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### Beartas Frithbhulaíochta

#### Anti-Bullying Policy

1. Rinne an Bord athbhreithniú ar an bpolasaí seo in Aibreán 2017 agus ghlac an Bord leis an polasaí seo i Mí Bealtaine 2017.

I gcomhréir le riachtanais an Acht Oideachais (Leas) 2000 agus na dtreoirínte faoi chód iompair a d'eisigh an Bord Náisiúnta um Leas Oideachais tá an beartas frithbhulaíochta seo a leanas glactha ag Bord Bainistíochta S. N. Cillín Liath mar chuid de chód iompair iomlán na scoile. Géilleann an beartas go huile agus go hiomlán do riachtanais *Ghnásanna Frithbhulaíochta Bunscoile agus Iar-bhunscoile* a foilsíodh i Meán Fómhair 2013.

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of S. N. Cillín Liath 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.

2. Aithníonn an Bord Bainistíochta a thromchúisí atá iompar bulaíochta agus an tioncar diúltach a d'fhéadfadh a bheith ar dhaltaí, agus geallann an scoil dá réir cloí leis na príomhphrionsabail dea- chleachtais seo a leanas agus iompar bulaíochta á chosc agus á láimhseáil. 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) **Cultúr dearfach a bheith i réim sa scoil:** A positive school culture and climate which:

- **ina nglactar go fonnmar le difríocht agus le héagsúlacht agus ina léirítear meas ar chuimsitheacht**, is welcoming of difference and diversity and is based on inclusivity.
- **ina spreagtar daltaí chun iompar bulaíochta a nochtadh agus a phlé i dtimpeallacht neamhbhagrach agus**; encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
- **ina gcuirtear caidreamh bunaithe ar mheas chun cinn ar fud phobal na scoile** promotes respectful relationships across the school community;

**b) Ceannaireacht éifeachtach**; Effective leadership

**c) Cur chuige scoile uile**; A school-wide approach

**d) Tuiscint i bpáirt faoin rud is bulaíocht ann agus faoin tionchar is féidir a bheith aige**  
A shared understanding of what bullying is and its impact;

**e) Feidhmiú straitéisí oideachais agus coiscithe (lena n-áirítear bearta chun feasacht a mhúscailt)** Implementation of education and prevention strategies (including awareness raising measures) that

- **a chothaíonn ionbhá, meas agus athléimneacht sna daltaí** build empathy, respect and resilience in pupils;
- **ina dtéitear i ngleic go sainráite le cibearbhulaíocht agus le bulaíocht bunaithe ar aitheantas, lena n-áirítear bulaíocht homafóbach agus trasfóbach**; explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.

**f) Maoirseacht agus monatóireacht éifeachtach ar dhaltaí**; Effective supervision and monitoring of pupils;

**g) Tacaíochtaí don fhoireann**; Supports for staff;

**h) Teagmhais bhulaíochta a thairfeadh agus a imscrúdú ar shlí chomhsheasmhach agus obair leantach a dhéanamh ina dtaobh (lena n-áirítear straitéisí aitheanta idirghabhála a úsáid)**; Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); **agus** and

**i) Meastóireacht leanúnach ar a éifeachtaí atá an beartas frithbhulaíochta**. On-going evaluation of the effectiveness of the anti-bullying policy.

**3. I gcomhréir le *Gnásanna Frithbhulaíochta Bunscoile agus Iar-bhunscoile* seo é an sainmhíniú ar bhulaíocht:** In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

**An rud a thuigtear le bulaíocht ná iompar diúltach nach bhfuilfear a iarraidh, bíodh sé i bhfoirm iompar labhartha, síceolaíoch nó fisiciúil, a dhéanann duine aonair nó grúpa in aghaidh duine nó daoine eile, agus a dhéantar arís agus arís eile.** 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.

**Áirítear na cineálacha iompair bhulaíochta seo a leanas ar an sainmhíniú ar bhulaíocht:** The following types of bullying behaviour are included in the definition of bullying:

- **duine a fhágáil as an áireamh d’aon ghnó, gabháil do chúlchaint mhailíseach agus do chineálacha eile caidrimh bhulaíochta idir dhaoine;** deliberate exclusion, malicious gossip and other forms of relational bullying,
- **cibearbhulaíocht; agus cyber-bullying and**
- **bulaíocht bunaithe ar aitheantas, ar nós bulaíocht homafóbach, bulaíocht chiníoch, bulaíocht bunaithe ar bhallraíocht den Lucht Siúil agus bulaíocht ar dhuine faoi mhíchumas nó ar dhuine a bhfuil riachtanais speisialta oideachais aici/aige.** 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.

**Ní chlúdaíonn an sainmhíniú thuas ar bhulaíocht nó gníomh d’iompar diúltach d’aon ghnó aon uaire, lena n-áirítear téacsteachtairacht mhaslach nó goilliúnach aon uaire nó teachtaireachtaí príobháideacha eile agus ba cheart déileáil leo, mar is cuí, de réir chód iompair na scoile.** 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.

**Ach, i bhfianaise an bheartais seo, féachfar ar theachtairacht, 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 mar iompar bulaíochta.** 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.

**Iompar diúltach nach n-áirítear sa sainmhíniú seo ar bhulaíocht, déileálfar leis de réir chód**

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

**Gheofar eolas breise ar na cineálacha éagsúla bulaíochta in Aguisín 1 den pholasáí seo.**

Additional information on different types of bullying is set out in Appendix 1 of this policy.

**4. Seo a leanas na múinteoirí ábartha a dhéanfaidh bulaíocht a imscrúdú agus a dhéileálfaidh**

**léi:** The relevant teachers for investigating and dealing with bullying are na Múinteoir Ranga agus an Príomhoide

**5. Seo a leanas na straitéisí oideachais agus coiscthe (lena n-áirítear straitéisí a bheidh dírithe go sonrach ar an gcibearbhulaíocht agus ar bhulaíocht bunaithe ar aitheantas, go háirithe bulaíocht homofóbach agus trasfóbach) a bheidh in úsáid sa scoil:** The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying) that will be used by the school are as follows:

- **Zippy's Friends do Naíonáin agus Rang 1**
- **Clár do rang 2/ 3 ar aghaidh/ School Programme for 2<sup>nd</sup>/3<sup>rd</sup> class onwards :**  
[www.antibullyingcampaign.ie](http://www.antibullyingcampaign.ie) Féach Aguisín 2 Eolas do pháistí. See Appendix 2 Raising Awareness
- **Ceachtanna frithbhulaíochta as OSPS.** Anti bullying module of the SPHE Programme as it applies during each school year – Stay Safe
- **Comórtas ealaíne bunaithe ar fhrithbhulaíocht gach bhliain.** Annual anti-bullying art / slogan competition (all classes).
- **Balla High 5 seachtain sa mhí**

**6. Ag Déileáil Le Heachtraí Bulaíochta/ Procedures For Dealing With Incidents Of Bullying**

**Anseo thíos na straitéisí scoile chun iompar bulaíochta a imscrúdú, chun obair leantach a dhéanamh ina dtaobh agus chun iompar bulaíochta a thaifeadadh mar aon leis na straitéisí idirghabhála bunaithe a úsáidfidh an scoil chun déileáil le cásanna d'iompar bulaíochta:** The school's procedures for consistent 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 :

## **Gnásanna Chun Tuairisciú Ar Eachtraí Bulaíochta/ Procedures For Reporting Incidents Of Bullying**

**Éisteoidh an múinteoir ábhartha agus déanfar taifead agus imscrúdú ar líomhaintí na heachtra.**The relevant teacher(s) shall listen and record and follow up on the alleged incident.

**Is féidir le haon dalta nó tuismitheoir aon inní tromaíochta a chur in iúl d'aon mhúinteoir ar an bhfoireann.** All parties involved will be informed of this by the relevant teacher(s). A pupil or parent may bring a bullying concern to any teacher in the school. (cf. Section 6.8.2 Anti-Bullying Procedures for Primary and Post-Primary Schools.)

### **Nósanna imeachta maidir le gearán neamh-fhoirmiúil/ Informal Complaint Procedure**

- **Déantar gearán ó bhéal.** A verbal complaint is made.
- **Déantar gearán leis an duine cuí.** The complaint is made known to the relevant personnel.
- **Ní dhéantar taifead oifigiúil.** The complaint is not officially recorded.
- **Bíonn an gearán faoi rún agus neamhchoimhlinteach.** The complaint is confidential and non-confrontational.
- **Déanfar déileáil leis an ngearán go ciúin agus go cairdiúil d'fhonn é a réiteach go sásúil.** The complaint will be dealt with in a low key manner with the aim of resolving it amicably.

### **Nósanna Imeachta Maidir Le Gearán Foirmiúil/ Formal Complaint Procedure**

- **Cuireann tuismitheoir/caomhnóir an pháiste an gearán i scríbhinn.** The complaint is received in writing.
- **Déanann údaráis na scoile aithbhreithniú ar an ngearán.** The complaint shall be reviewed by the school authorities.
- **Cuireann údaráis na scoile an té a gcuirtear an bhulaíocht ina leith ar an eolas i scríbhinn.** The school will inform the alleged perpetrator in writing.
- **Leagfaidh údaráis na scoile téarmaí tagartha síos agus clárófar iad.** The school will agree the terms of reference which must be registered.
- **Ceapfaidh údaráis na scoile fiosraitheoir neamhspleách, go hiondúil, 'sé an príomhoide a bheidh ag gníomhú mar fhiosraitheoir neamhspleách, ach i gcásanna a bhfuil baol go mbeadh coimhlint leasa ann don príomhoide, ceapfaidh an Bord Bainistíochta fiosraitheoir neamhspleách.** An independent investigator will be appointed.
- **Déanfaidh údarás na scoile éascaíocht leanúnach neamhspleách ar an bpróiseas.** There will be an ongoing facilitation of the process by the school.

- **Cuirfidh údaráis na scoile gach páirtí ar an eolas i scríbhinn ar thoradh an imscrúdaithe.** All parties will be informed, in writing, of the outcome of the investigation.

## **Gnásanna Chun Iompar Bulaíochta A Imscrúdú Agus Déileáil Leis/ Procedures For Investigating Incidents Of Bullying Behaviour**

(cf. Section 6.8 Anti-Bullying Procedures for Primary and Post-Primary Schools.)

**Is é an phríomhaidhm a bheidh ag an múinteoir ábhartha agus bulaíocht á imscrúdú aici/aige aghaidh a thabhairt ar aon cheist is gá a réiteach agus an gaol idir na páirtithe i dtrácht a chur ar ais mar a bhí sé an oiread is indéanta sin (seachas milleán a chur).** The primary aim for the relevant teacher 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).

**Agus imscrúdú ar bhulaíocht á dhéanamh, nó nuair a bhítear ag déileáil le bulaíocht, tabharfaidh an múinteoir a bhreithiúnas gairmiúil féin féachaint ar tharla an bhulaíocht nó nár tharla agus conas is fearr déileáil leis an bhfadhb.** 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.

- **Déanfaidh an múinteoir ábhartha gach tuairisc, lena n-áirítear tuairiscí gan ainm, a imscrúdú agus déileáil leo. Ar an tslí sin beidh níos mó muiníne ag daltaí gur fiú bulaíocht a thuairisciú.** All reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher. -Anonymous bullying is facilitated by the “Bosca an Mhaistín”. There will be a box displayed in the main corridor. Pupils write on a piece of paper who is allegedly bullying them, what class the alleged bully is in and his/her own name and class. In this way pupils will gain confidence in 'telling'. This confidence factor is of vital importance. It is made clear to all pupils that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly. They are reminded of this at school assemblies and in the classroom.
- **Ní mór an fhoireann neamhtheagaisc – rúnaithe, cúntóirí riachtanas speisialta, tiománaithe bus scoile, airígh, glantóirí – a spreagadh chun aon teagmhas d’iompar bulaíochta a fheiceann siad, nó a luaitear leo, a thuairisciú don mhúinteoir ábhartha.** Non-teaching staff such as secretaries, special needs assistants (SNAs), bus drivers, caretakers, cleaners must be encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher;

**Tugtar le fios nach mór do thuismitheoirí agus do dhaltaí comhoibriú le haon imscrúdú agus cabhrú leis an scoil aon cheist bhulaíochta a réiteach agus an caidreamh a bhíodh idir na páirtithe atá bainteach leis an mbulaíocht a chur ar ais mar a bhí sé, oiread agus is féidir. It will be made clear to parents and pupils from the onset that they are required to co-operate 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.**

### **Cur Chuige An Mhúinteora/ Teacher Approach:**

**Beidh cur chuige réidh, fionnuar, neamh-mhothúchánach ag múinteoirí agus iad ag déileáil le agus ag déanamh anailíse ar líomhaintí d'iompar bulaíochta a thuairiscíonn daltaí, baill fhoirne nó thuismitheoirí dóibh. Beidh sé/sí ag lorg freagraí ar cheisteanna ar nós: Céard? , Cá háit?, Cathain?, Cén duine? nó Cé na daoine?, agus Cad chuige? Déanfar na ceisteanna sin a chur go ciúin síochánta, de ghnáth taobh amuigh den seomra ranga, d'fhonn príobháideacht gach duine atá bainteach leis a chosaint.**

When dealing with alleged incidents of bullying reported by pupils, staff and parents and when analysing incidents of bullying behaviour, the relevant teacher will take a calm, unemotional problem-solving approach .He /She will seek answers to questions of :**what, where, when, who and why**. This will be done in a calm and sensitive manner, usually outside the classroom, setting an example in dealing effectively with a conflict in a non-aggressive manner to ensure the privacy of all involved.

### **Bullaíocht Ghrúpa Group Bullying**

**Má bhíonn grúpa i gceist** If a group is involved,

- 1. Cuirfear agallamh ar gach ball den ghrúpa ina nduine agus ina nduine** Each member should be interviewed individually at first.
- 2. Labhrófar leis an ngrúpa ar fad ina dhiaidh sin.** Thereafter, all those involved should be met as a group.
- 3. Ag an gcruinniú leis an ngrúpa, iarrfaidh an múinteoir ábhartha ar gach ball cuntas a thabhairt ar an méid a chonaic sé/sí le bheith cinnte go gcloiseann an grúpa ar fad cuntais a chéile.** 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 each other's statements.
- 4. Cabróidh sé leis an imscrúdú, b'fhéidir, dá mbreacadh gach dalta síos a c(h)untas féin ar an eachtra.** It may facilitate the investigation if each pupil were to write down

his/her own account of the incident(s).

### **Rannpháirtíocht na dTuismitheoirí/ Involvement of Parents**

- **I gcásanna go gcinneann an múinteoir ábhartha gur tharla an tromaíocht, déanfar teagmháil a luaithe agus is féidir, le tuismitheoirí/caomhnóirí na bpáirtithe i dtrácht chun iad a chur ar an eolas faoin scéal agus na bearta a dhéanfar a mhíniú dóibh (agus tagairt á dhéanamh do bheartas na scoile). Tabharfaidh an scoil deis do na tuismitheoirí an cheist a phlé ar shlite ina bhféadfaí polasaí na scoile agus an tacaíocht do na daltaí a athneartú nó a mhéadú.** In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parents of the parties involved will be contacted at an early stage to inform them of the matter and explain the actions being taken. 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.
- **I gcás go gcinneann an múinteoir ábhartha go bhfuil dalta ag gabháil d'iompar tromaíochta cuirfear ar a s(h)úile di nó dó go soiléir gur sháraigh sí nó sé beartas frithbhulaíochta na scoile agus déanfar iarracht tabhairt uirthi nó air an cás a fheiceáil ó dhearcadh an dalta a d'fhulaing an tromaíocht.** Where the relevant teacher has determined that a pupil has been engaged in bullying behaviour, it will be made clear to him/her how he/she is in breach of the school's anti-bullying policy and efforts will be made to try to get him/her to see the situation from the perspective of the pupil being bullied.
- **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. Tuigtear as seo nach gá na smachtbhannaí seo a mhíniú do thusimitheoir/chaomhnóir an pháiste a ndearnadh an bhulaíocht orthu. Is leor a chinntiú leo go bhfuil deireadh curtha leis an mbulaíocht** It will 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.
- **Déanfar cruinnithe breise leis na páirtithe a shocrú chun iarracht a dhéanamh iad a thabhairt le chéile níos faide anonn má bhíonn an dalta a ndearnadh an bhulaíocht uirthi nó air sásta leis sin. D'fhéadfadh tairbhe theiripeach a bheith ag gabháil le cruinnithe den saghas sin.** 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.

**I gcásanna go measann an mhúinteoir ábhartha nár caitheadh go leordhóthanach leis an iompar bulaíochta laistigh de 20 lá scoile tar éis di/dó a chinneadh gur tharla iompar**

**bulaíochta, ní mór don mhúinteoir ábhartha é sin a thaifeadadh sa teimpléad taifeadta.** In

cases where the relevant teacher considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour has occurred, it must be recorded by the relevant teacher in the recording template

### **Athiniúchadh/ Follow-Up**

**Agus cinneadh á dhéanamh cibé ar déileáladh go cuí agus go leordhóthanach le cás bulaíochta, ní mór don mhúinteoir ábhartha, mar chuid dá b(h)reithiúnas gairmiúil, na tosca seo a leanas a chur san áireamh:** 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:

- **Cibé ar cuireadh stop leis an iompar bulaíochta ó shin.** Whether the bullying behaviour has ceased;
- **Cibé ar réitíodh, a mhéad ab fhéidir, aon cheist a bhí le réiteach idir na páirtithe.** Whether any issues between the parties have been resolved as far as is practicable;
- **Cibé an bhfuil an caidreamh idir na páirtithe slánaithe a oiread agus is féidir.** Whether the relationships between the parties have been restored as far as is practicable; and
- **Cibé ar taifeadadh sa teimpléad taifeadta aon aiseolas a fuarthas ó na páirtithe, óna dtuismitheoirí nó ó Phríomhoide nó ó Phríomhoide Ionaid na scoile.** Whether any feedback received from the parties involved, their parents or the school Principal or Deputy Principal is recorded by the relevant teacher in the recording template.

**I gcás nach bhfuil tuismitheoir sásta gur dhéileáil an scoil le cás bulaíochta i gcomhréir leis na gnásanna seo, cuirfear gnásanna na scoile maidir le gearán a dhéanamh in iúl don**

**tuismitheoir.** Where a parent is not satisfied that a school has dealt with a bullying case in accordance with these procedures, the parents must be referred, as appropriate, to the schools complaint procedures.

**I gcás go mbaineann an tuismitheoir leas as gnáthaimh ghearáin na scoile agus nach bhfuil sí/sé sásta fós, cuirfidh an scoil in iúl don tuismitheoir go bhfuil sé de cheart aici/aige gearán a**

**dhéanamh le hOmbudsman na Leanaí.** In the event that a parent has exhausted the school's complaint procedures and is still not satisfied, the school must advise the parents of their right to make a complaint to the Ombudsman for Children.

## **Gnásanna Chun Iompar Bulaíochta A Thaifeadh/ Procedures For Recording Bullying Behaviour**

(cf. Section 6.8 Anti-Bullying Procedures for Primary and Post-Primary Schools.)

### **Bulaíocht pháiste ar pháiste/ Child to child Bullying**

#### **Céim a 1/ Stage 1**

- **Déanfaidh an múinteoir ábhartha imscrúdú ar thuairscí bulaíochta, tuairscí gan ainm san áireamh, leis na páistí a cheaptar go bhfuil baint acu leis an eachtra ag iarraidh fáil amach Céard? cá háit? cathain? cén duine? nó cé na daoine?, agus cad chuige? an eachtra.** The relevant teacher will investigate all reports, including anonymous reports of bullying, by questioning those allegedly involved by finding out the “what, where, when, who and why” of the incident.
- **Labhróidh an múinteoir ábhartha leis na páistí atá páirteach ann agus déanfaidh sé/sí iarracht é a réiteach ag an gcéim seo. Is féidir leis an múinteoir ábhartha nótaí a thógáil agus úsáid a bhaint as a bhreithiúnas gairmiúil conas na nótaí seo a choinneáil. Tabharfaidh múinteoirí tacaíocht do fhéinmheas gach páirtí atá bainteach leis an eachtra.** The relevant teacher who will talk to the children involved will try to resolve it at this stage. The relevant teacher can take his/her own notes and use his/her professional judgement in relation to the records to be kept of these reports. Teachers respect the need to support the self-esteem of each party involved in an incident.
- **Nuair is léir don mhúinteoir go bhfuil baint ag páiste le heachtraí den chineál seo go rialta agus go bhfuil bulaíocht ar siúl caithfidh an múinteoir taifead de na heachtraí a choinneáil. An fheidhm atá leis an taifead seo ná:** When a teacher becomes aware that a child is regularly involved in incidents and has established that bullying has occurred he/she must keep a record of such incidents. The purpose of this record is:
  - **Cuntas a choinneáil ar shonraí na heachtra** To aid memory by recording details of the incident.
  - **Measúnú a dhéanamh ar an gcás** For clarity in assessment of the situation.

- o **Pleanáil agus gníomhaíocht a dhéanamh** For planning and intervention.
- o **Chun cabhrú léi/leis an cheist a réiteach agus an gaol idir na páirtithe a chur ar ais mar a bhí sé, a mhéid is indéanta. (cf. 6.8.10(ii) Gnásanna Frithbhulaíochta Bunscoile agus Iar-Bhunscoile.)** To resolve the issues and restore, as far as is practicable, the relationships of the parties involved.

**Ní mór don mhúinteoir ábhartha an teimpléad taifeadta a úsáid chun an t-iompar bulaíochta a thaifeadadh sna cásanna seo a leanas:** The relevant teacher must use the recording template to record the bullying behaviour in the following circumstances:

**(a) i gcásanna go measann sé/sí nár díriodh go leordhóthanach ná go cuí ar an iompar bulaíochta laistigh de 20 lá scoile tar éis dó/di a chinneadh gur tharla iompar bulaíochta;** agus in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred; and

**(b) i gcás gur chinn an scoil, mar chuid dá beartas frithbhulaíochta, go gcaithfear iompar bulaíochta a thaifeadadh i gcásanna áirithe agus é a thuairisciú láithreach don Phríomhoide nó don Phríomhoide Ionaid, faoi mar a bheadh.** where the school has decided as part of its anti-bullying policy that in certain circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable.

**I ngach ceann de chásanna (a) agus (b) thuas, ní mór an teimpléad taifeadta a chomhlánú ina iomláine (Féach [Aguisín a trí](#) ar chúl an Pholasaí seo); agus ní mór don mhúinteoir é a choimeád agus cóip a chur ar fáil don Phríomhoide nó don Phríomhoide Ionaid, faoi mar a bheadh. Ba cheart é a nótáil nach gciallaíonn an amlíne chun iompar bulaíochta a thaifeadadh sa teimpléad taifeadta nach féidir leis an múinteoir ábhartha dul i gcomhairle leis an bPríomhoide nó an Príomhoide Ionaid ag céim níos luaithe i dtaca le cás.** In each of the circumstances at (a) and (b) above, the recording template (See Appendix 3) must be completed in full and retained by the teacher in question and a copy provided to the Principal or Deputy Principal as applicable. It should also be noted that the timeline for recording bullying behaviour in the recording template does not in any way preclude the relevant teacher from consulting the Principal or Deputy Principal at an earlier stage in relation to a case.

**Má tá na heachtraí leanúnach cuirfear na tuismitheoirí / caomhnóirí ar an eolas. Muna n-éiríonn lena idirghabháil teacht ar réiteach ag an bpointe seo, rachaidh an múinteoir ábhartha ar aghaidh go céim a 2.** If the incidents are ongoing the parents/guardians will be informed. Should the action taken at this stage prove not to have resolved the issue, the staff will proceed to Stage 2.

## **Céim a 2/ Stage 2**

- **Buailfidh an Príomhoide agus an múinteoir ábhartha le tuismitheoir(i)/Caomhnóir(i) an pháiste a cheaptar atá ag bulaíocht agus go haonarach le tuismitheoirí/caomhnóirí an pháiste a bhfuil an mhaistínteacht á déanamh air/uirthi.** The Principal and relevant Teacher will arrange to meet with the parents/guardians of the child who is seen to be bullying and separately with the parents/guardians of the target of bullying.
- **Beidh ar na páistí freastal ar na cruinnithe de réir mar is gá.** The children themselves may be required to attend part or all of these meetings.
- **Cuirfear an páiste atá ag maistínteacht ar chárta tuairisce. Déanfar monatóireacht ar iompar an pháiste i rith an lae.** The child who is bullying will be placed on report. The child's behaviour in all areas will be monitored during the day.
- **Beidh tuairisc/leabhar nótaí in úsáid agus an lá roinnte ina trí chuid ann.** A report/note book will be kept with each day divided into three sections.
- **An fheidhm atá leis ná diriú ar na tréithe dearfacha agus iarrachtaí an pháiste a iompar diúltach a cheartú.** The purpose of this report is to focus as much as possible on the positive qualities and efforts of the child to move away from negative behaviour. The child will have three meetings with his/her teacher and together they decide what is to be written for that part of the day.
- **Ag deireadh an lae scríobhfaidh an múinteoir a nóta tráchtais féin.** At the end of the day the teacher writes his/her own comment.
- **Ba chóir go bhfeicfeadh an páiste go bhfuil na tuismitheoir(i)/caomhnóir(i) agus an scoil ag obair le chéile ar mhaithe leis féin, agus tá comhoibriú na dtuismitheoir(i)/caomhnóir(i) riachtanach.** The child should be able to see that parents/guardians and school are working together in his/her interest, and that the co-operation of the parents/guardians is essential.
- **Déanfar athbhreithniú seachtainiúil ar na tuairiscí seo leis an bpríomhoide, múinteoir ranga, tuismitheoir(i)/caomhnóir(i) an pháiste, más gá.** If necessary, a review of reports will be carried out on a weekly basis, in a meeting with the Principal, teacher, parents/guardians and child.
- **Má tá feabhas ar chúrsaí, féadfar tréimhse níos faide a fhágáil idir na cruinnithe.** If progress is being made, longer intervals between meetings may be decided upon.

- **Is é aidhm na gcuinnithe ná riachtanais mhothúchánacha an pháiste(i) a ainmniú agus stráitéisí conas déileáil go héifeachtach leis an iompar bulaíochta a aontú agus a shoiléiriú.** The aim of such meetings will be to address emotional needs and devise strategies for the child(ren) to deal with the effects of his/her/their bullying behaviour.
- **D'fhéadfadh go mbeadh ath-threisiú ag teastáil ar ghnéithe eagsúla den chlár O.S.P.S.** This may involve reinforcing the programme being covered in class, or other strategies.

**Tá sé mar chúram ar an scoil timpeallacht shábháilte scoile a chothú do gach ball de phobal na scoile. Má theipeann ar na hidirghabhálacha thuasluaite agus má leanann an t-iompar bulaíochta ar aghaidh ba chóir bogadh ar aghaidh go Céim a 3.** It is the duty of the school to provide a safe environment for all members of the school community under its care. Should the above interventions fail and the bullying behaviour continue, the staff should progress to Stage 3.

### **Céim a 3/ Stage 3**

**Cuirfidh an Príomhoide in iúl do Thuismitheoir(i)/Chaomhnóir(i)/Dhaltaí go bhfuil Céim a 3 le cur i bhfeidhm. Féadfaidh an Príomhoide, i gcomhairle leis an gCathaoirleach nó leis an mBord Bainistíochta, clár cuí smachtbhannaí a chur i bhfeidhm. 'Sé cuspóir na smachtbhannaí seo ná iompar dearfach a spreagadh agus tacú le féinmheas an dalta.**

**Féadfaidh tréimhse fionraíochta a bheith mar cheann de na smachtbhannaí seo agus lena linn rachfar i gcomhairle ar bhonn leanúnach leis na tuismitheoirí/caomhnóirí d'fhonn cinneadh ar na bearta cuí ar mhaithe le leas is fearr an dalta. Ní mór don Phríomhoide smachtbhannaí atá i bhfeidhm ar feadh tréimhse ar bith a thuairisciú do Chathaoirleach an Bhoird Bhainistíochta.**

The Parent(s)/Guardian(s)/Child(ren) will be informed by the Principal that stage 3 comes into effect. A programme of appropriate sanctions may be implemented by the Principal in consultation with the Chairperson/Board of Management. These sanctions aim to encourage positive behaviour and support the esteem of the child. The sanctions may include a period of suspension during which there will be ongoing consultation with the parents/guardians to decide on appropriate action to be taken in the best interest of the child. Sanctions for any period of time must be reported by the Principal to the Chairperson of the Board of Management.

**I gcásanna go bhfuil iompar an dalta ina údar mór inní ag pearsanra na scoile, ba chóir dóibh comhairle a lorg ón tSeirbhís Náisiúnta Síceolaíochta Oideachais (NEPS).** In cases where a school has serious concerns in relation to managing the behaviour of a pupil, the advice of the National Education Psychological Service (NEPS) should be sought.

## **Cásanna tromchúiseacha a tharchur chuig Feidhmeannacht na Seirbhíse Sláinte ( F.S.S. )**

### **Referrals of serious cases to the HSE.**

- **I dtaca le bulaíocht sna scoileanna foráiltear in Tús Áite do Leanaí – Treoir Náisiúnta maidir le Cosaint agus Leas Páistí, 2011 (Tús Áite do Leanaí) agus sna Gnásanna um Chosaint Leanaí i mBunscoileanna agus in Iar-bhunscoileanna**

**“i gcásanna ina dtarlaíonn teagmhas tromchúiseach agus ina bhféachtar ar an iompar mar iompar a d'fhéadfadh a bheith mí-úsáideach, rachaidh an scoil i gcomhairle le Seirbhísí Sóisialta FSS do Leanaí agus do Theaghlaigh d'fhonn freagairt chuí a dhréachtú, ar nós plean bainistíochta”.**

In relation to bullying in schools Children First - National Guidance for the Protection and Welfare for Children 2011 (Children First) and the Child Protection Procedures for Primary and Post-Primary Schools provide that in situations where "the incident is serious and where the behaviour is regarded as potentially abusive, the school must consult the HSE Children and Family Social Services with a view to drawing up an appropriate response, such as a management plan".

- **Déanfar teagmhais thromchúiseacha d'iompar bulaíochta a tharchur, faoi mar atá leagtha síos in Tús Áite do Leanaí agus sna Gnásanna um Chosaint Leanaí i mBunscoileanna agus in Iar-bhunscoileanna, chuig Seirbhís Leanaí agus Teaghlaigh FSS agus/nó na Gardaí, faoi mar a bheadh.** Serious instances of bullying behaviour should, in accordance with the Children First and the Child Protection Procedures for Primary and Post-Primary Schools, be referred to the HSE Children and Family Services and/or Gardaí as appropriate.
- **Foráiltear, leis, sna Gnásanna um Chosaint Leanaí i mBunscoileanna agus in Iar-bhunscoileanna go gcaithfidh an Pearsa Caidrimh Ainmnithe (PCA) comhairle a lorg ó Sheirbhísí Leanaí agus Teaghlaigh FSS i gcás go bhfuil údar imní ag pearsanra scoile mar gheall ar pháiste ach nach bhfuil siad cinnte ar cheart an cás a thuairisciú d'FSS.** The the Child Protection Procedures for Primary and Post-Primary Schools also provide that where school personnel have concerns about a child but are not sure whether to report the matter to the HSE, the Designated Liaison Person must seek advice from the HSE Children and Family Social Services.

## **Bulaíocht Ó Pháiste Ar Mhúinteoir / Fhoireann Choimhdeach/ Child To Teacher/ Ancillary Staff**

- **Cuirfidh an múinteoir/ball foirne coimhdí ábhartha an príomhoide ar an eolas faoin ngearán.** The complaint should be raised with the parents/guardian of the child.
- **Cuirfidh an príomhoide tuismitheoirí/caomhnoirí an pháiste ar an eolas faoin ngearán.** The complaint should then be raised with the principal.
- **Sa chás nach féidir teacht ar réiteach, cuirfidh an dá pháirtí (an ball foirne agus tuismitheoirí an pháiste) an cás i scríbhinn faoi bhráid an bhoird bhainistíochta.** Where it is not possible to agree a framework for resolution, the matter should be referred in writing by both parties to the Board of Management.

## **Bulaíocht Ó Dhaoine Fásta Bullying By Adults**

### **Bulaíocht ó mhúinteoir/foireann choimhdeach ar pháiste Teacher/Ancillary Staff to Child Bullying**

- **Ba chóir do thuismitheoir/chaomhnóir an pháiste an gearán a ardú leis an múinteoir.** A complaint should be raised with the staff member in question by the parent/guardian of the child.
- **Muna bhfuil réiteach air ba chóir labhairt leis an bpríomhoide.** The complaint should then be raised with the Principal.
- **Muna dtagtar ar shocrú, ba chóir don dá thaobh (an ball foirne agus tuismitheoirí an pháiste) scríobh chuig Cathaoirleach an Bhoird Bhainistíochta ag lorg fiosrúcháin ar an bhfadhb.** Where it has not been possible to agree a framework for resolution, the matter should be referred in writing by both parties to the Board of Management for investigation.

### **Bulaíocht idir an príomhoide agus páiste/tuismitheoir/caomhnóir**

- **An fhadhb a chur in iúl don phríomhoide.** The matter should be raised with the Principal.
- **Cathaoirleach an Bhoird Bhainistíochta a chur ar an eolas muna dtagtar ar réiteach.** The Chairperson of the Board of Management should be informed if the matter remains unresolved.

### **Bulaíocht idir-fhoirne/ Intra-Staff Bullying**

**Glacann S.N. Cillín Liath leis na modhanna oibre atá leagtha amach i Rannóg C (c2) de leabhrán Chumann Múinteoirí Éireann: ‘Working Together : Procedures and Policies for Positive Staff Relations’. Féadfar cóip den cháipéis seo a íoslódáil ó shuíomh idirlín Chumann Múinteoirí Éireann ([www.into.ie](http://www.into.ie)). In the case of intra-staff bullying Scoil Oilibhéir will adopt the procedures outlined in Section C (c2) of the INTO/Management Bodies publication : ‘Working Together : Procedures and Policies for Positive Staff Relations’. A copy of this document is free to download from the INTO website ([www.into.ie](http://www.into.ie)).**

### **Bulaíocht idir tuismitheoirí/caomhnóirí agus baill fhoirne/ Parent/Guardian to Staff Bullying**

- **Cuirfear an príomhoide ar an eolas.** The Principal should be informed.
- **Cuirfidh an dá pháirtí An Bord Bainistíochta ar an eolas i scríbhinn ina dhiaidh sin más gá.** The Board of Management should be informed subsequently in writing if deemed necessary.

### **Bulaíocht idir tuismitheoirí Parent to Parent Bullying**

**Ar mhaithe leis an bpolasaí seo, tá tagairt déanta do bhulaíocht idir tuismitheoir/caomhnóir amháin agus tuismitheoir/caomhnóir eile agus iad ag feidhmiú sa ról ar choistí scoile. Déanfar gach iarracht aon fhadhb a shocrú ag léibhéal an choiste tríd an gcathaoirleach cuí. Muna réiteofar an fhadhb trí idirghabháil an chathaoirligh, cuirfear an príomhoide ar an eolas.** For the purpose of this policy, Parent to Parent bullying refers to Parents/Guardians in their role on school committees. Every effort will be made to resolve any issue at committee level via the relevant school committee Chairperson. Should the action taken by the Chairperson prove not to have resolved the issue, the Principal will be informed.

### **Bulaíocht ó thuismitheoir/chaomhnóir/cuairteoir scoile ar dhalta/ Parent/Guardian/School Visitor to Child Bullying**

- **Ba chóir an gearán a tharchur chuig múinteoir ranga an dalta.** The complaint should be referred to the child’s class teacher.
- **Ba chóir an Príomhoide a chur ar an eolas muna réiteofar an fhadhb.** The Principal should be informed subsequently if the matter remains unresolved.

**I ngach cás bulaíochta tabharfar tacaíocht ar bhealach ciúin neamhfhoirmeálta. Coinneofar taifead d’aon ábhar atá gaoilta leis an mbulaíocht. Coimeádfaidh an múinteoir ábhartha i dteagmháil leis an duine go bhfuil an bhulaíocht á déanamh air. Más gá lorgófar cabhair**



**sheachtrach nó / agus comhairleoireacht más gá. Coinneofar na taifid chomh fada agus a bhíonn an duine sa scoil.** In all cases of bullying the relevant parties will be given support in a discrete and informal manner. A record will be kept of any matter relating to bullying. The relevant teacher will stay in contact with the person who is being bullied. If necessary, external help and or counselling will be arranged. Records will be kept as long as the Person remains involved with the school.

#### 7. Straitéisí Idirghabhála Seanbhunaithe / Established intervention strategies

- **Agallaimh idir an múinteoir agus gach dalta.** Teacher interviews with all pupils
- **Comhaontuithe idir daltaí a idirbheartú agus iad a leanúint le próiseas monatóireachta. Is féidir é seo a dhéanamh ar bhealach neamhfhoirmiúil nó a chur i bhfeidhm trí phróiseas idirghabhála níos struchtúrtha.** Negotiating agreements between pupils and following these up by monitoring progress. This can be on an informal basis or implemented through a more structured mediation process
- **Oibriú le tuismitheoir(i)/caomhnóir(i) chun tacú le hidirghabhálacha scoile** Working with parent(s)/guardian(s) to support school interventions
- **Cur chuige Gan Milleán (gealltanús iompraíochta)** No Blame Approach (pupil behaviour promise)
- **Am Ciorcail** Circle Time
- **Agallaimh Athshlánúcháin** Restorative conferencing
- **Ceistneoirí a chur i bhfeidhm** Implementing questionnaires Appendix
- **An cur chuige traidisiúnta araíonachta** The traditional disciplinary approach
- **An t-íospartach a láidriú** Strengthening the victim

**8. Tugtar tacaíocht don té atá i mbun bulaíochta (féach áiseanna thuas) ach má leantar ar aghaidh leis an mbulaíocht cuirfear Cód Iompair na Scoile i bhfeidhm (fionraí). I gcásanna áirithe, beidh comhairle agus tacaíocht a lorg don pháiste sin ó na h-údarais taobh amuigh den scoil.** Support will also be given to the child who is responsible for the bullying behaviour (see resources above). If the bullying continues the School Code of Behaviour will be referred to (e.g suspension). Guidance and support for the child may be requested from outside agencies.

**9. Maoirseacht agus Monatóireacht Éifeachtach ar Dhaltaí – Deimhníonn an Bord Bainistíochta go bhfuil beartais agus cleachtais chuí mhaoirseachta agus monatóireachta i bhfeidhm chun iompar bulaíochta a chosc agus chun déileáil leis agus**

**chun idirghabháil luath a éascú más féidir.** 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. 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 do 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.** 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. Ghlac an Bord Bainistíochta an beartas seo an \_\_\_\_** This policy was adopted by the Board of Management on \_\_\_\_\_

**12. Tá an beartas seo ar fáil do phearsanra na scoile, foilsíodh é ar shuíomh Gréasáin na scoile, [www.cillinliath.ie](http://www.cillinliath.ie). Tá sé ar fáil san Oifig do thuismitheoirí agus do dhaltaí ar iarratas. Tá sé fósta ag Coiste na dTuismitheoirí. Cuirfear cóip den bheartas seo ar fail don Roinn agus do phátrún na scoile má iarrtar é.** This policy has been made available to school personnel, published on the school website , [www.cillinliath.ie](http://www.cillinliath.ie). It is also provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

**13. Athbhreithneoidh an Bord Bainistíochta an beartas agus a fheidhmiú uair amháin i ngach scoilbhliain faoi mar ata leagtha amach in Aguisín 4. Cuirfear fógra scríofa gur athbhreithníodh beartas frithbhulaíochta na scoile ar fáil do phearsanra na scoile agus foilseofar é ar shuíomh Gréasáin na scoile. Cuirfear taifead den athbhreithniú agus a thoradh a chur ar fail don phátrún agus don Roinn, leis, má iarrtar é.** This policy and its implementation will be reviewed by the Board of Management once in every school year as

is laid out in Appendix 4. Written notification that the review has been completed will be made available to school personnel and published on the school website. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Sínithe:		.
.	(Príomhoide)	(Cathaoirleach an Bhoird Bhainistíochta)
Dáta:	.	.
Dáta an chéad athbhreithnithe eile:		Meán Fómhair gach bliain

## Aguisín 1/ Appendix 1

### Cineálacha bulaíochta (Types of bullying)

Ní liosta cuimsitheach é an liosta samplaí seo thíos

<p><b>Iompraíochtaí a bhaineann le gach saghas bulaíocht</b></p>	<ul style="list-style-type: none"> <li>• Ciapadh bunaithe ar cheann ar bith de na naoi bhforas sa reachtaíocht comhionannais.</li> <li>• Forrántacht fhisiciúil</li> <li>• Damáiste do mhaoin</li> <li>• Leasainmneacha a ghlaoch</li> <li>• Cleithmhagadh</li> <li>• Pictiúir, focail i scríbhinn, nó ábhar eile a tháirgeadh, a thaispeáint nó a scaipeadh atá dírithe ar dhuine eile a imeaglú</li> <li>• Graifítí maslach</li> <li>• Sracadh (extortion)</li> <li>• Imeaglú</li> <li>• Gothaí maslaitheacha nó gáirsiúla</li> <li>• 'Amharc' faoi leith</li> <li>• Cur isteach ar spás pearsanta</li> <li>• Meascán de na cinn a luaitear.</li> </ul>
<p><b>Cibearbhulaíocht</b></p>	<p><b>Tromaíocht:</b> Ráflaí, bréaga nó biadán a scaipeadh chun dochar a dhéanamh do cháil duine eile</p> <p><b>Ciapadh:</b> Teachtaireachtaí oilc, suaracha nó gáirsiúla a sheoladh chuig duine go leanúnach</p> <p><b>Pearsanú:</b> Teachtaireachtaí maslaitheacha nó forrántacha a phóstáil faoi ainm duine eile</p> <p><b>Gríosadh:</b> Úsáid a bhaint as focail gháirsiúla nó ghríosaitheacha chun troid ar líne a spreagadh</p> <p><b>Cleasaíocht:</b> Dallamullóg a chur ar dhuine eolas pearsanta a roinnt agus an t-eolas sin a úsáid ar líne ina dhiaidh sin</p> <p><b>Sceitheadh:</b> Eolas nó íomhánna rúnda a phostáil nó a roinnt</p> <p><b>Leithcheal:</b> Leithcheal a dhéanamh ar dhuine ó ghrúpa ar líne d'aon ghnó</p> <p><b>Cibear-stalcaireacht:</b> Ciapadh agus tromaíocht leanúnach a fhágann go mbíonn eagla a b(h)eatha/a s(h)ábháilteachta ar duine</p> <p>Glaao tostach gutháin/gutháin phóca</p> <p>Glaao maslach gutháin/gutháin phóca</p> <p>Teachtaireacht téacs mhaslach</p> <p>Teachtaireacht ríomhphoist mhaslach</p> <p>Cumarsáid mhaslach ar líonraí sóisialta e.g. Facebook/Ask.fm/ Twitter/YouTube nó ar chonsóil chluichí</p> <p>Ráitis/Blaganna/Pictiúir mhaslacha idirlín</p>

**Iompraíochtaí bunaithe ar Aitheantas Lena n-áirítear aon cheann de na naoi bhforas idirdhealúcháin a luaitear sa Reachtaíocht um Chomhionannas**

<p><b>Homafóbach agus Trasinscne</b></p>	<ul style="list-style-type: none"> <li>• Ráflaí a scaipeadh</li> <li>• Tathant ar dhuine</li> <li>• Leasainmneacha a ghlaoch</li> <li>• Imeaglú fisiciúil nó ionsaí</li> <li>• Bagairtí</li> <li>• Idirdhealú, réamhchlaonadh, ráitis nó maslaí</li> <li>• Leithcheal de bhun aon cheann acu seo thuas</li> </ul>
<p><b>Caidreamhach</b></p>	<p>Is éard atá i gceist anseo caidrimh a mhí-ionramháil mar bhealach chun bulaíocht a dhéanamh. Ar na hiompraíochtaí tá:</p> <ul style="list-style-type: none"> <li>• Biadán maslach</li> <li>• Leithcheal agus aonrú</li> <li>• Neamhaird</li> <li>• Leithcheal ó ghrúpa</li> <li>• Cairde a bhaint de dhuine</li> <li>• 'Bitseáil'</li> <li>• Ráflaí a scaipeadh</li> <li>• Rún a sceitheadh</li> <li>• Caint sách ard le go gcloisfeadh an t-íobartach í</li> <li>• 'Amharc' faoi Leith</li> <li>• 'nerd' a úsáid le cur isteach ar dhuine.</li> </ul>
<p><b>Gnéasach</b></p>	<p>Ráitis nó tadhall gnéasach míchuí nó gan choinne Ciapadh</p>
<p><b>Riachtanais Speisialta Oideachais, Míchumas</b></p>	<p>Leasainmneacha a ghlaoch</p> <p>Tathant ar dhaoine eile mar gheall ar a míchumas nó riachtanais foghlama</p> <p>Teacht i dtír ar leochaileachtaí daltaí eile agus ar a gcumas teoranta bulaíocht a aithint agus iad féin a chosaint</p> <p>Teacht i dtír ar leochaileachtaí daltaí eile agus ar a gcumas teoranta cúinsí sóisialta agus leideanna sóisialta a aithint agus iad féin a chosaint.</p> <p>Athris a dhéanamh ar mhíchumas duine eile</p> <p>Ceap magaidh a dhéanamh de dhaoine eile</p>

## Aguisín 2/ Appendix 2

[www.antibullyingcampaign.ie](http://www.antibullyingcampaign.ie)

### Clár na Scoile – Eolas / Acmhainní do Pháistí

#### Tools for Raising Awareness Explaining the Nature and Unacceptability of Bullying Clár Rang 3 le bheith déanta i ngach Rang ar dtús

<p><b>Rang 3</b></p> <ul style="list-style-type: none"><li>• <i>Ceacht 1 . . . Tús na Míosa, Meán Fómhair</i></li><li>• "Yes . . . That's Bullying" – Físeán &amp; Comhrá</li><li>• <i>Ceacht 2 . . . Tús na Míosa Deireadh Fómhair</i></li><li>• "Types of Bullying" - Worksheet</li><li>• <i>Ceacht 03 . . . Tús na Míosa, Samhain</i></li><li>• "Stand Up ~ Bullying Commercial" – Físeán agus Obair</li><li>• <i>Ceacht 04 . . . Tús na Míosa, mí na Nollag</i></li><li>• "Snakes and Ladders" – Billeog Oibre</li><li>• <i>Ceacht 05 . . . February-March</i></li><li>• Annual Drawing Competition – 2-3 Seachtain</li><li>• <i>Ceacht 06 . . . April-May</i></li><li>• Annual Slogan Competition – 2-3 Seachtain</li></ul>	<p><b>Rang 4</b></p> <ul style="list-style-type: none"><li>• <i>Ceacht 7 . . . Tús na Míosa Meán Fómhair</i></li><li>• "Recognising Bullying" - Worksheet</li><li>• <i>Ceacht 8 . . . Tús na Míosa, Deireadh Fómhair</i></li><li>• "Strength in Numbers" – Físeán agus Obair</li><li>• <i>Ceacht 09 . . . Tús na Míosa, Samhain</i></li><li>• "Words Hurt - Don't Be A Part Of It" - Video &amp; Billeoga Oibre</li><li>• <i>Ceacht 10 . . . Tús na Míosa, mí na Nollag</i></li><li>• "Rudolph the Red-Nosed Reindeer" – Billeoga Oibre</li><li>• <i>Ceacht 11 . . . Feabhra - Márta</i></li><li>• Annual Drawing Competition – 2-3 Seachtain</li><li>• <i>Ceacht 12 . . . April-May</i></li><li>• Annual Slogan Competition – 2-3 Seachtain</li></ul>
<p><b>Rang 5</b></p> <ul style="list-style-type: none"><li>• <i>Ceacht 13 . . . Lár na Míosa Meán Fómhair</i></li><li>• "Webisodes" from stopbullying.gov – Físeán &amp; Billeoga Oibre</li><li>• <i>Ceacht 14 . . . Lár na Míosa Deireadh Fómhair</i></li><li>• "The Power of One Sample" – Video &amp; Regular Class Survey</li><li>• <i>Ceacht 15 . . . Lár na Míosa, mí na Samhna</i></li><li>• "Bully (Amazing Short Animation)" - Video &amp; Worksheet</li><li>• <i>Exercise 16 . . . Early December</i></li><li>• "Supporting Difference" – Video &amp; Worksheet</li><li>• <i>Exercise 17 . . . February-March</i></li><li>• Annual Drawing Competition – 2-3 Weeks</li><li>• <i>Exercise 18 . . . April-May</i></li><li>• Annual Slogan Competition – 2-3 Weeks</li></ul>	<p><b>Rang 6</b></p> <ul style="list-style-type: none"><li>• <i>Exercise 19 . . . Mid-September</i></li><li>• "Antibullying PSA: The Price of Silence" Video &amp; Worksheet</li><li>• <i>Exercise 20 . . . Mid October</i></li><li>• "Simon Says" Teacher Led Circle Time Exercise</li><li>• <i>Exercise 21 . . . Mid November</i></li><li>• "How to UnMake A Bully" Volume 1" - Video &amp; Discussion</li><li>• <i>Exercise 22 . . . Early December</i></li><li>• "How to UnMake A Bully, Volume 2" - Video &amp; Discussion</li><li>• <i>Exercise 23 . . . February-March</i></li><li>• Annual Drawing Competition – 2-3 Weeks</li><li>• <i>Exercise 24 . . . April-May</i></li><li>• On-Computer Poster Competition – 2-3 Weeks</li></ul>

**Parents/Guardians, Staff, Boards of Management:**

*Exercise 26* - Powerpoint Presentation on Bullying and Cyber-Bullying. *Exercise 27* - "Dear Parents"  
Short Video Presentation

**Staff:**

*Exercise 28* - Powerpoint explaining the Anti-Bullying Campaign Programme

### Aguisín 3/ Appendix 3

Template for recording bullying behaviour (from Anti Bullying Procedures for Primary and Post-Primary Schools)

**1. Name of pupil being bullied and class group**

Name \_\_\_\_\_ Class \_\_\_\_\_

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


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

Pupil concerned	<input type="checkbox"/>
Other Pupil	<input type="checkbox"/>
Parent	<input type="checkbox"/>
Teacher	<input type="checkbox"/>
Other	<input type="checkbox"/>

**4. Location of incidents (tick relevant box(es))\***

Playground	<input type="checkbox"/>
Classroom	<input type="checkbox"/>
Corridor	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
School Bus	<input type="checkbox"/>
Other	<input type="checkbox"/>

**5. Name of person(s) who reported the bullying concern**

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

Physical Aggression	<input type="checkbox"/>	Cyber-bullying	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Malicious Gossip	<input type="checkbox"/>
Name Calling	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

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

Homophobic	Disability/SEN related	Racist	Membership of Traveller community	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Brief Description of bullying behaviour and its impact**

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**9. Details of actions taken**

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Signed \_\_\_\_\_ (Relevant Teacher) Date \_\_\_\_\_

Date submitted to Principal/Deputy Principal \_\_\_\_\_



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

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> ?	
Has the Board published the policy on the school website and provided a copy to the parents' association?	
Has the Board ensured that the policy has been made available to school staff (including new staff)?	
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?	
Has the Board ensured that the policy has been adequately communicated to all pupils?	
Has the policy documented the prevention and education strategies that the school applies?	
Have all of the prevention and education strategies been implemented?	
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	
Has the Board received and minuted the periodic summary reports of the Principal?	
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?	
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	
Have any parents withdrawn their child from the school citing dissatisfaction with the 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?	
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?	
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	
Has the Board put in place an action plan to address any areas for improvement?	

Signed \_\_\_\_\_  
Chairperson, Board of Management

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date \_\_\_\_\_

**Notification regarding the Board of Management’s annual review of the anti-bullying policy**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management’s annual review of the school’s anti-bullying policy and its implementation was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the checklist set out in **Appendix 4** of the Department’s *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed \_\_\_\_\_  
Chairperson, Board of Management

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date \_\_\_\_\_

# S. N. Cillín Liath

## Anti-Bullying Campaign



Class

Survey to be completed by eac child from 2<sup>nd</sup> to 6<sup>th</sup>

Please read all the "bold" parts of the points below to senior pupils (5<sup>th</sup> & 6<sup>th</sup> Classes - aged 11-12 years) before class surveys. For younger pupils (2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Classes - aged 8 - 10 years) give a shorter, simpler version, e.g. points 1, 3, 5, 8, 10

### **Where This School Stands on Bullying**

1. **When someone is being mean and does or says things over and over again to upset or annoy someone else this is what we call BULLYING.** This could include pushing or hitting them, "going at" their stuff, not letting them join in, calling them names, saying nasty things to them or about them, or "making fun" of them in any way.
2. **If six pupils "pick on" someone just once each day for a week the targeted pupil is "picked on" and upset 30 times that week. That is BULLYING and it is very unfair.**
3. **Pupils who are bullied over and over again by others feel bad, sad, miserable and embarrassed. Even if they laugh and don't let on or if they pretend they don't mind, they really want it to stop!**
4. **Our school policy on bullying says the following:** (*Read one key sentence from the policy printed in pupils' school journals. Emphasise the fact that "respect" is fundamental to the whole policy.*)
5. **Pupils have a right not to be bullied because they are different. We are all different and that is a very good thing.** We may be brown skinned or white, tall or small, heavy or skinny, Irish or Indian, red haired or fair, loud or quiet, rough or gentle, good at maths or bad at Irish etc. We should not be bullied because we are different. **What is important is that everyone deserves equal respect.**
6. **You do not have to like everyone in your class group but you must still respect them.** If you dislike some of them you can simply keep away from them but you must not bully them.
7. **Often pupils who bully others do not realise the serious harm they are doing.** Bullying can be very deeply damaging.
8. **Pupils who see or know about bullying and do not tell a teacher are helping the bullying pupil to continue bullying.** If they report the bullying it can be stopped and everyone can "live happily ever after," even the bullying pupils(s). It is very important to report all bullying to a teacher.
9. **In this school we try to bring bullying to an end so we don't need to tell the Principal, Parents, the Board of Management or the Gardaí (Police).**
10. **We want all bullying to stop – NOW!** If we hear that a pupil is bullying others we want to quietly meet that pupil, explain how serious and unfair bullying is and how bad it feels for anyone to be bullied. We want to ask that pupil for a promise to stop the bullying. If the bullying stops nobody will be punished and that will be the end of the matter. But the bullying must stop!
11. **We need your help. We need to know if there is anyone we need to talk to about bullying. We will now do a survey where you answer questions. You will be putting your name on it. We need you to tell the truth in the survey. If your answers are different from everyone else's it will look like you are not telling the truth - like you are helping those who bully others by hiding the truth.**

# S. N. Cillín Liath

## Anti-Bullying Campaign



### *Regular Class Survey*

I know that being mean to someone over and over again is bullying and this is unfair. I also know that if I see or know about someone bullying others I should tell a teacher. **I know that anyone who bullies others but who then signs a promise to stop and keeps that promise will not be punished and will not be in trouble so everyone can "live happily ever after."**

Your Name (Block Letters): \_\_\_\_\_ Class: \_\_\_\_\_

Name any pupils(s) in your class that you know get called names or get teased, hurt or badly treated than most others:

\_\_\_\_\_

\_\_\_\_\_

Does this involve . . .

Calling them names

Making fun of them

Going at their stuff

Not letting them join in

Pushing them

Hitting or Kicking

Any other ways someone is mean to them:

\_\_\_\_\_

Name any other pupils who know about this even though they may not be doing it:

\_\_\_\_\_

Have you ever treated them this way?

Often

Sometimes

Never

Name any pupil(s) in your class that you know regularly treat(s) them this way:

\_\_\_\_\_

Do you think some pupils are more mean to you than to others in your class?

Yes

No

Name others who know about this: \_\_\_\_\_

What I have written above is true.

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_