

*32+Craughwell N.S Bí Cineálta Policy to Prevent and Address Bullying Behaviour

Version	Date First Ratified/Amended by BOM	Date/s Reviewed by BOM
V.1	11/6/25	

Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of Craughwell N.S has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024*.

The Board of Management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Catholic schools have a distinctive understanding of the human person, recognising that every person is created in God's image and likeness and has inherent dignity as a child of God. This is the basis for ensuring that each person in our school is treated with respect and care, in accordance with the Catholic Schedule.

As a Catholic school, we are committed to respecting the dignity of every individual.

No human person is to be devalued, and all have an indispensable part to play in the school community, regardless of difference.

Definition of Bullying

Bullying is defined in *Cineáltas: Action Plan on Bullying* and *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm.

The harm can be:

- Physical: (e.g.: personal injury, damage to or loss of property)
- Social: (e.g.: withdrawal, loneliness, exclusion)
- Emotional: (e.g.: low self-esteem, depression, anxiety)

Bullying behaviour is repeated over time,
targeted and involves an imbalance of power in relationships between two people or groups of people in society.

Behaviour that is not bullying behaviour

- A one-off instance of negative behaviour towards a student is not bullying behaviour. However, a single hurtful message posted on social media can be considered bullying behaviour as it may be visible to a wide audience and has a high likelihood of being shared multiple times and so becomes a repeated behaviour.
- Disagreements between students.
- Some students with special educational needs may have social communication difficulties which may result in them communicating their needs through behaviours that can hurt themselves or others.
- Bullying behaviour is not accidental .

Section A: Development/review of our Bí Cineálta policy to prevent and address bullying behaviour

All members of our school community were provided with the opportunity to input into the development/review of this policy.

	Date consulted	Method of consultation
School Staff	Jan 2025	Google Form and discussion at Staff Meeting in January.
Students	Dec 2024 Feb/March 2025	In December students were given a questionnaire to seek their input in developing an Anti-Bullying policy. Their suggestions were all taken into account when drafting this Policy. Once the policy is drafted students will contribute designs to enable the Student Council to produce a poster for display in the school environment.
Parents	Jan 2025 June 2025	Feedback sought from parents through a Google Form in January. Attention drawn to where to access our policy. Bi Cinéalta policy shared with the parent body through the school website.
Board of Management	June 2025	Review new draft policy - leading to consultation and final ratification after amendments made where necessary.
Date policy was approved:		
Date policy was last reviewed:		

Section B: Preventing Bullying Behaviour

Prevention Strategies used in CNS to promote a whole school approach to Wellbeing Promotion (as gathered at whole school staff meeting 28/01/25)

Culture and Environment

- Assemblies
- Wellbeing Team comprising of staff and students
- Artwork and signage around school that supports positive values
- All cultures and beliefs are celebrated
- Integration and reverse integration with N a Réaltaí
- International Day
- Grandparent's Day
- Astro area supporting a different form of play for children
- Holidays/Culture display
- Show and Tell
- Friendship week, Anti-Bullying week
- No hidden spaces
- Involvement in initiatives like Sporting activities/ quiz/chess/ debating /choir/Outdoor Education through polytunnel

- Bright, light, safe corridors
- Adequate organisation of toilets for break times
- Belonging and sense of community fostered
- Positive social culture where relationship building is key

Curriculum

- Team teaching
- Support for all through the Continuum of Support
- School Band
- School Choir
- Displays of art-work - help to foster pride in achievements
- Use of teaching programmes that support the Curriculum; Waving wellbeing, Zippy's friends, RSE, Stay Safe, Walk Tall etc.
- Group work evident in all subjects in all classes
- Novel Study/Literacy Hour/Stations to encourage full participation
- Project Work
- Play as a methodology
- Student Council
- Learn Together
- Buddy Systems
- Yard helpers with for Na réaltaí
- Varied after-school activities

Policy and Planning

- Code of Behaviour
- Acceptable Use Policy
- SPHE & RSE Whole School Plan
- SEN Policy
- Complaints Procedures
- Inclusion Policy
- Anti-Bullying promotion
- Effective Leadership

Relationships and Partnerships

- Good deeds recognised at assembly
- Celebrating each other successes at assembly and through our website
- Drama and role play to address exclusion and Teacher's response
- Home school links
- Community links
- Facebook profile with PA
- Guest speakers
- Regular meetings keeping parents up to date
- Grandparent's Day
- Relationships with local pre-schools, secondary and national school
- Community link through St.Patrick's Day parade
- Student participation in school life
- Monthly newsletter
- Staff meetings
- BOM meetings
- Regular Updates to Parents and the school community

Specific strategies aimed at preventing **online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment** as appropriate are detailed below(Chapter 5 of the Bí Cineálta procedures):

- Staff at all times endeavour to encourage pupils to show respect for each other.
- Implementation of the SPHE curriculum.
- Positive self-esteem is fostered among the students by celebrating individual differences, by acknowledging good behaviour and by providing opportunities for success.
- Digital Media Policy includes learning about responsible online behaviour and digital citizenship.
- The school's Bí Cineálta/anti-bullying policy is explicitly taught annually in all classes and discussed regularly with the students.
- Staff are particularly vigilant in monitoring students who are considered at risk of bullying behaviour/ experiencing bullying behaviour.
- All disclosed incidents of bullying behaviour are investigated thoroughly and consistently by following the correct procedure as outlined to staff and recorded on Google forms using template below.
- Supervision and monitoring of classrooms, corridors, school grounds, school tours and extracurricular activities.
- Foster a culture where diversity is celebrated and students “see themselves” in the school environment.
- Involvement of students in contributing to a safe school environment e.g. Student Council and other activities that can help pupils and encourage a culture of peer respect and support
- Ensuring that pupils know who to tell and how to tell.
- Ensure bystanders understand the importance of telling if they witness or know that bullying behaviour is taking place.
- Refer to appropriate online behaviour in SPHE lessons , through Webwise
- Promote online safety events or material for parents
- Shared folder of resources on Google Drive for teaching about bullying.
- Ensuring the library has material which reflects our diverse school population from different national, ethnic and cultural backgrounds.
- Modelling of respectful behaviour by staff
- Ensuring all students have opportunities to engage in school activities irrespective of gender

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour (see Chapter 5 of the Bí Cineálta procedures):

- Wellbeing Policy Statement and Framework for Practice
- Acceptable Use Policy
- Code of Behaviour
- Special Education Policy
- Health and Safety Statement
- Adequate adult supervision during break-times and entering and leaving the school.
- A variety of activities are available to students during break-times
- Murals, artwork and signage is throughout the school environment that supports and promotes the school's values

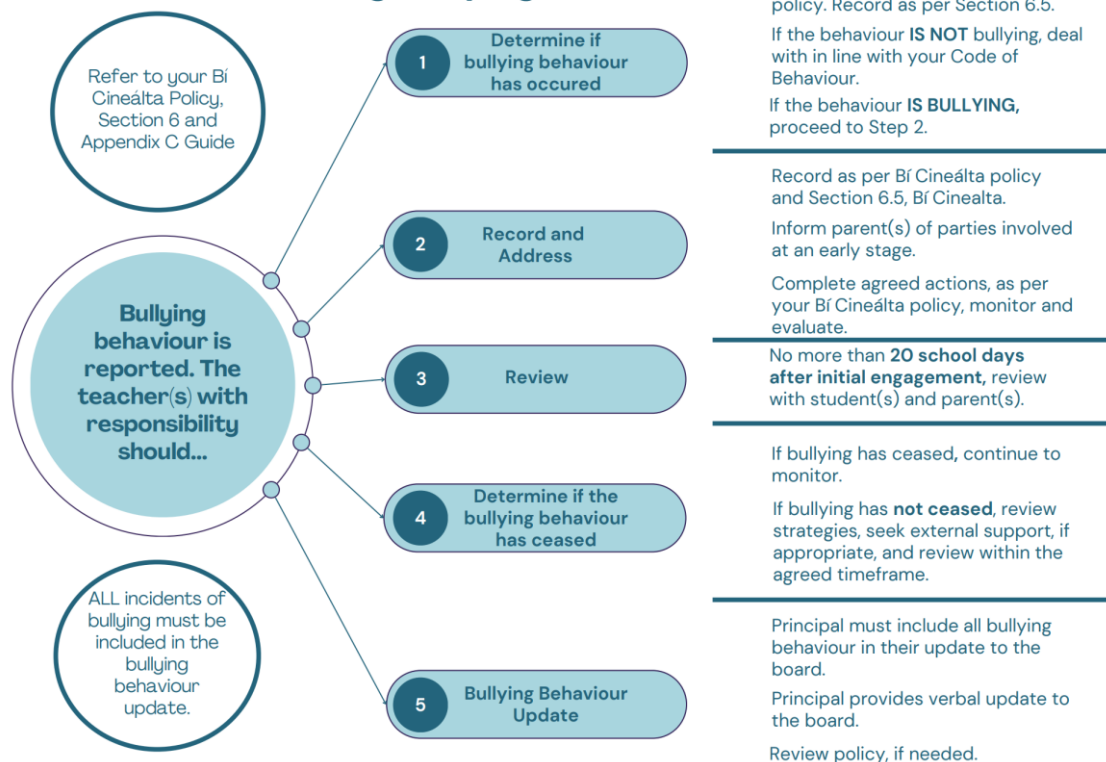
Section C: Addressing Bullying Behaviour

The **Class Teacher(s)** have responsibility for addressing bullying behaviour.

When bullying behaviour occurs, the school will:

- > ensure that both parties are heard individually
- > conduct all conversations with sensitivity
- > consider the age and ability of those involved
- > A written record will be kept by the relevant Teacher(s)
- > Investigate in a timely manner
- > inform the Principal
- > inform parents of those involved

Bí Cineálta: Addressing Bullying Behaviour



Oide

Tara lú an tSliocht
Gairmúil leas Críoch
Scoil agus Múinteoir

Supporting the Professional
Learning of School Leaders
and Teachers

The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows (Chapter 6 of the Bí Cineálta procedures):

1. Determine if Bullying behaviour has occurred	Teacher(s) investigates a report of Bullying behaviour. The teacher on duty will investigate the initial incident and report to the class teacher if appropriate. It may be necessary to involve other teachers after the initial conversation has taken place, if further information/context is needed If the behaviour IS NOT Bullying, deal in line with CNS Code of Behaviour. If the behaviour IS BULLYING proceed to Step 2. A school is not expected to deal with Bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are requested to support the student(s) involved. Where the Bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.
2. Record and Address	Teacher(s) will interview all students involved individually. If a group is involved in an alleged Bullying incident against another child, each member should be interviewed and asked for his/her account of what happened. Students will be asked to write down their account of the incident, or in the event of younger children, the teacher will record.

	Teacher(s) will use the evidence from any investigation on the CNS Bí Cineálta recording template. Principal is to be informed at this stage. Parent(s) of parties involved should be informed by email of a behavioural incident and invited to meet with the relevant teacher(s). Where the Teacher(s) has determined that a student has engaged in Bullying behaviour, and parents have been met with, it should be 1. Made clear to him/her that he/she is in breach of the school's Bí Cineálta policy 2. Efforts should be made to try to get him/her to see the perspective of the student experiencing the Bullying behaviour. 3. An 'I can do better' agreement is signed by child and parents and will be referred to again at the review meeting. 4. 3rd-6th class pupils will write a Reflection sheet at home. (A template provided by school) 5. Apologise to the child/ children involved 6. Reflection Time. Big Break for Junior -2nd Class. Both breaks for 3rd-6th Class When an investigation is completed and/or a bullying situation is resolved the Teacher will complete the report, to include the findings of the investigation, the strategy adopted and the outcome of the intervention, as well as any other relevant information. This will be recorded in the CNS Bí Cineálta recording template.
3. Review	Teacher(s) will email relevant parents and arrange to meet in person. Review with the student(s) and parent(s) involved no more than 20 school days after initial engagement.
4. Determine if the Bullying behaviour has ceased	If the Bullying behaviour has ceased, ongoing monitoring will continue. If the Bullying behaviour has not ceased, the teacher(s) will 1. Meet with the Principal, parents and child involved and get them to sign a formal promise that the behaviour will cease. 2. Reflection Time. Jun-2nd Class: One break for 2 consecutive days. For 3rd-6th Class: Both breaks for 3 consecutive days. 3. A further review in another 20 days. If the behaviour continues the matter will be referred to the BOM.
5. Bullying Behaviour Update	Principal must include all reports of Bullying behaviour in their update to the Board of Management. This will include a verbal account of investigations, trends and findings.
6. Complaint Process	If a parent is not happy with how Bullying behaviour has been addressed by the school, in accordance with these procedures, they should be referred to the school's complaints procedure.

7. Supports	Supports to prevent and address bullying are available from the following government agencies NEPS Oide Webwise National Parents Council DCU Anti Bullying Centre Tusla
Note 1	In circumstances where the student expresses concern about their parents being informed about a case of Bullying behaviour the class teacher will support the student appropriately to explore how best parents can be informed.
Note 2	If a parent makes a report of Bullying behaviour but requests that the school take no action, they must submit this in writing. School will acknowledge this but may still deem it necessary for a report to be addressed and investigated.

The school will use the following approaches to support those who experience, witness and display bullying behaviour (Chapter 6 of the Bí Cineálta procedures):

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

- **Encourage Open Communication:** We have created a safe and supportive environment where students feel comfortable discussing their experiences. They know it's okay to speak up if they see or experience bullying.
- **Behaviour Reflection Sheet:** Students are encouraged to reflect on their behaviour and its impact on others
- **Promote Inclusion:** Students are encouraged to share experiences and stories. Celebrating diversity and a variety of different festivals and special occasions throughout the year significantly impact students' sense of belonging.
- **Engage in Extracurricular Activities:** Participation in clubs, sports, or arts is encouraged. Being part of a group with shared interests can boost self-esteem and provide a supportive peer network.
- **Involve Parents:** Lines of communication with parents and guardians are kept open at all times. They are informed of different situations at school and collaborate on strategies to support the student both at home and school.
- **Seek Professional Support:** Support is available from professional organisations like NEPS, Oide, NCSE, Tusla, NPC etc.
- **Implement Educational Programs:** Access to programmes like Zippy's Friends, Friends for Life, Walk Tall, Weaving Wellbeing and lessons from Webwise help to build children's resilience and raise awareness of appropriate and acceptable behaviour.

Procedures to Prevent and Address Bullying Behaviour for Primary Schools

All bullying behaviour will be recorded in an objective and factual manner. This will include the type of behaviour, where and when it took place, and the date of the engagement with students and parents. The actions and supports agreed to address bullying behaviour will be documented. If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with *Child Protection Procedures for Primary and Post-Primary Schools*.

Section D: Oversight

The principal will present an update on Bullying behaviour at each **Board of Management** meeting. The update must include the following:

The number of incidents of Bullying behaviour that have been reported since the last meeting	
The number of incidents of Bullying behaviour that are ongoing	
The number of incidents of Bullying behaviour that have been reported since the beginning of the school year	

This update from the principal does not contain personal or identifying information (Chapter 7 of the Bí Cineálta procedures)

Where incidents of Bullying behaviour have been reported since the last meeting, the principal will provide a verbal report which should include the following

The trends and patterns identified such as the form of bullying/type of bullying/location of bullying behaviour
Strategies used to address the Bullying behaviour
Any wider strategies to prevent and address Bullying behaviour
If any serious incidents of Bullying behaviour have occurred which have had a serious adverse impact on a student
If a parent has informed the school that a student has left the school because of reported Bullying behaviour
If any additional support is needed from the Board of Management

This policy is available to our school community on the school's website and in hard copy on request. A student friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers. See Appendix E from the *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024* for the Review of the Bí Cineálta policy template.

Signed: _____ Date: _____

(Chairperson of Board of Management)

Signed: _____ Date: _____

(Principal)

CNS Bí Cineálta Recording Template

Date	
Person making the report	
Teacher responsible for investigating the Bullying behaviour	
Name of student experiencing Bullying behaviour	
Name of student engaging in Bullying behaviour	
Form and type • Physical • Emotional • Social	
Where and When	
Summary of the Bullying behaviour	
Views of student(s) and parent(s) regarding the actions to be taken	
Date of Review with student(s) and parent(s)	

(no more than 20 school days post report of the incident)	
Account of the Review with students and their parents	
Engagement with external services/supports (if any)	
Ongoing supervision and support if required	
Date that the Bullying behaviour ceased	
Date that the Log of Actions was updated for Support team to access (if applicable)	
Date of email to Support team to inform them of an update to the file (if applicable)	

Bí Cineálta!

In Craughwell NS

we all look out for each other.

If someone is being bullied or excluded, even if it not you, tell a teacher, or another adult you trust.

They want to help keep everyone safe.

Get help!

Tell someone!

If I tell a teacher I think I am being bullied, they will listen to me.

I am not alone.

There are people who want to help.

We will help each other.

Stand up,
Stand strong,
Stand together.

We, the staff and pupils of
Craughwell NS
have created our own
Bí Cineálta policy.

We promote kind, positive
and respectful behaviour in our school
We review our policy every year.

Bullying behaviour is when someone keeps being mean or hurtful to others on purpose over and over again.

It happens repeatedly.
Not just once.



Appendix 2

Bullying Behaviour Update

Bullying Behaviour Update for Board of Management of Craughwell NS

Date: Having reviewed the details of the incidents of bullying behaviour that have been reported since the previous board of management meeting, the principal must provide the following information at each ordinary meeting of the board of management:

Total number of new incidents of bullying behaviour reported since the last board of management meeting	
Total number of incidents of bullying behaviour currently ongoing	
Total number of incidents of bullying behaviour reported since the beginning of this school year.	

Where incidents of bullying behaviour have been reported since the last meeting, the update must include a verbal report which should include the following information where relevant:

Trends and patterns noted	
Strategies used to address bullying behaviour	
Wider strategies to prevent and address bullying behaviour	
Serious incidents of bullying behaviour that have occurred with serious adverse impact on a student	
Any parent that has informed the school that a student has left the school because of reported bullying behaviour	
Any additional support needed from the BOM	
Does the school's Bí Cineálta policy require urgent review in advance of the annual review	

Review of Bí Cineálta Policy

This review will be completed annually by The Board of Management of Craughwell NS.

1. When did the Board formally adopt its Bí Cineálta policy to prevent and address bullying behaviour in accordance with the *Bí Cineálta Procedures for Primary and Post-Primary Schools*? Date when the Bí Cineálta policy was last adopted by the school.

_____/_____/20____

2. Where in the school is the student -friendly Bí Cineálta policy displayed?

3. What date did the Board publish the Bí Cineálta policy and the student -friendly policy on the school website?

_____/_____/20____

4. How has the student -friendly policy been communicated to students?

5. How has the Bí Cineálta policy and student- friendly policy been communicated to parents

6. Have all school staff been made aware of the school's Bí Cineálta policy and the *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post- Primary Schools*? ☐ Yes ☐ No

7. Does the Bí Cineálta policy document the strategies that the school uses to prevent bullying behaviour? ☐ Yes ☐ No

8. Has the Board received and minuted the Bullying Behaviour Update presented by the principal at every ordinary board meeting over the last calendar year? ☐ Yes ☐ No

9. Has the Board discussed how the school is addressing all reports of bullying behaviour? ☐ Yes ☐ No

10. Is the Board satisfied that all incidents of bullying behaviour are addressed in accordance with the school's Bí Cineálta Policy? ☐ Yes ☐ No

11. Have the prevention strategies in the Bí Cineálta policy been implemented? ☐ Yes ☐ No

12. Has the Board discussed the effectiveness of the strategies used to prevent bullying behaviour? ☐ Yes ☐ No

13. How have (a) parents, (b) students and (c) school staff been consulted with as part of the review of the Bí Cineálta Policy?

14. Outline any aspects of the school's Bí Cineálta policy and/or its implementation that have been identified as requiring further improvement as part of this review:

15. Where areas for improvement have been identified, outline how these will be addressed and whether an action plan with timeframes has been developed?

16. Does the student- friendly policy need to be updated as a result of this review and if so why?

17. Does the school refer parents to the complaints procedures if they have a complaint about how the school has addressed bullying behaviour?

☐ Yes ☐ No

18. Has a parent informed the school that a student has left the school due to reported bullying behaviour?

☐ Yes ☐ No

19. Has the Office of the Ombudsman for Children initiated or completed an investigation into how the school has addressed an incident of bullying behaviour?

☐ Yes ☐ No

Appendix 4

Notification regarding the Board of Management's annual review of the school's Bí Cineálta Policy

The Board of Management of Craughwell N.S confirms that the board of management's annual review of the school's Bí Cineálta Policy to Prevent and Address Bullying Behaviour and its implementation was completed at the board of management meeting of _____(DD/MM/YY).

This review was conducted in accordance with the requirements of the Department of Education's *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools*.

Signed: _____
(Chairperson of Board of Management)

Date: _____

Signed: _____
(Principal)

Date: _____

