



Presentation Primary School
Greenside South, Carrick-on-Suir, Co. Tipperary



Bí Cineálta Policy

(to prevent and address bullying behaviour)

The Board of Management of Presentation Primary 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.

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.

School Staff: 11/02/25 - Staff Training: staff provided with the opportunity to discuss the new Bi Cinealta action plan and stemming from this discussion, staff were informed of the important points in dealing with an incidence or report of bullying – flip charts with the relevant information displayed as well as resources and record form. Staff given time to

discuss and relay feedback. Sharing of draft policy with staff to discuss / consult and make any amendments following their review. Staff review completed in January 2026.

Students: In March 2025 - Students were given a questionnaire to seek their input in developing an Anti-Bullying policy in Child Friendly Format – their wording, examples and suggestions were all taken into account when drafting this Policy. A student's council meeting was held on the 9th May to discuss the Bí Cinealtas policy with the students. Feedback sought in March 2026 for annual review.

Parents: In March 2025 - Feedback sought from parents prior to drafting the policy. Parents and children consulted in formation of a Child Friendly Anti Bullying policy. Policy created with this information and sent out to parents/children to review together with information on same in terms of how to contact the school if needed. Attention drawn to our policy and Child Friendly policy, resources and initiatives in the school during Anti- Bullying week - yearly event. Feedback sought in March 2026 for annual review.

Board of Management: 02/04/2025 - Review and discussion of policy leading to consultation and ratification.

Date policy was approved: 02/04/2025

Date policy was last reviewed: 23/03/2026

Section B: Preventing Bullying Behaviour (See Chapter 5 of Bí Cineálta Procedures)

School-wide approach:

- Implementing our Bí Cinealta Policy.
- The promotion of, and the celebration of the value of diversity to address issues of prejudice and stereotyping e.g. International Day.
- The fostering and enhancing of the self-esteem of all our pupils through both curricular and extracurricular activities. Pupils will be provided with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Have a system of encouragement and rewards to promote desired behaviour and compliance with school rules and routines. Observe children being good - notice and acknowledge respectful behaviour by providing positive feedback.
- The school's Bí Cineálta policy is discussed with pupils. Parent(s)/guardian(s) are given access to a copy via the school website together with the Code of Good Behaviour as part of pupil enrolment. The Code of Good Behaviour together with the Bí Cineálta policy is revised with all classes at the beginning of each year.
- Supervision and monitoring of classrooms, corridors, school grounds, school tours and extra- curricular activities. Non-teaching and ancillary staff will be encouraged to be vigilant and report issues to relevant teachers. Supervision will also apply to monitoring student use of communication technology within the school.
- Encourage a culture of telling, with particular emphasis on the importance of bystanders. 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.
- Ensuring that pupils know who to tell and how to tell, e.g. Report to teacher at an appropriate time, for example after class or get a parent(s)/guardian(s) or friend to tell

on your behalf. Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place. Ensuring the full implementation of the SPHE, RSE, Stay Safe and The walk Tall programmes through the school.

- If parents suspect that their child is being bullied they are asked to contact the school as soon as possible to arrange a meeting.
- An Acceptable Use Policy has been developed in the school including the necessary steps to ensure that the access to technology within the school is strictly monitored. Pupils are not allowed to use mobile phones in school.
- Parental education regarding keeping their children safe online
- Visual anti-bullying displays and Bí Cineálta child friendly policy document available.
- HSCL links and supports the whole school community.
- Ensuring all class activities promote inclusion.
- Strategies for promoting a positive school environment are promoted.
- We have an anti-bullying/friendship school motto which we recite together at every school assembly.

Implementation of curricula:

- Teaching of lessons on Cyber Bullying using the Web Wise programme.
- Staff Attendance at Professional Development sessions to assist with the delivery of these programmes.
- Resources are available for supporting the S.P.H.E. programme.
- The Community Garda will be invited to the school to cover issues around personal safety and cyber-bullying.
- The school will specifically consider the additional needs of SEN pupils with regard to programme implementation and the development of skills and strategies to enable all pupils to respond appropriately.

Supervision and monitoring policies in place to prevent and address bullying behaviour:

The Board of Management confirms that appropriate supervision and monitoring policies and procedures are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible eg. identification of 'danger spots'. Playgrounds and areas of unstructured activity (toilets, corridors, stairs,) P.E. times, library times, dismissal times etc. are often places and times where bullying may occur. Staff will exercise extra caution and careful monitoring at these times. In relation to Acceptable Use Policy all internet sessions are supervised by a teacher. The school's Broadband Programme has blocked all social networking sites through NCTE filtering for schools.

Section C: Addressing Bullying Behaviour (See Chapter 6 and Appendix C of *Bí Cineálta Procedures*)

The teacher(s) with responsibility for addressing bullying behaviour is (are) as follows:

- The class teacher will oversee recording of bullying reports for students in their class – this includes using the procedure guidelines to investigate reports of bullying and recording bullying behaviour on the correct form.
- The class teacher will follow up after twenty days to investigate if bullying has ceased.

- Mr. Robinson will inform the Board of Management of incidents of Bullying.

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
- 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:

- Interviews/written records first (be mindful of bullying criteria - targeted, repeated and harmful).
- Interview those involved and bystanders
- Talk to teachers, coach/adults involved and supervising teacher
- Written record of everything - factual
- Follow school policy and Code of Good Behaviour
- Seek any additional information from previous class teacher and/or consult with the HSCL
- Consult with parents
- Mindful of languages (EAL) and how to support

The approaches taken to address the bullying behaviour:

Reporting bullying behaviour:

- Any pupil or parent(s)/guardian(s) may bring a bullying incident to any teacher in the school.
- All reports, including anonymous reports of bullying, will be investigated and dealt with by the relevant teacher.
- Teaching and non-teaching staff such as secretaries, SNAs, caretakers, cleaners must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.
- The relevant teacher must inform the Principal/Deputy of all incidents being investigated.
- Serious instances of bullying behaviour should, in accordance with Child Protection Procedures be referred to the Child and Family Agency.

Investigating and dealing with incidents: Style of approach:

- In investigating and dealing with bullying, the (relevant) teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;
- Parent(s)/guardian(s) and pupils 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;
- Teachers should take a calm, unemotional problem-solving approach.

- Where possible incidents should be 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 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 may face them from the other members of the group after the interview by the teacher;
- 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 that bullying behaviour has occurred, the parent(s)/guardian(s) of the parties involved should be contacted at an early stage to inform them of the matter and explain the actions being taken (by reference to the school policy). The school should give parent(s)/guardian(s) an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports provided to the pupils;
- Where the relevant teacher has 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 must also be made clear to all involved (each set of pupils and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school.
- The relevant teacher will complete a checklist when investigating an allegation of bullying.

Follow up and recording:

- 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: - Whether the bullying behaviour has ceased; - Whether any issues between the parties have been resolved as far as is practicable; - Whether the relationships between the parties have been restored as far as is practicable; - Any feedback received from the parties involved, their parent(s)/guardian(s) or the school Principal or Deputy Principal
- 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.
- Where a parent(s)/guardian(s) is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent(s)/guardian(s) must be referred,

as appropriate, to the school's complaints procedures.

- In the event that a parent(s)/guardian(s) has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parent(s)/guardian(s) of their right to make a complaint to the Ombudsman for Children.
- In the event that the bullying has not ceased within the 20 days, the teacher should review the strategies used in the consultations with students and parents, and agree on a new timeframe. The school should consider using strategies to deal with inappropriate behaviour as provided for within the schools Code of Behaviour.

Recording of bullying behaviour

- It is imperative that all recording of bullying incidents must be done in an objective and factual manner. The school's procedures for noting and reporting bullying behaviour are as follows: Informal- pre-determination that bullying has occurred
- All staff must keep a written record of any incidents witnessed by them or notified to them. All incidents must be reported to the relevant teacher.
- While all reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher, the relevant teacher must keep a written record of the reports, the actions taken and any discussions with those involved regarding same
- The relevant teacher must inform the principal of all incidents being investigated.

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*.

Recording template

- While investigating alleged bullying incidents and determining whether bullying has occurred, the class teacher will keep his/her own records.
- The **formal template** will only be completed if/when it has been determined that bullying has occurred and a copy will be given to the principal (and the Deputy Principal in his absence).
- When the recording template is used, it must be retained by the relevant teacher in question and a copy maintained by the principal. Records will be kept by the principal in the relevant file in the office which will be securely stored. Records will be maintained until the pupils involved have reached 20 years of age.

Approaches to support those who experience, witness and display bullying behaviour:

- Practice activities to increase self esteem.
- Friendship building and relationship restoration activities,
- Consultations with all involved.
- Check-ins with all parties involved.
- Pupils should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.
- If pupils require counselling or further support the school will endeavour to liaise with the appropriate agencies to organise same. This may be for the pupil affected by

