

St. Joseph's Grammar School

Scoil Ghramadaí Naomh Iósaf



Anti-Bullying Policy

2015 – 2016

To be Ratified by BOG

Anti Bullying Policy Statement

Bullying is unacceptable behaviour and all forms of bullying are wrong. The students, staff and parents of St. Joseph's Grammar School will not tolerate bullying behaviour. In St. Joseph's Grammar we are committed to creating a safe environment where young people can learn and play, can talk about their worries, confident that an adult will listen and will offer help. When bullying happens we will work as a community in accordance with the policy outlined to help both the victims and the bullies. We will ensure the safety of the victim and do our best to support improved behaviour from the bully.

“Bullying behaviour is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the victim to defend him or herself” (DE 1999)

Bullying is

“the repeated use of power by one or more people intentionally to harm, hurt or adversely affect the rights and needs of another or others.”

In St. Joseph's Grammar we believe that:

- Students have the right to be at school free from intimidation and fear of any kind.
- Students have a duty to respect each other's person, property, time and point of view.
- The school will not tolerate bullying behaviour by or towards any member of the school community.
- The needs of bullied students are paramount.
- Bullied students will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated promptly and effectively.

In order to come to terms with and to deal with any problem, it is essential that all staff and students acknowledge that bullying does take place, in many forms, in many places and by many people and that help and support is available both inside and/or outside school.

Recognising forms of bullying

Verbal - teasing, taunting, innuendoes, name calling, tutting, threatening statements, telling lies about someone etc.

Physical - pushing, kicking, nipping, punching, hair pulling, fighting, or any use of violence.

Emotional - writing nasty notes, staring, talking behind backs, being unfriendly, excluding, tormenting - hiding books, school bag, threatening gestures.

Bullying due to Race, Faith and Culture – is behaviour or language that makes a young person feel unwelcome or marginalised because of their religion, race, ethnicity, national origin, colour or nationality.

Disablist Bullying – is behaviour or language that makes a young person feel unwelcome because of a perceived or actual disability.

Homophobic Bullying – is behaviour or language that makes a young person feel unwelcome or marginalised because of a perceived or their actual sexual orientation.

Cyber Bullying – involves the use of information and communication technologies such as e-mail, mobile phone, texting, picture messaging, online chat, instant messaging and blogging to abuse or threaten another person.

Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated in St. Joseph's Grammar School.

Signs and Symptoms of Bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

If unchecked, bullying can be profoundly damaging to the victim in both the short and longer term, emotionally or physically or both, and can seriously disrupt or impair the capacity to learn and develop.

Preventative Steps

To create and encourage the development of a bully-free ethos staff have received training on a whole school approach to anti-bullying and the implementation of the school's Anti-Bullying Policy and Procedures.

Anti-bullying is addressed at Assemblies, Registration in the PD Programme at all Key Stages, English, Religious Education and Citizenship curriculum.

Where could bullying take place?

Classroom, corridors, toilets, lunch queues, canteen stairways, bus stop, bus and playground. Times when the victim is most vulnerable are before school, during break or lunch time, at the change of class, or immediately after school has ended.

Procedures in dealing with reported incidents of bullying

Students

1. Report all/any incidents to Subject Teacher, Form Teacher, Year Head, Vice-Principal - Mrs Mc Gleenan, responsible adult, prefect, friend or parent as soon as possible.
2. If afraid to tell, inform the school authorities through a parent/friend.

Staff

1. Treat any reported incident seriously and with an open mind.
2. Report all incidents to Form Teacher immediately on a **Referral Form**. The Form Teacher will investigate it at the earliest opportunity by keeping an accurate record of all incidents on **Contact Forms** and taking **separate statements** from **victim, bully and witnesses**. Retain all records and place in **student folder in office** when the investigation is completed.
A copy should be given to Head of Year, Vice – Principal Mrs McGleenan.
3. Put a note in student's planner informing parents of situation and or contact parents by telephone if necessary. **Record on Parent Contact Form**.

4. Discuss with Vice Principal – Mrs McGleenan to ascertain seriousness of situation. Try to resolve situation amicably and discuss sanctions required.
5. Reassure victim of support and help.
6. If necessary in consultation with parents and Vice - Principal – Mrs McGleenan arrange support for victim and bully e.g. working with Pupil Personal Development Services Team, School Counsellor, Behaviour Management Team, Educational Psychologist, Educational Welfare Service.
7. Form Teacher inform all teaching staff, learning support assistants, study hall supervisors and break and lunch supervisors of the situation and the need to be vigilant.
8. Monitor situation – Form Teacher to liaise with student **weekly** and on a **monthly** basis make contact with parents until satisfied matter has been resolved.

Parents

Parents should be listened to when they report anything about bullying to the school, And their complaint investigated thoroughly. They should be informed of the action which has been taken, and encouraged to contact the school again if this should prove necessary. A written record of **all** correspondence with parents should be retained in students file in school office.

Non-Teaching Staff

Should be encouraged to report any bullying incident to the Form Teacher.

Responding to Bullying

Not all acts of bullying require punitive measures. It is necessary to investigate each incident separately and to deal with it on an individual basis. This will necessitate written statements being taken from those involved. Some may require advice and counselling using both inside and outside school agencies. Others will require sanctions which may vary according to the seriousness of the incident. These will be decided by the Year Head and Vice-Principal, Mrs Mc Gleenan, the Principal – Mrs G Donnelly, or the Board of Governors. Sanctions may include;

- Additional work - offence related
- Detention
- Placing on report (monitoring of general conduct and behaviour in class and school)
- Exclusion from school events
- Suspension in school

- Suspension out of school
- Expulsion

Allegations of Cyber Bullying

Evidence of comments, pictures etc posted online will need to be provided regarding allegations. Cyber bullying will merit **at least** a detention and sanctions will depend on seriousness of the situation.

Monitoring and Evaluation

This policy will be reviewed annually in consultation with staff, students and parents and updated in light of any further guidance and legislation as necessary.

Appendix 1

Procedures in Dealing with Reported Incidents of Bullying

1. Treat all reported incidents seriously and with an open mind.
2. Record details on a **Referral Form** and report it to the Form Teacher
3. **Form Teacher** investigate incident as soon as possible. Record all details on **Contact Forms**.
4. Take separate written statements from victim, bully and witnesses.
5. Put **note in planner** that pupil has been interviewed and or contact parents by telephone record on **Contact Form**.
6. If necessary discuss with Head of Year/Vice-Principal Mrs McGleenan to ascertain seriousness of situation.
7. Try to resolve situation amicably.
8. Discuss Sanctions with Year Head/ Vice-Principal Mrs McGleenan.
9. Encourage pupils to work together.
10. Form Teacher inform all teaching staff, classroom assistants, study hall supervisors, break and lunch supervisors of situation.
11. Retain all records and place original in student folder in the office when the investigation is completed. **Copy** to be given to Year Head and Vice-Principal Mrs McGleenan.
12. **Monitor situation –Form Teacher** liaise **weekly** with pupil and on a monthly basis Year Head. Make **contact** with **parents** until satisfied situation has been resolved.
13. If necessary in consultation with Mrs Mc Gleenan arrange support for victim and bully.

Appendix 2

Procedures in dealing with reported incidents of bullying

- Treat all reported incidents seriously and with an open mind.
- Record details on a **Referral Form** and report it to the Form Teacher



- **Form Teacher** investigate incident as soon as possible.
- Record all details on **Contact Forms**.
- Take separate written statements from victim, bully and witnesses.
- If necessary discuss with Head of Year/Vice-Principal Mrs McGleenan to ascertain seriousness of situation.



- Try to resolve situation amicably.
- Discuss Sanctions with Year Head/ Vice-Principal Mrs McGleenan.
- Encourage pupils to work together.
- Form Teacher inform all teaching staff, classroom assistants, study hall supervisors, break and lunch supervisors of situation.
- **Note in planner** that pupil has been interviewed or contact parents by telephone record on **Contact Form**.
- Retain all records and place original in student folder in the office when the investigation is completed. Copy to be given to Year Head and Vice-Principal Mrs McGleenan.



- Monitor situation – Form Teacher liaise weekly with pupil and on a monthly basis
- Year Head make contact with parents until satisfied situation has been resolved.
- If necessary in consultation with Mrs McGleenan arrange support for victim and bully.