



ST. MAC DARA'S COMMUNITY COLLEGE

Anti-Bullying Policy

28 March 2023

St Mac Dara's Community College Mission Statement

We, the community of this College, through a caring and collective approach, aspire to provide a broad based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential.

St. Mac Dara's Community College

Anti-Bullying Policy

1. In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the Tusla, the Board of Management of St. Mac Dara's Community College has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013 (Circular 045/2013)
2. 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:
 - 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;
 - Effective leadership;
 - A school-wide approach;
 - A shared understanding of what bullying is and its impact;
 - Implementation of education and prevention strategies (including awareness raising measures) that -
 - build empathy, respect and resilience in pupils;
 - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
 - Effective supervision and monitoring of pupils;
 - Supports 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
3. In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows (Circular 045/2013)

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:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- identity-based bullying such as HBT (homophobic, biphobic and transphobic bullying), racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

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.

However, in the context of this policy, placing 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 will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

4. The relevant teacher(s) for investigating and dealing with bullying is (are) as follows:

the Class Tutor

- usually, **not always**, receives the first reports of bullying and will **conduct the initial** investigate **and record** the incident(s)
- will inform the Year Head of the results of the investigation
- Our Pastoral Care System via class teachers, tutors, year heads and senior management monitor and record individual cases of bullying of which reports are kept on file in the Principal's office for reporting at Staff, management and Board of Management meetings.

the Year Head

- may receive the first reports and therefore may investigate but will keep the Tutor informed

- will inform the Deputy Principal/Principal

the Deputy Principal

- may be involved at the request of the Year Head or as a direct result of a request from a student or parent/guardian

the Principal

- may be involved at the request of the Year Head/Deputy Principal or as a direct result of a request from a student or parent/guardian.

All reports of bullying will be referred to the care team for their consideration. The care team consists of the Principal, the Guidance Counsellor, the Chaplain, the Special Educational Needs Coordinator and the SPHE Coordinator.

5. The education and prevention strategies (including strategies specifically aimed at cyber- bullying and identity-based bullying including in particular, HBT (homophobic, biphobic and transphobic bullying) that will be used by the school are as follows:
 6. St Mac Dara's CC have committed to a whole school CPD in Restorative Practice 2021-2024. St Mac Dara's CC have engaged the support services of DCU and are piloting their FUSE Anti-Bullying programme.
- There will be a whole-school approach to education and prevention of all forms of bullying. This will require regular in-service training.
 - The Social Personal Health Education programme (SPHE) adopted by St. Mac Dara's includes modules on bullying which include: promoting positive mental health. These aim to build the students' positive self-image, self-respect, respecting others and respecting difference. Students are encouraged to become an 'ally' of the LGBTQI+ community.
 - Tolerance of difference is a core value of the school. This will be reinforced by all staff, through their interactions with students and by delivery of the various programmes in the school. Owing to Covid access to 'Help Seeking Agencies' will be included in students' Google Classroom accounts. The college Wellbeing Wall displays information on help available to students and parents and a digital copy is sent to parents.
 - The dangers of using social media and other elements of technology are outlined to students in the course of the SPHE, RSE, IT, and the Religious Education (RE) programmes amongst others.
 - The RE programme also promotes the notion of respect and tolerance through its curriculum.
 - At the monthly student assemblies, the Principal, Deputy Principal and the Year Head will address the topic of bullying regularly and reinforce the college's non-tolerance of bullying in any form.

- The 6th Year Prefects are instructed to monitor the students and to be alert to any behaviour that may be viewed as bullying and to inform the Year Head if they should be aware of any such behaviour. As a result of Covid, 4th Year Mentors are closely involved with first year students.
 - The Parent's Association will be encouraged to provide seminars for parents on the topic of bullying, especially the area of bullying which may take place outside the school e.g. cyberbullying.
 - Staff who receive relevant training will pass on summaries of their training to the remainder of the school staff.
7. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):
- Any report of bullying should be passed to the class tutor or the year head.
 - The details will be recorded using the template for this purpose and the report will be investigated.
 - A student reporting the incident(s) will be asked to write an account giving specific details eg. times, dates, events etc.
 - All parties involved in the reported bullying will be given the opportunity to give their version of the event(s).
 - Investigation into bullying must be conducted in a manner ensuring privacy, sensitivity and fairness.
 - If a group is involved, each member of the group should be interviewed individually at first. Subsequently, if deemed appropriate, they should be met as a group.
8. The school's programme of support for working with pupils affected by bullying is as follows (see Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):
- As part of the anti-bullying programme of St. Mac Dara's the self-esteem of all pupils is at the centre of all opportunities or activities.
 - It is the responsibility of all school staff to try to raise pupils' self-esteem in the many areas of school life. However, if a student is deemed to be at risk from bullying or is being bullied, specific members of staff must provide the support necessary for the student to allow the development of friendship and social skills. This will help develop the resilience that can be needed to deal with bullying situations.
 - These staff may include members of the Care Team, the counsellor, the chaplain, the tutor, the Year Head, the Deputy Principal and the Principal among others. The

teachers delivering the SPHE programme have a particular responsibility especially in relation to the anti-bullying module.

- The counsellor may need to work with the victims of bullying in order to raise their self-esteem and to develop coping strategies. With CPD staff are adopting techniques in managing conflict and restoring relationships.
- St. Mac Dara's holds a Random Acts of Kindness week each year whose aim is to promote friendship and positive activities which encourages students to look out for and help each other. We participate in anti-racism competitions with external agencies during anti-racism week e.g. SDCC
- Pupils who engage in bullying behaviour will also be offered counselling and will be shown ways in which they can behave that is respectful of others while meeting their own needs.

9. Supervision and Monitoring of Pupils

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.

10. 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.

11. 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 (where one exists). A copy of this policy will be made available to the Department and the patron if requested.
12. 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 (where one exists). A record of the review and its outcome will be made available, if requested, to the patron and the Department.
13. The prevention of bullying and educational awareness of anti-bullying is supported by our school policies.



Case of alleged bullying Report

1. Name of pupil allegedly being bullied and class group

Name _____ Class _____

2. Name(s) and class(es) of pupil(s) allegedly engaged in bullying behaviour

3. Source of bullying concern/report - tick relevant box(es)

Pupil concerned	
Other Pupil	
Parent	
Teacher	
Other	

4. Location of incidents - tick relevant box(es)

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

5. Name of person(s) reporting the bullying concern

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6. Type of Bullying Behaviour - tick relevant box(es)

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of Traveller community	Other (specify)
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8. Brief Description of bullying behaviour and its impact (continue overleaf if necessary)

9. Details of actions taken (continue overleaf if necessary)

Signed _____ (Relevant Teacher)

Date _____

Date submitted to Principal/Deputy Principal _____

8. continued

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9. continued

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The plan will be implemented by the teachers supported by the Board of Management and will be reviewed in 2022 or if there are revisions by Circular.

Ratification and Communication

This Policy will be circulated to all staff members and the Board of Management for approval.

Review of policy date: March 2023

Signed: Glenn Collins
 (Chairperson of Board of Management.)
Patricia Kern

Signed: Derek J. Lard
(Principal)

Date: 28 March 2023 Date: 28 March 2023

Date of Next Review: March 2024



Appendix 6: St Mac Dara's Community College

Checklist for annual review of the anti-bullying policy and its implementation 2023.

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	Yes /No
Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Yes
Has the Board published the policy on the school website and provided a copy to the parents' association?	Yes
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Yes
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	Yes
Has the Board ensured that the policy has been adequately communicated to all pupils?	Yes
Has the policy documented the prevention and education strategies that the school applies?	Yes
Have all of the prevention and education strategies been implemented?	Yes
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	Yes
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	Yes
Has the Board received and minuted the periodic summary reports of the Principal?	Yes
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	Yes
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	No
Have any parents withdrawn their child from the school citing dissatisfaction with the	No

school's handling of a bullying situation?	
Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	No
Has the data available from cases reported to the principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	Yes
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	Yes
Has the Board put in place an action plan to address any areas for improvement?	Yes

Signed: Yvonne Collins Pamela Lewis
Chairperson, Board of Management

Date: 28/03/2023

Signed: Derrekuland
Principal and Secretary to the Board of Management

Date 28/03/2023