

# Our Lady of Victories Infant School

Ballymun Road,  
Dublin 9, DO9YC99.  
E-mail: office@olvinfants.com  
Telephone: (01) 837 2372  
Web: www.olvinfants.com



## Our Lady of Victories Infant School Anti-Bullying Policy



1. 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 Our Lady of Victories Infant School has adopted the following anti-bullying policy within the framework of the school's overall Code of Positive 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. 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. The first pupil **Wellbeing Committee** was established in 2019. Collaboratively they composed a **Wellbeing Anthem** which is taught and performed throughout the school and **Welcome to Wellbeing Programme** is delivered. Parents are encouraged to explore the Anthem with a view to understanding the culture and climate we strive to create at school and indeed beyond the school gates.
  - Our positive school culture and climate is one which-
    - is welcoming of difference and diversity and is based on inclusivity;
    - encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
    - promotes respectful relationships across the school community;

- Promotes effective leadership;
- Is a school-wide approach;
- Promotes a shared understanding of what bullying is and its impact;
- Sees the implementation of education and prevention strategies (including awareness raising measures) that-
  - build empathy, respect and resilience in pupils; and
  - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying as appropriate given the age profile of the pupils
- Has established effective supervision and monitoring of pupils;
- Promotes supports for staff;
- Provides consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- On-going evaluation of the effectiveness of the anti-bullying policy. In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

3. In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools*, bullying is defined as: unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying: deliberate exclusion, malicious gossip and other forms of relational bullying- name calling, intimidation, isolation/exclusion, physical aggression, extortion, damage to property. cyber-bullying and 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.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

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

Additional information on different types of bullying is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

4. The relevant teacher(s) for investigating and dealing with bullying are
  - The class teacher(s) initially
  - The Principal or Deputy Principal thereafter if necessary
  - Any teacher may act as a relevant teacher if circumstances warrant it.

5. 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:

- o Prevention and awareness raising measures across all aspects of bullying involving strategies to engage pupils in addressing problems when they arise. In particular, such strategies need to build empathy, respect and resilience in pupils
- o Provide pupils with opportunities to develop a positive sense of self-worth
- o Communication to children in child appropriate language that Seesaw will only be used to communicate their work/activities/school news home to parents. In addition, only school related work/activities that the teacher has requested for their parents/guardians to post on Seesaw will be communicated from the children's parents on this platform.
- o Age appropriate prevention and awareness raising measures where necessary focusing on cyber-bullying by educating pupils on appropriate online behaviour, how to stay safe while online noting that children in our school building, do not have unsupervised access to the internet given their age profile of the Infant School nor are they permitted to have mobile phones in their possession on the school grounds
- o Teachers can influence attitudes to bullying behaviour in a positive manner
- o There are a number of curriculum components and programmes which are particularly relevant to the prevention of bullying and the promotion of respect for diversity and inclusiveness. The SPHE curriculum makes specific provision for exploring bullying as well as the inter-related areas of belonging and integrating, communication, conflict, friendship, personal safety and relationships. The Stay Safe & RSE programmes at primary level are personal safety skills programmes which seek to enhance children's self-protection skills including their ability to recognise and cope with bullying. The Religious Education programme emphasises respect for self and others. Programmes such as *Welcome to Wellbeing* (Fiona Forman) and elements from similar programmes (e.g. *Incredible Years*) coupled with feedback from the school's Wellbeing Committee (First Class pupils) will further enhance the building of resilience, self-awareness, coping strategies, empathy etc to help create a school culture and climate that is free of bullying. Following NEPS consultation September 2021, personnel trained in "Fun Friends" Our school anthem promotes anti-bullying through the slogan: "**Kind Hands, Kind Feet, Kind Words, Kind Hearts; We belong, We're connected, We feel safe, We're protected**". These aspects will be constantly explored in creative ways throughout the three years in the Infant School. This exploration is extended into many other areas such as Art, Drama and Physical Education. Co-operation and group enterprise is promoted through team sports, Aistear, discovery based collaborative learning etc.
- o The *Welcome to Wellbeing* programme is delivered in the school.

6. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are outlined below.

The primary aim in investigating and dealing with bullying is to resolve any issues and restore, as far as practicable, the relationships of the parties involved (rather than to apportion blame). With this in mind, the school's procedures are as follows:

- In investigating and dealing with bullying, the teacher(s) will exercise his/her/their professional judgement to determine whether bullying has occurred, what type if it has and how best the situation might be resolved.
- All reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher(s). In that way, pupils will gain confidence in 'telling'. This confidence factor is of vital importance. It should be made clear to all pupils that when they report incidents of bullying, they are not considered to be telling tales but are behaving responsibly.
- Non-teaching staff such as secretaries, special needs assistants (SNAs), caretakers, cleaners must be encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.
- Parents and pupils are required to cooperate 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.
- It is very important that all involved (including each set of pupils and parents) understand the above approach from the outset.
- Teachers should take a calm, unemotional problem-solving approach when dealing with incidents of alleged bullying behaviour reported by pupils, staff or parents.
- Initial investigations of bullying will be done in class where possible, but some incidents might be best investigated outside the classroom situation to ensure the privacy of all involved.
- All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way.
- When analysing incidents of bullying behaviour, the relevant teacher(s) should seek answers to questions of what, where, when, who and why. This should be done in a

calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner.

- If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. 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.
- Each member of a group should be supported through the possible pressures that they may face from the other members of the group after an interview by the teacher.
- Where the relevant teacher(s) has/have determined that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the school's anti-bullying policy and efforts should be made to try to get him/her to see the situation from the perspective of the pupil being bullied.
- It may also be appropriate or helpful to ask those involved to write down their account of the incident(s).
- In cases where it has been determined by the relevant teacher(s) that bullying behaviour has occurred, the parents of the parties involved should be contacted at an early stage to inform them of the matter and explain the actions being taken. The school should give parents an opportunity to discuss ways in which they can reinforce or support the actions being taken by the school and referrals to outside agencies should be agreed on where necessary.
- It must be made clear to all involved (each set of pupils and parents) that in any situation where disciplinary sanctions are required that this is a private matter between the pupil being disciplined, his or her parents and the school.
- Follow up meetings with the relevant parties involved may be arranged separately with a view to bringing them together at a later date if the pupil who has been bullied is ready and agreeable.
- An additional follow up meeting with the parents of the children involved may take place after an appropriate time to ensure the matter has been resolved satisfactorily.
- Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parents must be referred, as appropriate, to the school's complaints procedure.

- In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parents of their rights to make a complaint to the Ombudsman for Children.

### Recording

It is imperative that bullying incidents are recorded in an objective and factual manner. Noting and reporting of bullying behaviour is to be documented using the *template for recording bullying behaviour* (Appendix A). All records must be maintained in accordance with relevant data protection legislation. The school's procedures for noting and reporting bullying behaviour will adhere to the following:

- i. While all reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher(s), the relevant teacher(s) will use his/her/their professional judgement in relation to the records to be kept of these reports, the actions taken and any discussions with those involved regarding the same.
- ii. If it is established by the relevant teacher(s) that bullying has occurred, the relevant teacher(s) must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
- iii. The relevant teacher(s) must use the recording template at (Appendix A) to record the bullying behaviour and inform the Principal.

7. The school's programme of support for working with pupils affected by bullying involves a whole school approach. Given the complexity of bullying behaviour, no one intervention/support programme works in all situations. Therefore, various approaches and intervention strategies may be used including suggesting that parents seek referrals to appropriate outside agencies in order to receive further support for the pupils and their families if needed.

### 8. 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.

### 9. 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.

10. This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department of Education and Skills and the patron if requested.

12. This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department of Education and Skills.

This policy was reviewed with no amendment on 15/10/2024

Chairperson Signature:



15th October 2024

Principal signature:



15th October 2024

## Appendix A

### Our Lady of Victories Infant School Template for Recording Bullying Behaviour

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

Name \_\_\_\_\_ Class level \_\_\_\_\_ Room \_\_\_\_\_

#### 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))\*

Yard	<input type="checkbox"/>
Classroom	<input type="checkbox"/>
Corridor	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
Hall	<input type="checkbox"/>

Other \_\_\_\_\_

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

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

Physical Aggression	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Malicious Gossip	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Other (specify)	<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**

**9. Details of actions taken**

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

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

**\* Note:** The categories listed in the tables 3, 4 & 6 are suggested and schools may add to or amend these to suit their own circumstances.