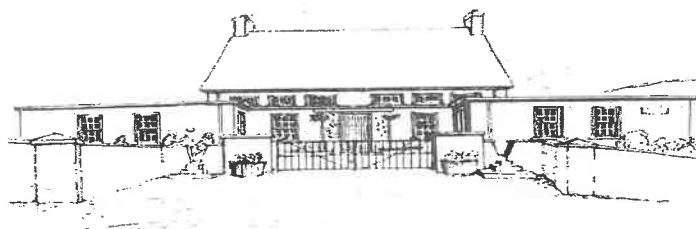


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## **Bí Cineálta Policy to Prevent and Address Bullying Behaviour**

The Board of Management of Gurraneasig National School 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.

### **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 caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the *Bí Cineálta* procedures.

Each school is required to develop and implement a *Bí Cineálta* policy that sets out how the school community prevents and addresses bullying behaviour. Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour.

## 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:	14/03/2025	Half Day Closure Questionnaire
Students	27/03/2025	Questionnaire
Parents	21/03/2025	Questionnaire PA- next meeting
Board of Management	06/05/2025	Discussion at BOM meeting Ratification of Policy
Wider school community as appropriate, for example, bus drivers	Facilitators Hot School Lunches Visiting Teachers	
Date policy was approved:		
Date policy was last reviewed:		

## Section B:

### Preventing Bullying Behaviour

<p>This section sets out the prevention strategies that will be used by the school. These include strategies specifically aimed at preventing online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment as appropriate (see Chapter 5 of the Bí Cineálta procedures):</p>
<ul style="list-style-type: none"><li>• Model respectful behaviour to all members of the school community at all times.</li><li>• Explicitly teach pupils what respectful language and respectful behaviour looks like, acts like, sounds like and feels like in class and around the school.</li><li>• Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages.</li><li>• Catch them being good -notice and acknowledge desired respectful behaviour by providing positive attention.</li></ul>

- Consistently tackle the use of discriminatory and derogatory language in the school – this includes homophobic and racist language and language that is belittling of pupils with a disability or SEN. Give constructive feedback to pupils when respectful behaviour and respectful language are absent..
- Positively encourage pupils to comply with the school rules on mobile phone and internet use. Follow up and follow through with pupils who ignore the rules.
- Actively involve parents and/or the Parents' Association in awareness raising campaigns around social media.
- Actively promote the right of every member of the school community to be safe and secure in school. Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.
- All staff can actively watch out for signs of bullying behaviour. Ensure there is adequate playground/school yard/outdoor supervision.
- School staff can get pupils to help them to identify bullying "hot spots" and "hot times" for bullying in the school.
  - Hot spots tend to be in the playground/school yard/outdoor areas, changing rooms, corridors and other areas of unstructured supervision.
  - Hot times again tend to be times where there is less structured supervision such as when pupils are in the playground/school yard or moving classrooms.
- Support the establishment and work of student council
- Support links with outside agencies and experts e.g. An Garda Síochána, Ger Brick
- Establish space for the students/bystanders to share e.g. Circle Time/Reflective Journaling/Sharing
- Ensure that the SPHE/Stay Safe Curriculum is implemented appropriately
- Implement Friendship initiatives and reinforce positive relationships eg Friendship Fridays
- Highlight staff awareness of Anti-Bullying strategies through CPD/Staff Summer Courses & Staff Meetings

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):

- Code of Behaviour
- 2-3 Adults on yard
- AUP
- Health and Safety Policy
- Classroom Rules
- Wet Day Yard Supervision
- Child Protection Policy
- Playground Rules
- Supervision of outside facilitators

## Section C: Addressing Bullying Behaviour

***All teachers are responsible for addressing bullying behaviour.***

When bullying behaviour occurs, the school will:

- ensure that the student experiencing bullying behaviour is heard and reassured
- seek to ensure the privacy of those involved
- conduct all conversations with sensitivity
- consider the age and ability of those involved
- listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation<sup>1</sup>
- take action in a timely manner
- inform parents of those involved

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 (see Chapter 6 of the Bí Cineálta procedures):

- When identifying if bullying behaviour has occurred consider the following:  
**what, where, when and why?**
- Each student should be **engaged with individually at first.**
- **Thereafter**, all students involved should be **met as a group.**
- At the group meeting, **each student should be asked for their account** of what happened.
- **Ensure** that **everyone** in the group **is clear about each other's views.**
- **Each student should be supported**, as appropriate, following the group meeting.
- It may also be helpful to ask the **students involved to write down their account** of the incident.
- **Appendix 1: Investigating Behaviour Report Form should be utilised.**
- Consider the following **three questions**:
  - Is the **behaviour targeted** at a specific student or group or group of students?
  - Is the behaviour intended to cause **physical, social or emotional harm**?
  - Is the behaviour **repeated**?
- If the answer to **each of the questions above is YES**, then the behaviour **is bullying behaviour**. If the answer to **any** of these questions is **NO**, then the behaviour is **not bullying behaviour**.
- **One off incidents may** be considered bullying. A single hurtful message posted on **social media** can be **considered bullying** behaviour as it has a high likelihood of being **shared multiple times** and thus becomes a **repeated behaviour**.
- Incidents can occur where behaviour is unacceptable and hurtful but the behaviour is not bullying behaviour, can be addressed within the school's Code of Behaviour
- 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 required to support the students involved in accordance with their Bí Cineálta policy.

- **Where bullying behaviour has occurred:**

- **The parents of the students involved must be contacted at an early stage** to inform them of the matter and to consult with them on the actions to be taken to address the behaviour
- **Listen to the views of the student** who is experiencing the bullying behaviour **as to how best to address the situation**
- **Records should be kept** of the engagement with all involved
- **Document the form and type of bullying behaviour**, if known (see Section 2.5 and 2.7 of the Bí Cineálta procedures), **where** and **when** it took place and the date of the initial **engagement with the students** involved **and** their **parents**. (Use **Appendix 2**)
- Include the **views of the students and their parents** regarding the actions to be taken to address the bullying behaviour

- **Follow up** where bullying behaviour has occurred

- The teacher must engage with the students involved and their parents again **no more than 20 school days after the initial engagement**
- Consider as part of this engagement are the nature of the bullying behaviour, the **effectiveness of the strategies used** to address the bullying behaviour and the relationship between the students involved
- The teacher should **document the review** with students and their parents to **determine if the bullying behaviour has ceased** and the **views of students and their parents** in relation to this
- **The date** that it has been determined that the bullying behaviour has **ceased** should also be recorded
- Any **engagement with external services/supports** should be noted
- **Ongoing supervision and support** may be needed for the students involved even where bullying behaviour has ceased
- **If the bullying behaviour has not ceased** the teacher should review the strategies used in consultation with the students involved and their parents. A **timeframe should be agreed for further engagement** until the bullying behaviour has ceased
- If it becomes clear that the student who is displaying the bullying behaviour is **continuing to display the behaviour**, then the school's consideration should be given to using the strategies to deal with inappropriate behaviour as provided for within the school's **Code of Behaviour**. **If disciplinary sanctions are considered, this is a matter between the relevant student, their parents and the school**
- if a **parent(s) is not satisfied** with how the bullying behaviour has been addressed by the school, in accordance with the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools; they should be referred to the **school's complaints procedures**

- if a parent is **dissatisfied with how a complaint has been handled**, they may make a complaint to the **Ombudsman for Children** if they believe that the school's actions have had a negative effect on the student

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

- Communicate with Parents
- Meeting with students in a supportive way
- 'Check in'
- SPHE - appropriate class level discussions
- Code of Behaviour
- Bí Cineálta initiatives/days
- Take action in a timely manner
- Staff awareness/communication
- No blame/Open approach - understanding, supportive of all students
- Increased targeted supervision when appropriate
- Journaling- written check in strategies
- Buddy systems
- Inter Class Activities
- Whole School Collaborations

All bullying behaviour will be recorded. 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. This update will include the number of incidents of bullying behaviour that have been reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year. Where incidents of bullying behaviour have occurred, the principal will also provide a verbal update which will include where relevant, information relating to trends and patterns identified, strategies used to address the bullying behaviour and any wider strategies to prevent and address bullying behaviour where relevant. This update does not contain personal or identifying information. See Chapter 7 of the Bí Cineálta procedures.

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.

Signed: Mary O'Driscoll Date: 06.05.25  
(Chairperson of Board of Management)

Signed: Maive Tighe Date: 06-05-25  
(Principal)

## Appendix 1

### Investigating Behaviour Reporting Form: Informal Stage

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Name (s) of person reporting **alleged bullying** concern:

(May be anonymous)

Relationship to person being bullied, **allegedly** \_\_\_\_\_

Location of Alleged Incident \_\_\_\_\_

Class \_\_\_\_\_ Class Teacher \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Type of **alleged** bullying behaviour being reported (Tick as appropriate)

Physical	<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Social	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
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Is this type of bullying identity based:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, please tick the appropriate box:

Disabist/SEN	<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Homophobic	<input type="checkbox"/>	Racist	<input type="checkbox"/>
Physical Appearance	<input type="checkbox"/>	Religious Identity	<input type="checkbox"/>	Sexist	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Brief description of the **alleged** bullying behaviour and its impact:

Impacted Students Viewpoint



<b>Action Check List:</b>			
Who will be the relevant teacher? _____			
Has the principal been informed yet? (Please tick as appropriate)			
Yes		No	
Is a parental meeting/contact required?			
Yes		No	
Is there a group meeting of students involved required?			
Yes		No	
<b>List of Actions taken:</b>			
<b>RE: Meeting involving children</b>			
When? _____ Where? _____			
With whom present? _____			
Record <b>viewpoints of Relevant Students:</b>			
*If appropriate get each student to write their own viewpoint and attach to this form			

Has the principal been informed yet? (Please tick as appropriate)

Yes		No	
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Yes		No	
-----	--	----	--

Yes		No	
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**List of Actions taken:**

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When? \_\_\_\_\_ Where? \_\_\_\_\_

With whom present? \_\_\_\_\_

Record **viewpoints** of Relevant Students:

\*If appropriate get each student to write their own viewpoint and attach to this form

**RE: Meeting with Parents of Alleged Bully**

When? \_\_\_\_\_ Where? \_\_\_\_\_

With whom present? \_\_\_\_\_

Record **Viewpoint of Parent(s)**

**RE: Meeting with Parents of Impacted Student**

When? \_\_\_\_\_ Where? \_\_\_\_\_

With whom present? \_\_\_\_\_

Record **Viewpoint of Parent(s)**

**Does this require an APPENDIX 2 form to be completed?**

Yes		No	
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If not please specify the reasons why:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 2 - Record of Bullying Behaviour

### 1. Name of Student being bullied and Class Group

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

### 2. Name(s) and class(es) of student(s) engaged in bullying behaviour

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

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

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

### 3. Source of bullying concern/report

Student concerned		Teacher		Parent		Other Student		Other	
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### 4. Location of incidents

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

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

Physical		Emotional		Social		Other	
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### 7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Disabist/SEN		Gender Identity		Homophobic		Racist	
Physical Appearance		Religious Identity		Sexist		Other(specify)	

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

### 9.Details of actions taken (Affix Template 1 for actions thus far)

#### \*List Strategies Implemented

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

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

**10. Agreed Date to Follow up with Parents** \_\_\_\_\_ **\*no more than 20 days from todays date**

**11. Follow up Meeting No.1:**

**Date of Meeting:** \_\_\_\_\_

**Viewpoint of Impacted Student:**

**Viewpoint of Parents:**

**12. Has Bullying Behaviour Ceased:**

Yes		No	
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**13. Follow up Meeting No.2**

**Date of Meeting:**

**Viewpoint of Student engaging in Bullying Behaviour**

**Viewpoint of Parents**

**14. Has Bullying Behaviour Ceased:**

Yes		No	
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**If No: Repeat Steps 10 - 13 as appropriate. Record information on additional sheets**

## Appendix E (From Bí Cineálta Procedures)

### Review of the Bí Cineálta Policy

The Board of Management (the Board) must undertake an annual (calendar) review of the school's Bí Cineálta policy and its implementation in consultation with the school community. As part of the review, this document must be completed.

- 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?

Insert 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 & 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	
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- 7.** Does the Bí Cineálta policy document the strategies that the school uses to prevent bullying behaviour?

Yes		No	
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- 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	
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**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	
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**13.** How have (a) parents, (b) students and (c) school staff been consulted with as part of the review of the Bí Cineálta Policy?

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**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:

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

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

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**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	
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**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	
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Signed: \_\_\_\_\_  
(Chairperson of board of management)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

Date of next review:

## **Appendix F (From Bí Cineálta Procedures)**

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

The Board of Management of Gurraneasig 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 \_\_\_\_\_.

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: \_\_\_\_\_