

# *Anti Bullying Policy*

*This policy has been ratified by the Board of Management of Scoil Mhuire Fatima.*

*Signed:* \_\_\_\_\_

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

### ***Introductory Statement:***

This policy replaces the original anti bullying policy, devised in 2001. It has been revised in conjunction with the school's code of discipline. The policy has been formulated after consultations with staff and a representative group of parents.

### ***Rationale:***

The policy has been drawn up in accordance with the Edmund Rice Schools' Charter, giving particular attention to the fourth key element which states that we play our part in making our school a safe and respectful place where we all work and learn together without hassle. The dignity of each person is respected and celebrated.

## ***Anti Bullying Mission Statement:***

Everyone at Scoil Mhuire Fatima is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form.

It is our belief that “Bullying is participation in any intentional behaviour that causes physical, emotional or social damage through the abuse of power”. This can be done either through physical size, social status, intelligence, or other factors that make the bully powerful.

### ***Our School Defines Bullying As Follows:***

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, teasing or leaving someone out on purpose.

### ***Examples of bullying include:***

- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Stealing or damaging another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone’s race or making fun of someone for being short, heavy, thin, wearing glasses, etc.
- Touching, showing, or making reference to private body parts.
- Spreading rumours about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

### ***Staff at our school will do the following things to prevent bullying and help children feel safe at school:***

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.

- Respond quickly and sensitively to bullying reports using the following coaching model (the Four A-Response Process):
  1. Affirm the child's feelings.
  2. Ask questions.
  3. Assess the child's safety.
  4. Act.
- \* Take seriously students and parents' concerns about bullying.
- \* Look into all reported bullying incidents.
- \* Inform the parents/guardians of the victim of the bullying incident.
- \* Inform the parents/guardians of the alleged bully of the incident.
- \* Incidents of bullying are recorded on an Incident Record Form
- \* Assign appropriate consequences for bullying based on the school discipline code.  
Serious incidents of bullying may involve suspension.
- \* Provide immediate consequences for retaliation against students who report bullying.

***Students at our school will do the following things to prevent bullying:***

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Bystanders have a responsibility to assist victims in a variety of ways, including but not limited to the following:
  - Refuse to watch, laugh, or join in when someone is being bullied.
  - Try to include everyone in play, especially those who are often left out.
  - Report bullying to an adult.
  - Remove victim from bullying situation by inviting him/her to join a different activity with you.
  - Distract bully by inviting him/her to join you in a positive way.

***Parents at our school will do the following to prevent or address bullying:***

Parents will become integral members of the process in order to ensure a bully-free environment. When your child reports bullying, utilize the following coaching model (Four A-Response):

***1. Affirm the child's feelings.***

Ideas:

- “You were right to report/get help from an adult”.
- “I’m glad you asked for help with this”.

***2. Ask questions.***

Ideas:

- “Tell me more about what happened”.
- “Has this happened before”.
- “Did anyone try to help you”.
- “Are you telling me this to get someone in trouble or to keep someone safe”?

***3. Assess the child's safety.***

\* Determine what the child needs to feel safe now.

***4. Act.***

- \* Be sure to contact school personnel to report the situation.
- \* Tell the child what will happen next.

***Scoil Mhuire Fatima***  
***Report Form For Bullying Incident***

***Incident witnessed by/reported to:***

\_\_\_\_\_

***Date of Incident:*** \_\_\_\_\_ ***Time of Incident:*** \_\_\_\_\_

***Brief description of incident with names of those involved if known:***

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

***Action Taken:***

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

***Date of Feedback to Parent/Guardian:*** \_\_\_\_\_

***Any Comment:***

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

***Signature of Teacher:*** \_\_\_\_\_

# *Reporting Procedure*

## *Incident*

*Is it bullying?                      No                      Yes*

### *What level of Bullying?*

#### *Minor*

Interview pupil who was bullied.  
Interview pupil who bullied.  
Follow-up talk with either/ both pupils.  
Re-assess after? Days/weeks.  
Document in informal notes only.

#### *Moderate*

Interview pupil who was Bullied.  
Interview pupil who bullied.  
Fill in Incident Report Form (IRF)  
Principal gets IRF.  
Parents of bullied pupil and pupil who bullied get phone call.  
No meeting with parents required.  
Follow-up talk with either/ both pupils.  
Re-assess after two weeks.

#### *Severe*

Interview pupil who was bullied.  
Interview pupil who bullied.  
Fill in Incident Report Form (IRF)  
Principal gets IRF.  
Parents of bullied pupil and pupil who bullied requested to attend meeting.  
Follow-up talk with either/ both pupils.  
Re-assess after one week.

