available e.g.#UP2US, Cool School, Friends For Life..
- Discussing The Anti- Bullying policy with the students and a copy given to each family as part of The Code of Behaviour and a summary printed in the school diary.
- Teaching the students how to use social media in a safe and responsible manner.
- Continuous professional development for the staff on awareness of bullying and towards the development of relevant skills to deal with bullying complaints.

liomhaintí bulaíochta.

- Gach ball foirne san airdeall chun aon iompar bulaíochta a thabhairt faoi deara agus a cheartú agus chun maoirseacht chúig a bheith i bhfeidhm sa scoil agus le linn turasanna.
- Rannpháirtíocht ag comhairle na ndaltaí ag cabhrú timpeallacht sábháilte scoile a chruthú.
- Coiste na dTuismitheoirí a bheith gníomhach sa bhfeachtas.
- Ní mór do bhaill foirne teagaisc agus neamhtheagaisc: rúnaithe, cúntóirí riachtanas speisialta (SNA), maoirseoirí, glantóirí aon eachtraí d'iompraíocht bhulaíochta a fheiceann siad nó a luaitear leo a chur in iúl don mhúinteoir ábhartha.
- Iarrtar ar thiománaithe bus agus daoine eile atá ag cur seirbhísí ar fáil sa / don scoil, an scoil a chur ar an eolas faoi aon ocaidí bulaíochta a thugann siad faoi deara.

5. Seo a leanas **Straitéisí na scoile** chun iompar bulaíochta a inmscrúdu, chun obair leantach a dhéanamh ina thaobh, agus chun iompar bulaíochta a thaifeadadh mar aon leis na straitéisí idirghabhála bunaithe; a úsáidfidh an scoil chun déileáil le cásanna de iompar bulaíochta: (Féach roinn 6.8 de na *Gnásanna Frithbhulaíochta Bunscoile agus Iarbhunscoile*),

Ag Tuairisciú Iompraíocht Bhulaíochta

- a. Fiosrófar aon tuairisc bhulaíochta a thagann ó aon bhall de phobal na scoile, daltaí/ tuismitheoirí/ caomhnóirí s.r.l. agus pléifidh an **múinteoir ábhartha** leis. Tá sé tábhachtach go dtuigeann gach éinne gur iompar freagrach é duine a chur ar an eolas faoi eachtraí bulaíochta a tharla dóibh féin nó do dhuine eile.
- b. Moltar do dhaltaí scéal a chur in iúl dá rogha múinteora má cheapann siad go bhfuil bulaíocht ag tarlú dóibh nó do dhuine eile. Is féidir é seo a dhéanamh i roinnt slite difriúla, mar shampla:
- Labhairt le múinteoir tar éis ranga nó ag am éigin eile feiliúnach,
 - Nóta a thabhairt do mhúinteoir,
 - Glao gutháin a chur ar an scoil agus an scéal a insint dá rogha múinteoir,
 - Iarraidh ar thuismitheoir/caomhnóir/cara an scéal a insint do mhúinteoir ar a son.

Cur Chuige an Fhiosraithe

- a. Éistfidh an múinteoir go cúramach, tuisceanach, neamhmhothúchánach le h'aon líomhain bhulaíochta a thagann a t(h)reo.
- b. Is é an príomhaidhm ag an té atá ag fiosrú agus ag

- *Staff awareness in order to identify bullying behaviour and to correct it and to provide proper supervision.*
- *Involvement of the Student Council in creating a safe school environment.*
- *Involvement of the Parents' Association.*
- *Ensuring that all staff members, teaching and non-teaching: secretaries, special needs assistants, (SNA), supervisors, cleaners, make the relevant teacher aware of any bullying incident that they may witness or that may be mentioned to them.*
- *Asking bus drivers and other individuals providing services to/for the school to inform the school of any bullying incidents that they may notice.*

5. 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 *Anti-Bullying Procedures Primary and Post Primary*).

Reporting Incidents of Bullying Behaviour

- a. *All reports of bullying from any member of the school community will be investigated, recorded and dealt with by the **relevant teacher**. It is important that everyone realise that the reporting of such incidents is considered responsible behaviour.*
- b. *Students are encouraged to report any incident of bullying happening to themselves or to another to **any teacher** of their choice in the school. This can be done in various ways, for example:*
- *speaking to a teacher after class or at another suitable time,*
 - *giving a note to a teacher,*
 - *making a phone to the school and speaking to a teacher,*
 - *asking a parent/guardian/friend to inform a teacher in the school on their behalf.*

The Approach Taken In Investigating Incidents

- a. *The teacher will carefully and unemotionally listen with understanding to any case of bullying being reported to him/her.*
- b. *The primary aim for any teacher investigating and dealing with bullying is to resolve any issues and to restore, as far as is*

plé leis an mbulaíocht ná an fhadhb a réiteach agus an gaol a fheabhsú idir na daoine atá i gceist, má's féidir, seachas a bheith ag cur milleáin ar dhaoine.

- c. Agus an fiosrú seo ar siúl líonfaidh an múinteoir amach An Bhileog Thaifeadta Scoile faoin scéal, coimeádfaidh sé/ sí cóip de agus tabharfaidh sé/sí cóip don phríomhoide/ leas-phríomhoide.
- d. Déanfar cinneadh ansin ar bhonn breithiúnas gairmiúil ar tharla bulaíocht.
- e. Sa chás go ndéantar cinneadh go raibh iompraíocht bhulaíochta ar bun ag dalta, cuirfear in iúl go soiléir dó/dí an sárú a rinne sé/sí ar bheartas frithbhulaíochta na scoile agus déanfar iarracht tabhairt air/uirthi an chás a fheiceáil ó dhearcadh an dalta a d'fhulaing an bhulaíocht.
- f. Cuirfear an scéal in iúl do thuismitheoirí na ndaltaí i gceist agus míneofar dóibh conas a phléifear leis. Tabharfar deis dóibh plé a dhéanamh ar shlite gur féidir leo tacú le gníomhaíochtaí na scoile.
- g. Tá sé de dhualgas ar dhaltaí agus ar thuismitheoirí/caomhnóirí comhoibriú leis an bhfiosrúchán agus cabhrú teacht ar réiteach ar an bhfadhb.
- h. Ní mór a chur in iúl go soiléir do gach rannpháirtí (gach tacar daltaí agus múinteoirí/caomhnóirí) i gcás ar bith a gcaitear smachtbhannaí araíonachta a chur i bhfeidhm gur ceist phríobháideach atá ann idir an dalta a bheidh faoi smachtbhanna, a t(h)uismitheoir(i)/c(h)aomhnóirí agus an scoil.
- i. Pléifear le cásanna bulaíochta faoi Chód Iompair na scoile.

6. Na Straitéisí Idirghabhála Bunaithe a úsáidfeá ag fiosrú & ag réiteach cásanna bulaíochta

- a. Cur chuige gan milleán a chur ar éinne.
- b. Agallamh aonair ar dhaoine éagsúla, san áireamh daltaí nach bhfuil baint díreach acu leis an scéal. Déanfar é seo, le hógair, i slí nach gcuirfidh as d'éinne agus ag tógáil cearta gach duine san áireamh.
- c. D'fhéadfaí tuairiscí scríofa a lorg uathu siúd atá páirteach agus coimeádfar é go sábháilte.
- d. D'fhéadfaí cruinnithe grúpa teacht i ndiaidh na n-agallamh aonair, áit a tugtar deis do gach dalta a insint féin a thabhairt ionas go mbeidh gach duine soiléir faoina bhfuil á rá ag a chéile.
- e. D'fhéadfaí agallaimh athshlánúcháin a úsáid
- f. D'fhéadfaí comhdháil athshlánúcháin a úsáid.

practicable, the relationships of the parties involved, rather than apportion blame.

- c. *In investigating alleged bullying the teacher will complete and keep in a private place The School Reporting Form and give another copy to the Principal/ Vice-Principal.*
- d. *A professional judgment will then be made as to whether bullying has occurred.*
- e. *Where it has been 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.*
- f. *The parents of the parties involved will be contacted to inform them of the matter and explain the actions being taken. Parents will have an opportunity to discuss ways they can support the action taken by the school.*
- g. *Parents and pupils are required to co-operate with any investigation and assist in resolving any issues.*
- h. *It must also be made clear to all involved (each set of pupils and parent(s) /guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school.*
- i. *Where bullying has taken place the school's Code of Behaviour will be implemented.*

6. The Established Intervention Strategies Used in Investigating and Resolving Incidents of Bullying:

- a. *A no blame approach will be taken.*
- b. *Interviews will be conducted with all relevant parties, including pupils who are not directly involved. Such interviews will be carried out with sensitivity and due regard to the rights of all concerned.*
- c. *Following on from individual interviews, group meetings may be held as appropriate.*
- d. *Written accounts of the interview may also be requested from those involved. Records will be kept safely of these reports.*
- e. *Restorative interviews may be used.*
- f. *Restorative conferencing may be used.*
- g. *Sociogram questionnaires may be implemented.*
- h. *The method of shared concern may be used.*
- i. *Peer mediation may be used where suitable training has been given from Teenline for example.*

- g. D'fhéadfaí ceistneoirí sochghraim a úsáid.
- h. D'fhéadfaí modh na comhbhá a úsáid.
- i. D'fhéadfaí piar-idirghabháil a úsáid sa chás go bhfuil oiliúint chúí faighte m.sh. ó Teenline.
- j. Tabharfar tacaíocht do gach dalta páirteach san fhiosrú i dtaca leis an mbrú a d'fhéadfadh a theacht orthu ó bhaill eile an ghrúpa tar éis an agallaimh leis an múinteoir.
- k. D'fhéadfaí comhaontuithe idir daltaí a idirbhreartú le monatóireacht leanúnach ar siúl ag múinteoirí sa phróiseas.

Gníomh Leantach na Scoile

- Coimeádfar súil ar an gcaidreamh idir na páirtithe i gceist ar bhonn leanúnach agus coimeádfar taifead ar aon ócáidí a leanann ón chéad tuairisciú agus idirghabháil.
- Beidh comhráití leanúnacha ar siúl idir an príomhoide/príomhoide tánaisteach/múinteoir ábhartha agus na páirtithe i gceist ag déanamh monatóireachta ar an dul chun cinn.
- Le cinneadh a dhéanamh ar déileáladh go cuí agus go leordhóthanach leis an gcás bulaíochta ní mór don mhúinteoir ábhartha, agus breithiúnas gairmiúil á thabhairt aige/aici, na cúinsí seo a leanas a ghlacadh san áireamh:
 - An bhfuil deireadh tagtha leis an iompraíocht bhulaíochta;
 - An bhfuil ceisteanna idir na páirtithe réitithe, a oiread agus is féidir;
 - An bhfuil caidreamh idir na páirtithe slánaithe, a oiread agus is féidir.
 - Aiseolas ar bith a fuarthas ó na páirtithe rannpháirteacha, óna dtuismitheoir(i)/a gcaomhnóir(i) nó ó Phríomhoide nó Leas-Phríomhoide na scoile.
- Ba chóir féachaint an bhféadfaí na páirtithe i gceist a thabhairt le chéile tráth níos déanaí nuair a bheadh an dalta a d'fhulaing an bhulaíocht réidh agus toilteanach.
- I gcás nach mbíonn tuismitheoir(i)/caomhnóir(i) sásta gur dhéileáil an scoil leis an gcás bulaíochta de réir na ngnásanna seo, ní mór gnáthaimh ghearáin na scoile a chur in iúl do na tuismitheoir(i)/ caomhnóir(i), mar is cuí.
- I gcás gur bhain an/na tuismitheoir(i)/caomhnóir(i) leas as gnáthaimh ghearáin na scoile agus nach bhfuiltear sásta fós, ní mór don scoil a chur in iúl dóibh go bhfuil an cheart acu gearán a dhéanamh leis an Ombudsman do Dhaltaí.

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

k. Negotiating agreements between pupils and following these up with teachers monitoring progress.

Follow up Actions of the School

• The interaction between the parties involved will be observed on a continuous basis and a record will be kept of any incident that may follow from the initial reporting/ investigating/ intervention.

• Continuous conversations will occur between the principal/ deputy principal/ relevant teacher and the parties in question monitoring progress.

• 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;

➢ Any feedback received from the parties involved, their parent(s)/guardian(s) or the school Principal or Deputy Principal.

• 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.

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

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

Recording of Bullying Behaviour

• It is imperative that all recording of bullying incidents must be done in an objective and

An Taifead a Déantar ar Thuairiscí Bulaíochta

- Tá sé ríthábhachtach go ndéanfaí gach eachtra de bhulaíocht a chuntas go hoibiachtúil agus fíorasach
- Líonfaidh gach múinteoir ábhartha amach Bileog Scoile Thaifeadta Bulaíochta má thuairiscíonn duine cás bulaíochta dó/dí nó má fheiceann sé/sí é ag tarlú. Coimeádfaidh sé/sí cóip de in áit sábháilte agus tabharfaidh sé/sí cóip eile don phríomhoide/príomhoide tánaisteach.
- Sa chás nach bhfuil an fhadhb réitithe taobh istigh de 20 lá scoile tar éis don mhúinteoir ábhartha a mheas go raibh eachtra bhulaíochta i gceist, úsáidfear an Fhoirm Thaifeadta Oifigiúil, (Aguisín 3, *Gnásanna Frithbhulaíochta Bunscoile agus Iar-bhunscoile ROS*), le cuntas a scríobh ar an eachtra agus tabharfar é don Phríomhoide.
- I gcásanna tromchúiseacha bulaíochta, m.sh. troid, líonfar an Fhoirm Thaifeadta Oifigiúil, (*ROS*) agus cuirfear in iúl láithreach don Phríomhoide nó don Leas-Phríomhoide.
- Coimeádfar taifead de gach ócáid bhulaíochta i bhfillteán tuairisce bulaíochta a stórálfar faoi ghlas in oifig an Phríomhoide.
- Déanfar cinneadh faoin fhaid a choimeádfar taifid bunaithe ó chás go cás ag brath ar thromchúiseacht, féidearthachtaí athtarlúintí agus nascanna le cásanna eile.

Ath-threorú Cásanna Tromchúiseacha:

Sa chás go bhfuil buairt faoi bhainistíocht iompar dalta, ba chóir comhairle a lorg ón Seirbhís Náisiúnta Síceolaíochta Oideachais (NEPS).

De réir na comhairle i *Children First.....2011* agus *Child Protection Procedures do bhunscoileanna agus iar-bhunscoileanna....*, i gcás eachtra thromchúiseach, agus sa chás go bhféadfadh iompar mí-úsáide a bheith i gceist, ba chóir don scoil dul i gcomhairle le TUSLA, *An Ghníomhaireacht um Leanaí agus an Teaghlach agus d'fhéadfaí an dalta a ath-threorú chucu seo nó chuig na Gardaí.*

7. Seo a leanas **Clár Tacaíochta** na scoile do dhaltaí a ndearnadh bulaíocht orthu: (*Féach Roinn 6.8 de na Gnásanna Frithbhulaíochta Bunscoile agus Iar-bhunscoile*):
- Moltar daltaí as labhairt amach faoi aon eachtra bhulaíochta a tharlaíonn dóibh nó a thugann siad faoi deara ag tarlú.
 - Tabharfar gach cabhair agus tacaíocht is féidir do dhaltaí a bhfuil nó a raibh bulaíocht á dhéanamh orthu, agus dóibh siúd atá ag déanamh na bulaíochta.
 - Déanfar é seo go leanúnach tríd córas tréadchúram

factual manner.

- *Each relevant teacher will fill out The School Bullying Report Sheet when an incident of bullying is reported or witnessed to him/her. S/he will keep a copy in a safe place and give another one to the principal/deputy principal.*
- *In cases that have not been resolved within 20 school days after the relevant teacher has determined that bullying behaviour has occurred, s/he will use the Official Recording Form, (Appendix 3 of DES Anti-Bullying Procedures for Primary and Post Primary Schools), to record the bullying behavior and give it to the principal and it will be kept in a locked file in the principal's office.*
- *In serious cases of bullying e.g fighting, the Official Recording Form (DES) will be completed, and the bullying reported immediately to the Principal or Deputy Principal.*
- *All written records of bullying will be kept in a locked file in the principal's office.*
- *The length of time that a report is stored will be decided on a case by case basis determined by the seriousness, possible occurrences and links to other incidents.*

Referral of Serious Cases *In cases where there are serious concerns in relation to managing the behaviour of a pupil, the advice of the National Education Psychological Service (NEPS) may be sought.*

In accordance with Children First National Guidelines for the Protection and Welfare of Children 2011 and the Child Protection Procedures for Primary and Post-Primary Schools, where an incident is serious and where the behaviour is potentially abusive, the school will consult with Tusla, The Child and Family Agency and may refer either to the Agency and/or Gardaí as appropriate.

7. The school's **Programme of Support** for working with pupils affected by bullying is as follows: (See Section 6.8 DES Anti-Bullying Procedures for Primary and Post Primary Schools)

- *The students are made clearly aware that they should always report any incident of bullying that happens to them or that they witness happening to another.*
- *Pupils who are being bullied or who have been bullied and those involved in bullying will be supported and provided with assistance.*
- *This will be done on an ongoing basis through Pastoral Care, School Counsellor (if necessary) and participation in activities within the school.*

na scoile, tríd an gcomhairleoir scoile má's gá agus tríd na daltaí sin a bheith gníomhach in imeachtaí éagsúla sa scoil.

- Tabharfar aird ar leith ar aon chuma go bhfuil an dalta ag diúltú páirt a ghlacadh i ngníomhachtaí éagsúla scoile, cluichí / turasanna s.rl.
- Déanfar iarracht ar leith féin-mhuinín agus féin-fhiúntas an dalta a threisiú.

7. An Ciapadh a Chosc

Deimhníonn an Bord Bainistíochta go ndéanfaidh an scoil, de réir a oibleagáidí faoin reachtaíocht chomhionannais, gach beart is indéanta go praiticiúil chun daltaí agus baill foirne a chosaint ar chiapadh gnéasach agus ar chiapadh ar aon cheann de na naoi bhforas, mar atá: inscne - lena n-áirítear trasinscne, stádas sibhialta, stádas teaghlaigh, treoshuíomh gnéasach, reiligiún, aois, míchumas, cine nó ballraíocht den Lucht Siúil.

8. Ciorclú agus foilsíú

Tá an beartas seo ar fáil do phearsanra na scoile, foilsítear é ar shuíomh Ghréasáin na Scoile (mura bhfuil an suíomh ag feidhmiú, tá sé ar fáil ó oifig na scoile do thuismitheoirí, do dhaltaí agus do Chumann na dTuismitheoirí. ar iarratas). Cuirfear cóip den bheartas seo ar fáil don Roinn agus do Phátrún na scoile má iarrtar é.

9. An Bord Bainistíochta – Maoirseacht agus Monatóireacht

Deimhníonn an Bord Bainistíochta go bhfuil beartais agus cleachtais chúí mhaoirseachta agus mhonatóireachta i bhfeidhm chun iompar bulaíochta a chosc agus chun déileáil leis agus chun idirghabháil luath a éascú má's féidir. Chuige sin, ar a laghad uair gach téarma, déanfaidh an Príomhoide scrúdú ar an dialann bulaíochta agus tabharfar tuairisc ar sin don Bhord Bainistíochta.

Deanfar é seo **go práinneach** sna cásanna seo a leanas:

- Bulaíocht fhisiciúil nó aon chur i leith go raibh gné ghnéasach sa bhulaíocht.
- Bulaíocht rialta idir na páirtithe céanna.
- Aon tuairisc go bhfuil bulaíocht á dhéanamh ag duine den bhfoireann ar dhalta.

Sa chás go gcuirtear bulaíocht i leith ball den bhfoireann, déanfaidh an Príomhoide agus an Bord Bainistíochta imscrúdú air faoi threoracha Pholasaí Chaomhnú Leanaí.

10. Athbhreithniú Athbhreithneoidh an Bord Bainistíochta ar an mbeartas anseo agus a fheidhmiú uair amháin i ngach scoilbhliain. Cuirfear fógra scríofa gur athbhreithníodh beartas frithbhulaíochta na scoile ar fáil do phearsanra na scoile, foilseofar é ar shuíomh Gréasáin na Scoile (mura bhfuil an suíomh ag feidhmiú, cuirfear é ar fáil ó oifig na scoile do: thuismitheoirí, do dhaltaí agus do Chumann na

- *Attention will be taken in the event of the student refusing to participate in school activities, games/ trips etc.*
- *Every effort will be made to strengthen the self-confidence and self-worth of the student.*

7. 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 pupils or staff or the harassment of pupils 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.*

8. Circulation and Publication *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 pupils on request) and provided to the Parents' Association. A copy of this policy will be made available to the Department and the Patron if requested.*

9. An Bord Bainistíochta – Supervision and Monitoring *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. Therefore at least once each term the Principal will check the Bullying Diary/Records and give a report to the Board.*

*This will be done **promptly** in cases where:*

- *Physical bullying is involved or any sexual aspect is alleged in bullying.*
- *Constant bullying is occurring between the same individuals.*
- *Any report is made of a member of staff bullying a student.*

In the case where a member of staff is accused of a bullying incident the Principal along with the Board will investigate the allegation under the guidelines in The Child Protection Policy.

10. Review *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 pupils on request) and provided to the Parents' Association . A record of the review and its*

dTuismitheoirí, ar iarratas). Cuirfead taifead den athbhreithniú agus a thoradh ar fáil don Phátrún agus don Roinn, leis, má iarrtar é.

Aguisín A – Saintréithe an Chultúir Dhearfaigh

- Admhaíonn an scoil an ceart atá ag gach ball de phobal na scoile ar thaitneamh a bhaint as a c(h)uid scolaíochta i dtimpeallacht slán.
- Admhaíonn an scoil gur duine ann féin é gach duine agus go bhfuil fiúntas leis an uile dhuine.
- Cuireann an scoil nósanna dearfacha chun cinn maidir le féinmheas, féinsmacht agus freagracht i measc phobal na scoile.
- Coisceann an scoil iompar maslach, iompar seicteach, iompar ionsaitheach agus teanga ionsaitheach de gach cineál i measc phobal na scoile.
- Tá gealltanais soiléir tugtha ag an scoil an comhionannas a chur chun cinn i gcoitinne agus an comhionannas inscne go háirithe i ngach gné de shaol na scoile.
- Féadann an scoil athrú a dhéanamh má's gá chun freastal ar riachtanais daltaí.
- Aithníonn an scoil gnéithe den churaclam trína bhféadfaí tionchar dearfach marthanach a imirt ar dhearcthaí agus ar luachanna daltaí.
- Déanann an scoil cúram ar leith de dhaltaí a d'fhéadfadh a bheith i mbaol agus baintear leas as córais mhonatóireachta chun idirghabháil luath nuair is gá sin. Freagraíonn sí do riachtanais, d'údair eagla agus imní daoine aonair ar shlí íogair.
- Aithníonn an scoil a thábhachtaí atá sé oibriú i gcomhar le tuismitheoirí agus iad a choimeád ar an eolas faoi na gnásanna atá ann chun dea-chaidreamh a chur chun cinn ar fud na scoile.
- Aithníonn an scoil ról na dtuismitheoirí i dtaca le cabhrú leis na daltaí scileanna éagsúla saoil a shealbhú.
- Aithníonn an scoil ról na ngníomhaireachtaí eile pobail i dtaca le bulaíocht a chosc agus a chomhrac.
- Cuireann an scoil an meas frithpháirteach, an chúirtéis agus feasacht ar a idirspheáiche atá daoine i ngrúpaí agus i bpobail chun cinn.

outcome will be made available, if requested, to the patron and the Department.

Appendix A - Key elements of a positive school culture and climate

- The school acknowledges the right of each member of the school community to enjoy school in a secure environment.*
- The school acknowledges the uniqueness of each individual and his/her worth as a human being.*
- The school promotes positive habits of self-respect, self-discipline and responsibility among all its members.*
- The school prohibits vulgar, offensive, sectarian or other aggressive behaviour or language by any of its members.*
- The school has a clear commitment to promoting equity in general and gender equity in particular in all aspects of its functioning.*
- The school has the capacity to change in response to pupils' needs.*
- The school identifies aspects of curriculum through which positive and lasting influences can be exerted towards forming pupils' attitudes and values.*
- The school takes particular care of "at risk" pupils and uses its monitoring systems to facilitate early intervention where necessary and it responds to the needs, fears or anxieties of individual members in a sensitive manner.*
- The school recognises the need to work in partnership with and keep parents informed on procedures to improve relationships on a school-wide basis.*
- The school recognises the role of parents in equipping the pupil with a range of life-skills.*
- The school recognises the role of other community agencies in preventing and dealing with bullying.*
- The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.*
- The school promotes qualities of social responsibility, tolerance and understanding among all its members both in school and out of school.*
- 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.*

- Tá cúram coláisteach ar fhoireann na scoile, faoi stiúir an Príomhoide, gníomhú chun iompar bulaíochta / ionsaitheach ó dhuine ar bith de phobal na scoile a chosc.

AGUISÍN B - CINEÁLACHA ÉAGSÚLA IOMPAIR BHULAÍOCHTA

1. Iompraíochtaí Ginearálta a Bhaineann le Gach Saghas Bulaíochta

- **Ciapadh** bunaithe ar cheann ar bith de na naoi bhforas sa Reachtaíocht Comhionannais m.sh. ciapadh gnéasach, bulaíocht homafóbach, bulaíocht chiníoch, s.rl.
- **Forrántacht** fhisiciúil (lonsaí).
- **Damáiste** do mhaoín.
- **Leasainmneacha** a ghlaoch.
- **Cleithmhagadh**, jócanna neamhfháilteach, teanga mhaslaitheach.
- **Pictiúir, focail i scríbhinn**, nó ábhar eile a tháirgeadh, a thaispeáint nó a scaipeadh atá dírithe ar dhuine eile a imeaglú.
- **Graifítí maslach**.
- **Sracadh** - (éileamh airgid nó maoín duine eile faoi bhagairt/bhrú).
- **Gadaíocht** - maoín duine eile a ghoid.
- **Imeaglú**
- **Gothaí maslaitheacha** nó gáirsiúla
- **'Amharc'** faoi leith
- Cur isteach ar **spás pearsanta**.
- **Ag piocadh** ar dhuine éigin nó ag socrú go dteipeann air/uirthi nó uisce faoi thalamh .
- **Ráitis ghránna** faoi chuma duine éigin.
- **Ráflaí, bréaga nó biadán** a scaipeadh chun dochar a dhéanamh do cháil duine eile.

2. Bulaíocht ar Líne – Ciber-Bhulaíocht

- **Tromaíocht:** Ráflaí, bréaga nó biadán a scaipeadh ar líne chun dochar a dhéanamh do cháil duine eile.
- **Ciapadh:** Teachtaireachtaí oilc, suaracha nó gáirsiúla a sheoladh chuig duine go leanúnach.
- **Pearsanú:** Teachtaireachtaí maslaitheacha nó forrántacha a phóstáil faoi ainm duine eile.
- **Gríosadh:** Úsáid a bhaint as focail gháirsiúla nó ghríosaitheacha chun troid ar líne a spreagadh
- **Cleasáocht:** Dallamullóg a chur ar dhuine eolas pearsanta a roinnt agus an t-eolas sin a úsáid ar líne ina dhiaidh sin.
- **Sceitheadh:** Eolas nó íomhánna rúnda a phostáil nó a roinnt.

Appendix B – Different Forms of Bullying Behaviour

1. General Behaviour 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**/the use of nicknames
- **Slagging** and unwelcome jokes or banter or abusive language.
- The production, display or circulation of **written words, pictures** or other materials aimed at **intimidating** another person.
- **Offensive graffiti**
- **Extortion**
- **Stealing**
- **Intimidation**
- **Insulting** or offensive **gestures**
- **The “look”**
- **Invasion of personal space**
- **Picking** on someone or setting someone up to fail
- **Demeaning** comments about a person's appearance
- **Rumours, lies or gossip** belittling someone.

2. Online or Cyberbullying:

- **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.

- Leithcheal: Leithcheal a dhéanamh ar dhuine ó ghrúpa ar líne d'aon ghnó.
- Cibear-stalcaireacht: Ciapadh agus tromaíocht leanúnach a fhágann go mbíonn eagla a b(h)eatha/a s(h)ábháilteachta ar duine.
 - Glao tostach gutháin/gutháin phóca
 - Glao maslach gutháin/gutháin phóca.
 - Teachtaireacht téacs / teachtaireacht láithreach mhaslach.
 - Teachtaireacht ríomhphoist mhaslach
 - Cumarsáid mhaslach ar líonraí sóisialta e.g. Facebook/Ask.fm/ Twitter/You Tube/Snapchat nó ar chonsóil chluichí.
 - Ráitis/Blaganna/Pictiúir mhaslacha idirlín
 - Postálacha maslacha ar cineál ar bith teicneolaíochta cumarsáide
 - Ag postáil íomhánna nó físeán go poiblí de dhuine eile gan a c(h)ead.
 - 'Féigniú' ag glacadh rochtana ar chuntais dhuine eile chun trioblóid a chothú dóibh.
 - Tuairisciú bréagach.

2. Iompraíocht Bunaithe ar Aitheantas – Luaitear 9 gcinn de fhoras sa Reachtaíocht Um Chomhionannas lena náirítear: –

a. Inscne lena n-áirítear Trasinscne, b. Stádas Sibhialta, c. Stádas teaghlaigh, d. Claonadh Gnéasach, e. Reiligiún, f. Aois, g. Míchumas, h. Cine agus i. Ballraíocht de Phobal an Lucht Siúil .

a. Homafhóbac agus Trasinscne:-

- Ráflaí a scaipeadh faoi chlaonadh gnéasach duine
- Tathant ar dhuine a bhfuil claonadh gnéasach difriúil aige/aici.
- Leasainmneacha a ghlaoch, e.g. aerach, casta, lúbtha, a úsáidtear chun caitheamh anuas ar dhuine.
- Imeagló fisiciúil nó ionsaí.
- Cáineadh poiblí agus gríosú chun achasán a chaitheamh le duine.
- Bagairtí.
- Aonrú agus imeallú bunaithe ar chlaonadh duine éigin.

b. Stádas Sibhialta, Cine, Náisiúntacht, Cúlra Eitneach, Creideamh, Ballraíocht de phobal an Lucht Siúil: -

- Idirdealú.
- Réamhchlaonadh.
- Ráitis nó maslaí a bhaineann le cine, náisiúntacht, cultúr, aicme shóisialta, creideamh, cúlra, eitneach nó an Lucht Taistil.

- *Silent telephone/mobile phone call.*
- *Abusive telephone/mobile phone calls.*
- *Insulting text messages/instant messaging.*
- *Abusive email.*
- *Abusive communication on social networks e.g. Facebook/Ask.fm/ Twitter/You Tube/Snapchat or on games consoles.*
- *Abusive website comments/Blogs/Pictures.*
- *Abusive posts on any form of communication technology .*
- *Posting pictures and video.*
- *'Fraping'/ accessing someone's accounts to make trouble for them .*
- *False reporting.*

3. Identity Based Behaviours:-

Including the nine discriminatory grounds mentioned in Equality Legislation which include:

a. Gender including transgender, b. Civil status, c. Family status, d. Sexual orientation ,e. Religion, f. Age, g. Disability, h. Race and i. Membership of the Traveller community.

a. Gender, Homophobic including 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.*
- *Publicly condemning/inciting condemnation.*
- *Isolation and exclusion based on orientation .*

b. 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.*

c. Relational:- This involves manipulating

- Leithcheal de bhun aon cheann acu seo thuas.

C. Caidreamhach: -

Is éard atá i gceist anseo ná caidrimh a mhí-ionramháil mar bhealach chun bulaíocht a dhéanamh.

Ar na hiompraíochtaí tá: -

- Biadán maslach
- Leithcheal agus aonrú
- Neamhaird
- Leithcheal ó ghrúpa
- Cairde a bhaint de dhuine
- Bitseáil'
- Ráflaí a scaipeadh
- Rún a sceitheadh
- Caint mhaslaitheach, tarcaisneach, sách ard le go gcloisfeadh an t-íobartach í.
- 'Amharc' faoi Leith/ Drochshúil bhagrach, mhaslach.
- Achasán a chaitheamh m.sh. 'Nerd' a úsáid le cur isteach ar dhuine.
- Diúltiú nó ag caitheamh anuas ar chreidúintí duine eile.
- Jócanna mídheasa i ngrúpaí.
- Ráitis nó teagmháil mí-oiriúnach ná neamhfháilteach
- Ciapadh

d. Gnéasach:-

- Ráitis nó tadhall gnéasach mí-chuí nó gan choinne.
- Ciapadh.
- Ionradh ar spás pearsanta.
- Iompar mí-oiriúnach gnéasach i ngrúpaí

e. Riachtanais Speisialta Oideachais, Mí-Chumas: -

- Leasainmneacha a ghlaoch.
- Tathant ar dhaoine eile mar gheall ar a m(h)íchumas nó riachtanais foghlama.
- Teacht i dtír ar leochaileachtaí daltaí eile agus ar a gcumas teoranta bulaíocht a aithint agus iad féin a chosaint.
- Teacht i dtír ar leochaileachtaí daltaí eile agus ar a gcumas teoranta cúinsí sóisialta agus leideanna sóisialta a aithint agus iad féin a chosaint.
- Aithris a dhéanamh ar mhíchumas duine eile.
- Ceap magaidh a dhéanamh de dhaoine eile.
- Naimhdeas a thaispeáint.
- Aonrú agus imeallú .

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*
- *Being dismissive of others sincerely held beliefs*
- *Unpleasant or nasty jokes in a group situation*

c. Sexual:-

- *Unwelcome or inappropriate sexual comments or touching*
- *Harassment*
- *Invasion of personal space*
- *Inappropriate sexual behaviour in group situations*

d. 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*
- *Showing open hostility*
- *Isolation and exclusion*