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Appendix A

School Bí Cineálta Policy to Prevent and Address Bullying Behaviour

Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of Kilgariffe 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	May 2026	Staff questionnaire
Students	June 2026	Student questionnaire
Parents	June 2026	Parent questionnaire
Board of Management	June 2026	BOM Meeting 08 th of June 2026
Wider school community as appropriate, for example, bus drivers	June 2026	Discussion with Principal
Date policy was approved:		
Date policy was last reviewed:		

Section B: Preventing Bullying Behaviour

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):

- Promoting a sense of belonging and inclusion through school events such as our whole school drama production, celebration of International Day, Sports Day, school trips, whole school assembly celebrating achievements etc.
- Providing all pupils with opportunities to achieve success in curricular and extracurricular activities, to develop an awareness of their strengths and a positive sense of self-worth e.g. sporting opportunities, drama productions, STEM activities, art competitions etc.
- Promote, encourage and recognize kindness and inclusion in the classroom and yard both verbally and through rewards
- Use of Circle time to develop class community
- Use of classroom contracts devised with the children outlining appropriate social behaviour
- Regular staff discussions about pupils' wellbeing
- Open and regular communication between staff and parents

- A collaborative approach among staff team
- Teachers and SNAs engaged in supervision of classrooms, playground and on school trips being watchful for bullying behaviour. Supervision will also apply to monitoring student use of communication technology within the school.
- Providing opportunities for pupils to assume responsibilities within the school community, taking on classroom jobs and supporting younger pupils e.g. buddy reading.
- Develop and encourage a 'telling' environment in relation to bullying
- Supporting an active participation of parents in school life; though utilizing their talents (eg: face painting, baking, raffle prizes in the school play, school garden workshops, garden and yard maintenance etc)
- Promoting or hosting online safety events for parents

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):

- 2 staff members are on duty at each break time as well as SNAs presence on the school yard at break time
- Regular communication about any issues that arise; eg informal conversations with staff, Croke park, staff meetings
- Non-visible areas of the yard are out of bounds
- School gate is closed

Section C: Addressing Bullying Behaviour

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

Susan Hanbidge, Clodagh Nicholson, Elaine Buttimer, Sheila Hoare

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, the approaches taken to address the bullying behaviour and to review progress are as follows (see Chapter 6 of the Bí Cineálta procedures):

1. Determine if bullying behavior has occurred.

- Find out what happened, where, when, why
- Meet with students individually, with 2 staff members present
- Meet with the students involved as a group. Each student is asked for their account of what happened. Write their answers down and read back.
- All students are supported
- Decision made based on the answer to the 3 core bullying questions

2. Approaches taken to address bullying behavior (in school)

- Follow school's Bí Cineálta policy
- Case by case basis
- Speak to the students involved sensitively
- Identify support needed for student/s experiencing bullying, student/s displaying bullying behavior and those who witness it.
- Listen to and involve the student/s being bullied in deciding what actions will be taken
- Support and reassure the student
- Contact parents of all involved and inform them about the situation without using the word bullying where possible
- Implement strategies individually and as a whole class in a timely manner
- Record and date
- Review after 20 days
- Check in and report back to pupils and parents
- Record and date

PLEASE NOTE:

A school is not expected to deal with bullying behavior that occurs when students are not under the care or responsibility of the school. However, where this bullying behavior has an impact in school, schools are required to support the students involved. Where the bullying behavior continues in school, schools should deal with it in accordance with this Bí Cineálta policy

3. Requests to take no action

a) Student Reports Bullying:

Show empathy towards the student

Speak with the student sensitively and discuss supports and how might address the matter

Decide with the student how to inform parents

It is important that the student who has experienced bullying behavior feels safe

b) Parents Report Bullying:

Parents request school takes no action

Parents should put this request in writing to the school or be facilitated to do so where there are literacy, digital literacy or language barriers.

Inform parents that, while acknowledging their request, circumstances may deem it appropriate for the school to address the bullying behaviour

4. Review progress:

- Engage in a review with students and parents within 20 days of initial discussion
 - Nature of bullying behavior
 - Effectiveness of strategies
 - Relationship between the students
- If it has ceased still monitor and support the students involved
- If the bullying behavior has not ceased review strategies with students and parents and agree to meet again within an agreed timeframe
- If no change within the timeframe refer to school's Code of Behaviour. Disciplinary sanctions may be considered by the school

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):

- Continue with the preventative practice strategies as outlined above
- Check in with the children involved
- Create social groups with SET teacher targeting particular issues supporting more positive behaviours
- Use social stories
- Build the self-esteem of children involved – giving each child a moment to shine
- Use a whole school, whole class, whole class approach to address bullying
- Use a variety of approaches and intervention strategies to suit each individual situation
- SET/ class teacher facilitates the children to participate in activities designed to develop their friendship and social skills
- Teachers facilitate opportunities to support those involved to restore good relationships and take responsibility for their actions
- Use circle work with pupils to discuss behaviours, hear other points of view and build empathy
- Teachers explore and develop restorative practice skills
- School assemblies

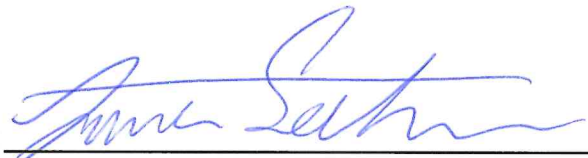
All bullying behaviour will be recorded. This will include the type of behaviour, where and when it took place, and the date of the engagement with students and parents. The actions and supports agreed to address bullying behaviour will be documented. If the bullying behaviour is a child protection concern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

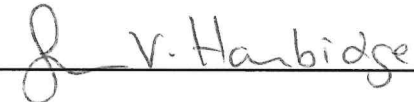
Section D: Oversight

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:  Date: 08/06/26
(Chairperson of board of management)

Signed:  Date: 08/06/26
(Principal)