



CLONGOWES
CLONGOWES WOOD COLLEGE SJ

BÍ CINEÁLTA POLICY TO PREVENT AND ADDRESS BULLYING BEHAVIOUR

The Board of Management of Clongowes Wood College 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.

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.

1. 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	March 2025	Draft policy shared and feedback sought.
Students	April 2025	Draft policy shared and feedback sought.
Parents	Aprill 2025	Draft policy shared and feedback sought.
Board of Management	May 2025	Draft policy shared and feedback sought.
Wider school community	April 2025	Draft policy shared and feedback sought.
Date policy was approved	14th May 2025	
Date policy was last reviewed	14th May 2025	

2. PREVENTING BULLYING BEHAVIOUR

The prevention strategies used by the school specifically include: preventing online bullying behaviour; homophobic and transphobic bullying behaviour; racist bullying behaviour; sexist bullying behaviour; and sexual harassment (see Chapter 5 of the Bí Cineálta procedures).

The Board of Management recognises the serious nature of bullying and the negative impact that it can have on the lives of students. The school is, therefore, fully committed to certain key principles of best practice to prevent and address bullying behaviour and:

- acknowledges the right of each member of the school community to enjoy school in a secure environment. We acknowledge the uniqueness of each individual and his/her worth as a human being.
- recognises the need to work in partnership with and keep parents informed of procedures to improve relationships on a school-wide basis. We recognise the role of parents in

equipping the student with a range of life skills, and the role of other community agencies in preventing and addressing bullying.

- promotes positive habits of self-respect, self-discipline and responsibility among all our members. We prohibit vulgar, offensive, sectarian or other aggressive behaviour or language by any of our members.
- has a clear commitment to promoting equity in general and gender equity in particular in all aspects of our functioning.
- has the capacity to change in response to students' needs.
- identifies aspects of curriculum through which positive and lasting influences can be exerted towards forming students' attitudes and values.
- takes particular care of "at risk" students and uses our monitoring systems to facilitate early intervention where necessary. We respond to the needs, fears or anxieties of individual members in a sensitive manner.
- promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities. We promote qualities of social responsibility, tolerance and understanding among all our members both in school and out of school.

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour

Responsibilities of staff

Staff members share a collegiate responsibility, under the direction of the Headmaster, to act in preventing and addressing bullying/aggressive behaviour by any member of our school community, and to empower students to deal with conflict in constructive ways. It is the responsibility of all school staff to have read and understood the school's anti-bullying policy, and to implement prevention and intervention strategies which build and maintain a safe living and learning environment for the whole College community.

All teachers have a particular responsibility to be vigilant against bullying behaviour inside and outside the classroom. All prefects have a particular responsibility to be vigilant against bullying behaviour in the boarding domain.

In-school support and opportunities will be provided for the students affected by bullying to participate in activities designed to raise their self-esteem, to develop friendships and social skills and build resilience. These supports are available through the Academic Year Head, Prefect and Ethos teams, the House system, College Counsellors, and the Nursing team.

Responsibilities of students

Our students share a responsibility to never bully others or to stand by and allow bullying to occur, and to show consideration, respect and support towards others. If any student is being bullied or sees someone else being bullied, he has a responsibility to be proactive and report it. All students are encouraged to develop a sense of empathy for members of the College community who might be targeted, and take safe and sensible action as a bystander.

Responsibilities of parents

Our parents also have a shared responsibility to support the College in the implementation of this policy, and to speak with their son's Prefect/Line Prefect or Assistant/Academic Year Head if they believe that their son, or any other student, is being bullied or suspect that this is happening. Parents should notify the College if they think that their son is displaying bullying behaviour and work with the College to address this matter. They should not defer informing the College of any issue in the hope that a problem might go away. On no account should a parent approach another student, or the parents of another student at the College, to intervene in a potential bullying or behavioural issue.

3. ADDRESSING BULLYING BEHAVIOUR

When bullying behaviour occurs, the school will ensure that the student experiencing bullying behaviour is heard and reassured, and seek to ensure the privacy of those involved. The views of the student who is experiencing the bullying behaviour will be listened to as to how best to address the situation. Action will be taken in a timely manner, and all conversations conducted with sensitivity. The age and the ability of those involved will be considered. Parents of those involved will be informed.

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, and are referred to in Chapter 6 of the Bí Cineálta procedures:

Students who have reported a bullying incident will be asked to complete a written report of the incident(s). Teachers and prefects dealing with reported incidents of bullying will make every effort to support and reassure the student making the complaint. Parents will be informed of the incident(s) where bullying is confirmed as soon as reasonably possible.

The relevant staff for investigating and addressing bullying is (are) as follows:

- teachers will report bullying behaviour to the Academic Year Head and provide written documentation of the incident. The Academic Year Head will investigate the incident and, where the issue cannot be easily resolved, report to the Director of Studies.
- prefects will report bullying behaviour to the Line Prefect and provide written documentation of the incident. The Line Prefect will investigate the incident and, where the issue cannot be easily resolved, report to the Head of Boarding
- the Director of Studies and/or Head of Boarding will report the incident to the Senior Management Team.
- the Headmaster will report the bullying incident to the Board of Management at its next meeting and confirm that it has been, or is being, addressed in accordance with the College's Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools.

The primary aim in addressing reports of bullying behaviour is to stop the bullying behaviour and to restore, as far as is practicable, the relationships of the parties involved.

Identifying if bullying behaviour has occurred

When identifying if bullying behaviour has occurred the teacher or prefect should consider the following: what, where, when and why? If a group of students is involved, each student should be engaged 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 to 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.

Incidents can occur where behaviour is unacceptable and hurtful but the behaviour is not bullying behaviour. Strategies that deal with inappropriate behaviour are provided for within the school's Code of Behaviour.

Where bullying behaviour has occurred

Members of staff should know what to do when bullying behaviour is reported to them or when they witness bullying behaviour. This Bí Cineálta policy to prevent and address bullying behaviour and the student- friendly policy explains what actions will be taken when bullying behaviour is reported.

The 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, we are required to support the students involved. Where the bullying behaviour continues in school, we will should deal with it in accordance with this Bí Cineálta policy.

Where the student displaying the bullying behaviour is not a student in the school, but the student who is experiencing the bullying behaviour is a student in the school, we will support the student who is experiencing the bullying behaviour as appropriate and engage with them and their parents to determine what steps can be taken.

It is important for members of staff to be fair and consistent in their approach to address bullying behaviour. Both the student who is experiencing bullying behaviour and the student who is displaying bullying behaviour need support. It is important that the student who is experiencing bullying behaviour is engaged without delay so that they feel listened to, supported and reassured. Members of staff should identify the support needed for the student who is displaying bullying behaviour to better manage relational difficulties and ensure that their needs are met.

A student's agency or sense of power can be decreased when they experience or witness bullying behaviour. When a student tells an adult that they feel that they are experiencing bullying behaviour they may feel that they are taking back some control over what is happening to them. It is very important that a student's agency is not decreased further by adults deciding

what will happen next without listening to the student and involving them in deciding on the actions that will be taken.

Given the complexity of bullying behaviour it is generally acknowledged that no one approach works in all situations. Approaches such as restorative practice and mediation will only be used to address bullying behaviour when the teachers and prefects involved have been trained in how to engage in these methods and the students involved have agreed to their use.

Requests to take no action

A student reporting bullying behaviour may ask that a member of staff does nothing about the behaviour other than “look out” for them. The student may not want to be identified as having told someone about the bullying behaviour. They may feel that telling someone might make things more difficult for them. Where this occurs, it is important that the member of staff shows empathy to the student, deals with the matter sensitively and speaks with the student to work out together what steps can be taken to address the matter and how their parents will be informed of the situation. It is important that the student who has experienced bullying behaviour feels safe.

Parents may also make the school aware of bullying behaviour that has occurred and specifically request that we take 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. However, while acknowledging the parent’s request, the school may decide that, based on the circumstances, it is appropriate to address the bullying behaviour.

Determining if bullying behaviour has ceased

The teacher or prefect must engage with the students and parents involved no more than 20 school days after the initial discussion to review progress following the initial intervention. Important factors to consider as part of the review 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.

Even though the bullying behaviour may have ceased, ongoing supervision and support may be required for both the student who has experienced the bullying behaviour as well as the student who has displayed the behaviour. It can take time for relationships to settle and for support to take effect. In some cases, relationships may never be restored to how they were before the bullying behaviour occurred.

If the bullying behaviour has not ceased, the teacher or prefect should review the strategies used in consultation with the students and parents and agree to meet again over an agreed timeframe until the bullying behaviour has ceased.

Where it becomes clear that the student who is displaying the bullying behaviour is continuing to display the behaviour, then the school will consider using the strategies to deal with inappropriate behaviour as provided for within the school’s Code of Behaviour.

Recording bullying behaviour

All incidents of bullying behaviour will be recorded. The record should document the form and type of bullying behaviour, if known, where and when it took place and the date of the initial engagement with the students and their parents.

The record should include the views of the students and their parents regarding the actions to be taken to address the bullying behaviour. It 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. It is important to document the date of each of these engagements and the date that it has been determined that the bullying behaviour has ceased. Any engagement with external services/supports should also be noted.

These records will be retained in accordance with the school's record keeping policy and in line with data protection regulations. Where a Student Support File exists for a student, a copy of the record should be placed on the student's support file. This will assist the school to support the wellbeing of the students involved. Where a Student Support Plan exists, the plan should be updated to incorporate response strategies and associated supports.

Complaint process

If parents are not satisfied with how bullying behaviour has been addressed by the school, in accordance with Bí Cineálta procedures, they should be referred to the school's complaints procedure. Additional Information relating to schools' complaint procedures are available at the following link: <https://www.gov.ie/en/policy-information/parental-complaints>. In the event that a student and/or parent is dissatisfied with how a complaint has been handled, a student and/or parent 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 Office of the Ombudsman for Children can be contacted at ococomplaint@oco.ie.

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):

External supports are available to help prevent and address bullying behaviour. These include the following: National Educational Psychological Service (NEPS); Oide; Webwise; National Parents Council; Dublin City University (DCU) Anti-Bullying Centre; and Tusla.

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.

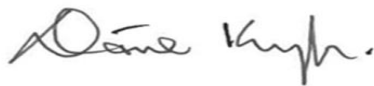
4. OVERSIGHT

The Headmaster 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 Headmaster 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 will not contain personal or identifying information.

See Chapter 7 of the Bí Cineálta procedures for further details.

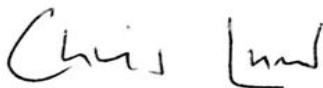
This policy is available to our school community on the school's website and in hard copy on request. A student friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

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.



Mr Dáire Keogh
Chairperson of Board of Management

14 May 2025



Mr Chris Lumb
Headmaster/Secretary to the Board of Management

14 May 2025

APPENDIX A - Template for Recording Bullying Behaviour.

1. Name of student being bullied and class group

Name _____ Year _____

2. Name(s) and year (s) of student(s) engaged in bullying behaviour

3. Source of bullying concerned

Student concerned		Prefect	
Other Student		Parent	
Teacher		Other	

4. Location of incidents

Classroom		Dormitories	
Corridor		Playing areas	
Toilets		Other	

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

5. Form of Bullying Behaviour (tick relevant box(es)) *

Direct Bullying Behaviour		Indirect Bullying Behaviour	
Physical bullying behaviour		Exclusion	
Verbal bullying behaviour		Relational	
Written bullying behaviour			
Extortion			
Online bullying behaviour			

7. Type of bullying behaviour

Disablist bullying behaviour		Physical appearance bullying	
Exceptionally able bullying		Racist bullying	
Gender identity bullying		Poverty bullying	
Homophobic/Transphobic (LGBTQ+) bullying		Religious identity bullying	
Sexist bullying		Sexual harassment	
Other bullying			

8. Brief Description of bullying behaviour and its impact

9. Identifying if bullying behaviour has occurred.

Is the behaviour targeted at a specific student or group of students?	
Is there an imbalance of power?	
Is the behaviour intended to cause physical, social or emotional harm?	
Is the behaviour repeated?	

If the answer is **yes** to all four then the behaviour is bullying behaviour and the behaviour should be addressed using the Bí Cineálta Procedures. Non bullying behaviour may be dealt with under the Code of Behaviour if appropriate.

10. Where bullying behaviour has occurred

Actions	Yes/No	Date
Have parents been informed?		
Have the views of the student experiencing the bullying been listened to as to how best address the situation?		
Has a record of the engagement with all involved been kept?		
Does the record include the views of the students and their parents regarding actions to be taken to address the bullying behaviour?		

11. Follow up where bullying behaviour has occurred.

Actions	Yes/No	Date
Has the teacher/prefect engaged with students involved and their parents again no more than 20 school days after the initial engagement?		
Has the bullying behaviour ceased?		

Add any views of students and their parents expressed as part of the final engagement.

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Signed _____ (Relevant Member of staff)

Date _____

APPENDIX B - STUDENT-FRIENDLY VERSION OF THE BÍ CINEÁLTA



CLONGOWES
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Bí Cineálta!

We want everyone at our school to feel safe and happy.

If you think that you are being bullied or someone else is being bullied, you need to tell a teacher or another adult that you trust. They will know what to do to help.

If a student tells a staff member that they think they are being bullied, we will:

- talk with the student
- ask the student what they want to happen
- work out a plan together
- talk to their parents
- talk to the other student(s) involved
- talk with the other student's parents

Bullying behaviour is when someone keeps being mean or hurtful to others, on purpose, over and over again
When it happens a lot. Not just once.

A.M.D.G

Please tell someone if you think that you are being bullied or someone else is being bullied.

Clongowes has a Bí Cineálta policy to try to stop bullying behaviour.

We look at this policy every year to see what is working well or what could work better

We will ask you what you think.

Tell someone!

Get Help!

