



## **Anti-Bullying Policy**

*Revised February 2022*

## **Mission Statement**

We, in Greenhills Community College, are committed to providing a comprehensive integrated education that will enable each individual to fulfil his potential in a positive, caring, respectful, learning environment where skills and attitudes for life-long learning are developed. We will promote equality, innovation and partnership in the delivery of our services.

## **Aims and Objectives**

- To foster the growth of the students of the College morally, spiritually, socially, academically, emotionally and physically regardless of their social background, education achievements or intellectual ability.
- To educate students from all beliefs and cultural backgrounds.
- To provide a comprehensive curriculum to assist each student to make the most of their talents, skills and abilities.
- To operate the College as a partnership between the staff, students, parents and the wider community in accordance with the Education Act 1998 and the Education Welfare Act 2000.
- We aim to establish an inclusive work environment free from discrimination in accordance with the Equal Status Act 2000.

## **Background**

Greenhills Community College, an all-boys second-level school, was opened in 1970 to serve the developing area of Southwest Dublin. The college seeks to stimulate and foster the physical, intellectual, moral, emotional and spiritual growth of the students. Parents who choose Greenhills Community College as a second-level school for their children do so in the knowledge that the college will value each student for his own personal gifts. Today the college is up-to-date and is well equipped to meet the challenge of preparing our young people for a successful future. The college is multi-denominational and welcomes students from all religious and cultural backgrounds.

**Board of Management:**

- Three nominees of Dublin & Dun Laoghaire Education & Training Board
- Two parent representatives
- Two teacher representatives
- Three Community representatives
- The College Principal acts as Secretary to the Board

**Current Management Structure:**

- Principal: Ms. Noirin Lannon
- Deputy Principal: Ms. Geraldine Leahy
- Assistant Principals:
  - Ms. Regina Beirne
  - Ms. Margaret Brosnan
  - Ms. Mary McMahon
  - Ms. Paula Needham
  - Mr. Ciaran Stone
  - Mr Tadhg Farrelly

*'The role of the school is to provide an appropriate education for all its pupils. A stable, secure learning environment is an essential requirement to achieve this goal. Bullying behaviour, by its very nature, undermines and dilutes the quality of education. Research shows that bullying can have short and long-term effects on the physical and mental well-being of pupils, on engagement with school, on self-confidence and on the ability to pursue ambitions and interests.'*

[\(Anti-Bullying Procedures for Primary and Post-Primary Schools, 2013, p.3\)](#)

## **Introduction**

Greenhills Community College Anti-Bullying Policy is created within the frame of reference of the Code of Behaviour. We regard bullying as a serious infringement of individual rights and a serious threat to the self-esteem and self-confidence of students affected. Therefore, we do not tolerate (zero tolerance) bullying of any kind. Every report of bullying will be treated seriously and investigated thoroughly, having due regard for the wellbeing of the students involved. Members of staff at Greenhills Community College accept a collective responsibility to educate to prevent bullying, aggression and/or harassment by any member of the school community. The school recognises the role of the entire school community in identifying and reporting bullying behaviour and acknowledges its own role in taking appropriate action when bullying behaviour becomes apparent.

The immediate priorities should incidents of bullying occur are:

- (1) to take all necessary action to ensure the welfare of all students is met
- (2) to end the bullying / to resolve the issues
- (3) to restore the relationships involved insofar as is practicable

Student participation in school life is encouraged through all existing school structures. An important aspect of this positive school culture is to be aware of how to recognise bullying and to report it immediately (see Appendix I and III).

## **Scope**

This policy will apply to the following:

- School time (including break times)
- Going to and from school (all methods of transport, including walking)
- School tours/ trips
- Extra-curricular activities
- Online behaviour which impacts on school life

## **Department of Education & Skills Legal Requirements**

In accordance with the requirements of the Education (Welfare) Act 2000 and the Code of Behaviour guidelines issued by the NEWB, the Board of Management of Greenhills Community College has adopted the following Anti-Bullying policy within the framework of the school's overall Code of Behaviour. This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- A positive whole school culture and climate which is welcoming of difference and diversity and is based on inclusivity; encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and promotes respectful relationships across the school community (see Appendix III).
- Effective leadership.
- A whole school approach (Anti-Bullying Awareness).
- A shared understanding of what bullying is and its impact.
- Implementation of education and prevention strategies (including awareness raising measures) that build empathy, respect and resilience in students; and explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying (see Appendix III).
- In as much as is feasibly possible given the practical and financial constraints faced by the School, effective supervision and monitoring of students.
- Supports for staff.
- Consistent recording, investigation and follow-up of bullying behaviour (including use of established intervention strategies).
- On-going evaluation of the effectiveness of the Anti-Bullying policy.

[\(Anti-Bullying Procedures for Primary and Post-Primary Schools, 2013, p.5\)](#)

## **Definition**

Greenhills Community College endorses the definition of bullying published by the Department of Education and Skills and in the [Anti-Bullying Procedures for Primary and Post-Primary Schools \(2013, p. 8\)](#):

*Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.*

The following types of bullying behaviour are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying
- Cyber-bullying
- Sexting
- Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs

While isolated or once-off incidents of intimidation, aggression or intentional negative behaviour do not fall within the definition of 'bullying', Greenhills Community College reserves the right to decide whether to

- regard them as precursors of bullying behaviour and to apply this policy in order to prevent further escalation or to
- deal with them in accordance with the Greenhills Community College Code of Behaviour and Greenhills Community College's Disciplinary Procedures.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum, where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour (zero tolerance).

## **Principles and Considerations**

1. Every case of bullying is unique and complex.
2. Greenhills Community College reserves the right, at all times, to protect all the students and staff in its care from bullying behaviour.

3. Parents/guardians should inform the school immediately of incidents which they suspect to be bullying or which have come to their attention indirectly through their children or other parents/guardians.

In investigating and dealing with bullying, the Year Head/Deputy Principal/Principal will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved. For parents/guardians of both victims of bullying and those suspected of bullying such issues can be extremely distressing, so it is important to emphasise that:

- The Year Head/Deputy Principal/Principal/Parents/Guardians take a calm, unemotional problem-solving approach
- All evidence will be examined to determine the truest possible picture of what has happened
- Students accused of bullying will be given an opportunity to give their voice in the matter

### **Examples of Bullying Behaviour**

The following are examples of behaviour which might be considered an act of bullying, but it is not an exclusive list:

- Physical contact/abuse
- Threatening abuse
- Humiliation
- Harassment (including repeated demands for money)
- Intimidation (including aggressive body language and gestures)
- Verbal abuse (including name calling)
- Spreading of rumours
- Obscene or aggressive language
- Deliberate exclusion or isolation
- Victimisation
- Offensive jokes
- Sexting
- Inappropriate comments related to, but not exclusive to, gender, beliefs, disability, sexual orientation, race and creed

- Intrusion through interference with personal property or belongings
- Unauthorised photography, audio and/or video recording

The above behaviour can be evident directly in person-to-person contact or indirectly through technology and electronic media (e.g. telephone, mobile phone, internet, social media).

Additional information on different types of bullying is set out in Section 2 of the [Anti-Bullying Procedures for Primary and Post-Primary Schools](#).

### **Procedures for Reporting**

It is of the utmost importance that students report immediately if they are being bullied in Greenhills Community College or if they know of another student who is being bullied.

- Students are assured that all incidents of bullying will be dealt immediately with confidentiality, within the Child Protection Guidelines.
- Students may report bullying to any staff member of the school, teaching and non-teaching with whom they feel comfortable, by direct approach at an appropriate time or by getting a friend/parent/guardian to tell on their behalf. Any reports should be cc'd to the Year Head, Deputy Principal or Principal.
- Non-teaching staff should report immediately to the Year Head, Deputy Principal or Principal any incidents of bullying behaviour observed by them or mentioned to them.

A clear principle towards the overall effectiveness of this policy is to make it clear to all students that when they report incidents of bullying, they are not telling tales, but are behaving responsibly. They must also know who they can tell and how they can tell.

#### Who to tell?

- Any staff member
- Class Tutor
- Another student
- Parent/Guardian
- Guidance Counsellor
- Member of the Student Council

#### How to tell?

- Make a direct approach to a staff member at any time



- Hand up a note with homework
- Get a parent/guardian or friend to tell on their behalf
- Make a phone call to the school

### **Procedures for Investigating and Dealing with Allegations of Bullying in Greenhills Community College**

The procedures for investigation, follow-up and recording of bullying behaviour (see Appendix I) and the established intervention strategies used by the School for dealing with cases of bullying behaviour are as follows:

- All reports of bullying should be made primarily to the Year Head/Deputy Principal/Principal, but may also be made to any teacher, any member of staff, or a member of the student council (in the [Code of Behaviour Policy](#)).
- The Year Head/Deputy Principal/Principal will investigate the initial report.
- Those allegedly involved will be interviewed and may be asked for a written account of the alleged incident. All evidence will be requested from all possible sources.
- The victim of the alleged bullying will be interviewed and assured that he is entitled to a school environment free of any bullying and will be encouraged to report any further incidents if they should occur. This may be by direct student-teacher communication or through a parent/guardian. This may also involve keeping a 'diary' or written record of further incidents.
- A restorative approach will be used when investigating incidents. The emphasis will be on seeking a change in behaviour.
- However, the agreed sanction system will apply where a student has been found to have used bullying behaviour (see Appendix IV). All sanctions will be in line with the [Code of Behaviour](#).
- A record will be kept of the proceedings.

#### **If it is judged that bullying has occurred:**

- The Year Head, Deputy Principal and/or Principal will inform the Care Team at the next weekly meeting.
- Where bullying behaviour is determined, the perpetrator(s) will be informed that their behaviour is a serious breach of the [Code of Behaviour](#).

- The parents/guardians of the bully will be informed and/or invited to an interview in the school.
- The parents/guardians of the victim will also be informed and, where it is deemed necessary by the Care Team, may be offered further help from the school.
- Following investigation and consideration, sanctions will be imposed in line with the School's discipline procedures (see Ladder of Referral in [Greenhills Community College Code of Behaviour](#)).
- Counselling and/or restorative practice as deemed appropriate by the Care Team may be offered to both the bully and the victim, as deemed necessary.

**Where persistent or serious bullying occurs:**

- Parents/guardians may be invited to an interview with the Year Head, Deputy Principal or Principal. In such cases parents/guardians will be reminded of the content of this policy.
- Reference may be made to the section under 'Anti-Bullying Statement' in the Code of Behaviour.
- Serious misdemeanours and repeated offences will be referred to the Principal and to the Board of Management.

**Referral of serious cases to the HSE**

- In relation to bullying in schools, Children First National Guidance for the Protection and Welfare of Children 2011 (Children First) and the Child Protection Procedures for Primary and Post-Primary Schools provide that in situations where the incident is serious and where the behaviour is regarded as potentially abusive, the school must consult the HSE Children and Family Social Services with a view to drawing up an appropriate response, such as a management plan.
- Serious instances of bullying behaviour should, in accordance with the Children First and the Child Protection Procedures for Primary and Post-Primary Schools, be referred to the HSE Children and Family Services and/or Gardaí as appropriate.
- The Child Protection Procedures for Primary and Post-Primary Schools also provide that where school personnel have concerns about a student but are not sure whether

to report the matter to the HSE, the Designated Liaison Person must seek advice from the HSE Children and Family Social Services.

### **Counselling and Ongoing Support**

The programme of support for students (perpetrator/victim) affected by bullying in Greenhills Community College is as follows:

- A programme of support for students who have been bullied will be put in place, in line with the recommendations from the Care Team.
- A programme of ongoing support for those students involved in bullying behaviour may also be part of the School's intervention process. Students who engage in bullying behaviour may need counselling to help them learn other ways of meeting their needs without violating the rights of others, or they may need activities to help them develop maturely or increase feelings of self-worth. Refer to Guidance Counsellor or outside agencies if appropriate.
- Students who observe incidents of bullying behaviour will also receive ongoing support if required.

### **Procedures for Recording and Reporting Bullying Behaviour**

All records of bullying behaviour shall be maintained in accordance with data protection legislation and the Anti-Bullying Procedures for Primary and Post-Primary Schools (2013).

- All reports, including anonymous reports, of bullying must be investigated and dealt with by the Year Head/Deputy Principal/Principal. All evidence will be recorded.
- If it is established that bullying has occurred, the Year Head/Deputy Principal/Principal shall keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
- The Year Head/Deputy Principal/Principal will use the Recording Template in Appendix I to record the bullying behaviour in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred ([Anti-Bullying procedures for Primary and Post-Primary Schools, 2013, p.17](#)).

- The Principal or Deputy Principal can report any instances of bullying that have been reported as well as the interventions and/or sanctions to the School of the Board of Management (the students involved shall not be identified).
- The implementation and effectiveness of the Anti-Bullying Policy shall also be frequently included as an agenda item for staff meetings to ensure that concerns about the policy, or the welfare of individual students, can be shared effectively and addressed.

### **Bullying of Staff**

Complaints of bullying or harassment of staff will be dealt with according to the Code of Practice and Code of Behaviour agreed between the JMB, ASTI, TUI and Impact and in accordance with current law.

### **Supervision and Monitoring of Students**

Every effort will be exhausted to ensure the supervision of every student interaction is maintained in every area of the School. However, subject to the resources provided by the Department of Education & Skills, the Board of Management endeavours to ensure that appropriate supervision and monitoring policies and practices are in place both to prevent and deal with bullying behaviour and to facilitate early intervention where possible.

### **Prevention of Harassment**

The Board of Management confirms that Greenhills Community College will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of students or staff or the harassment of students or staff on any of the nine grounds specified:

- gender including transgender- LGBTIQ+
- civil status
- family status
- sexual orientation
- religion- beliefs
- age
- disability
- race

- membership of the Traveller community

**Adoption and Distribution of this policy**

This policy was adopted by the Board of Management on the date below and made available to school personnel, published on the school website and is readily accessible to parents/guardians and students on request.

**Review**

The effectiveness of this Anti-Bullying Policy shall be the subject of continuous review in the light of incidents of bullying behaviour encountered. The Board of Management shall make provision for periodic examination of the prevention and intervention strategies in place and will undertake an annual review of this policy and its implementation in accordance with the terms of the Anti-Bullying Procedures for Primary and Post-Primary Schools. Greenhills Community College staff, the Parents' Association Committee and the Student Council will be involved in this process. A record of the review and its outcome will be made available.

**Approved by the Board of Management following a consultation process with the Student Council, PTA Committee and Teaching Staff: March 2022**

**The next review:** Academic Year 2022/2023

## Appendix I

### Template for recording 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

3. Source of bullying concern/report (tick relevant box(es))		4. Location of incidents (tick relevant box(es))	
Student concerned	<input type="checkbox"/>	Yard	<input type="checkbox"/>
Other Student	<input type="checkbox"/>	Classroom	<input type="checkbox"/>
Parent	<input type="checkbox"/>	Corridor	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
SNA	<input type="checkbox"/>	School Trip	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

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

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

Physical Aggression	<input type="checkbox"/>	Cyber-bullying	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Name Calling	<input type="checkbox"/>	Malicious Gossip	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Other	<input type="checkbox"/>

4. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of Traveller community	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Brief Description of bullying behaviour and its impact

9. Details of actions taken

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

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

## Appendix II

### Examples of how Greenhills Community College promotes a positive school culture and climate

Teachers and staff are committed to creating and maintaining an atmosphere in Greenhills Community College in which bullying is not tolerated.

- All parents/guardians are sent a copy of the school [Code of Behaviour](#) to be signed as accepted by all students and parents/guardians.
- Each year group is introduced to the Guidance Service.
- There is a very strong expectation of students not just to report matters affecting them, but also that they must report unpleasantness or unhappiness which they have witnessed. Given that bullying behaviour tends to develop where bystanders say nothing, students will often be reminded that it is the onlooker who is most responsible for ending the bullying.
- The Tutor and Year Head will get to know every student throughout their time in the school and frequently emphasise the importance of letting them know if there is a problem – for them or for others in the class.
- The Care Team is made aware of any possible bullying in Greenhills Community College.

## Appendix III

### **Education and prevention strategies to combat bullying based on Section 6.5 of the Anti-Bullying Procedures for Primary and Post-Primary Schools (2013, p.25).**

1. Greenhills Community College makes it clear to all members of the school community that bullying of any kind is unacceptable, irrespective of whether it is a student, a staff member or any other person that is the subject of such behaviour.
2. When investigating and dealing with bullying the principle focus is on resolving differences and restoring, as far as is practicable, the relationships of the parties involved, rather than apportioning blame.
3. The focus of the School's prevention strategy is to build empathy, respect and resilience in students.
4. Students are provided with opportunities to understand the causes and effects of bullying, the issue of identity-based bullying and in particular homophobic and trans-phobic bullying.
  - Greenhills Community College is committed to welcoming diversity and addresses these issues effectively in the interests of all members of the school community.
  - Prevention and awareness raising measures also deal explicitly with cyber-bullying through educating students about appropriate online behaviour, how to stay safe while online and also through developing a culture of reporting any concerns about or incidents of bullying to a member of the teaching staff.
  - In all its communications with students and their parents/guardians, commencing with the induction of the students in the School, Greenhills Community College makes every effort to highlight the importance of students reporting incidents of or concerns about bullying to a member of the teaching staff on the clear understanding that these matters are being reported in confidence.
  - Greenhills Community College has adopted a whole school approach (involving management, staff, parents/guardians, students, and members of the wider community with a connection to the School) to prevent and combat bullying. Greenhills Community College is committed to engaging with parents/guardians through involving them in the development of policies and practices to combat bullying to ensure that they understand the way the Greenhills Community College deals with bullying, and to provide them with reliable information on how they may contribute towards combating bullying. Greenhills Community College takes particular account of the needs of students with disabilities or with SEN. This involves supporting inclusion, focusing on developing social skills, paying particular attention to student induction and cultivating a school culture that respects everyone and values helping one another.



## Appendix IV

Student to Student	Staff to Student	Student to Staff
<ol style="list-style-type: none"> <li>1. Student reporting bullying and student(s) alleged to be bullying will be interviewed separately by the Year Head, Deputy Principal or Principal.</li> <li>2. Witnesses may also be interviewed.</li> <li>3. Students may be asked for a written account.</li> <li>4. Sanctions will apply where a student has been found to have used a bullying behaviour.</li> <li>5. A record will be kept of the proceedings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student must report incident to Principal or Deputy Principal. Parents/guardians may report on their behalf. Students will be interviewed by two staff members [Principal or Deputy Principal and another]</li> <li>2. Witnesses may be interviewed.</li> <li>3. Student may be asked for a written account.</li> <li>4. Staff member concerned will be interviewed by principal and another teacher.</li> <li>5. Staff member may be asked for a written account of incident.</li> <li>6. Sanctions will apply where a staff member has been found to have used a bullying behaviour.</li> <li>7. A record will be kept.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff member keeps records.</li> <li>2. Staff member reports incident(s) to Year Head, Deputy Principal or Principal.</li> <li>3. Student will be interviewed by Year Head, Deputy Principal or Principal.</li> <li>4. Sanctions will apply where a student has been found to have used a bullying behaviour (see <a href="#">Code of Behaviour</a>).</li> <li>5. A record will be kept of the proceedings.</li> </ol>