Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

ddletb

Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Danu Community Special School
Anti-Bullying Policy

1. 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 Danu Community Special School (CSS) 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.

2. 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:
   - Positive school culture and climate which:
     a) is welcoming of difference and diversity and is based on inclusivity;
     b) encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment (and staff vigilance due to level of cognitive ability and difficulties with communication); and
     c) promotes respectful relationships across the school community.
   - Effective leadership
   - A whole-school approach
   - A shared understanding of what bullying is and its impact on those involved
   - Implementation of education and prevention strategies (including awareness raising measures) that-
     a) build empathy, respect and resilience in students; and
     b) explicitly address the issues of cyber-bullying and identity-based bullying including, homophobic and transphobic bullying.
   - Effective supervision and monitoring of students
   - Supports for staff
   - Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
   - On-going evaluation of the effectiveness of the Anti-Bullying Policy.

3. In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools (2013)* bullying is defined as follows:

   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.

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

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, and
- 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.

Isolated or once-off incidents of intentional negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's Code of Behaviour. Additional information on different types of bullying is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools (2013)*.

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

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's Code of Behaviour.

The students in this school have special educational needs therefore detail on the types of bullying has not been included in this policy. Additional information on different types of bullying is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools (2013)*.

4. **The relevant teacher(s) for investigating and dealing with bullying are as follows:**
   - All class teachers: incidents occurring in class will be investigated and dealt with by the class teacher, incidents occurring between classes will be investigated and dealt with by both teachers; teacher on Yard duty will report/discuss any concerns to the class teacher; teachers must report incidents of bullying to the Principal.
   - Principal or Deputy Principal

5. The education and prevention strategies (including strategies specifically aimed at cyber-bullying, homophobic and transphobic bullying) that will be used by the school are as follows:

A Whole School Approach

- A whole school approach to the fostering **and cultivating of a good positive school culture** which has respect for all members of the school community.
- Positive Behaviour Support approach implemented throughout the school as outlined in the Code of Behaviour.

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

- School Rules: throughout the school students are taught and encouraged to adhere to school rules. These help our students interact positively with others and to develop positive relationships both within and outside the school.
- The promotion of the value of diversity to address issues of prejudice and stereo typing, highlight the unacceptability of bullying behaviour.
- The fostering and enhancing of the self-esteem of all our students through curricular activities. Students will be provided with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Whole staff professional development provided yearly on bullying to ensure that all staff develop an awareness of what bullying is, how it impacts on students' lives, and identify the preventative and intervention strategies needed.
- The use of mobile phones by students is prohibited. If a student is found with a mobile phone it is confiscated. Parents will be contacted, and the phone is returned to the parents.
- Continual and ongoing supervision and monitoring of students.
- Support from parents in preventing bullying

Implementation of Curriculum

- The full implementation of the SPHE curriculum for students with Moderate or Severe and Profound General Learning Disabilities to ensure that students are given opportunities to develop self-awareness and awareness of others and developing social skills and by helping one another. Explore bullying and related areas of belonging and integration, communication, conflict, friendship, personal safety and relationships.
- Teaching the Stay Safe Programme (once a week) and Relationship and Sexuality Education (RSE) to explore and recognise bullying and cope with bullying.
- Priority is given to the teaching of Language and Communication in order to give all students a tool to identify and communicate their needs and feelings.
- Students only have access to the internet in school under supervision of staff member.
- Individual Education Plans (IEPs).
- Behaviour Support Plans (BSPs) are put in place for students who exhibit challenging behaviours.
- Continuous Professional Development for staff in delivering these programmes.

Links to other Policies

- Other existing school policies ensure that this school is a safe and secure learning environment for all students. These include Code of Behaviour, Child Protection, Intimate Care, Dignity at Work, Attendance and Acceptable Use Policy.

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

6. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows:

Reporting Bullying Behaviour

- Any student or parent(s)/guardian(s) may bring a bullying incident to any teacher in the school.
- Teaching and non-teaching staff such as secretaries, special needs assistants (SNAs), bus escorts, caretakers, cleaners must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.
- The member of teaching staff, normally the class teacher, referred to as the 'relevant teacher', has responsibility for investigating and dealing with bullying.

Investigating and Dealing with Bullying:

- The primary aim for the relevant teacher in investigating and dealing with bullying is to resolve any issues and to restore the relationships of the parties involved.
- When investigating and dealing with bullying, the relevant teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best to resolve the situation.
- All reports or observations of possible bullying by students, staff or parents, including anonymous reports of bullying, will be investigated and dealt with by the relevant teacher.
- Parent(s)/guardian(s), students and staff are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as much as possible the relationships of the students involved as quickly as possible.
- It is important that all involved parents and students understand the above approach form the outset.
- Teachers should take a calm, unemotional problem-solving approach when dealing with incidents of alleged bullying behaviour reported.
- Where possible incidents should be investigated outside the classroom situation to ensure the privacy of all involved. Incidents will be investigated through discussion with individual students involved and any parents or other students deemed to have information re incidents. Staff observation of student interactions will also be considered when investigating possible incidents of bullying.
- All interviews should be conducted with sensitivity and with due regard to the rights of all students concerned.
- 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.

4

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

In cases where it has been determined by the relevant teacher that bullying behaviour has occurred:

- The parent(s)/guardian(s) of the students involved should be contacted at an early stage to inform them of the matter and explain the actions being taken. The school should give parent(s)/guardian(s) an opportunity to discuss ways in which they can reinforce or support the actions being taken by the school and the supports for their students.
- It must also be made clear to the student who has bullied and their parents that he/she is in breach of the schools Anti-Bullying Policy/Code of Behaviour and efforts will be made to try to get him/her to see the situation from the perspective of the student being bullied. He/she will be reminded of the Code of Behaviour and if necessary suspended or expulsion will occur if bullying behaviour is such that:
    - ➤ The bullying is having a serious detrimental effect on the education of other students
    - ➤ The student's continued presence in the school constitutes a threat to safety.
- The student's continued presence (students and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the student being disciplined, his or her parent(s)/guardian(s) and the school.

Follow Up and Recording:

- A report of the bullying incident will be recorded (Appendix 1).
- Following a review of the bullying incidents the relevant teacher will put a plan into place to help prevent future incidents of such bullying in line with school policy of positive behaviour support. This plan will include, were relevant, the teaching of new skills including social skills, leisure skills, anger management skills, communication skills etc. Close observation and supervision of students involved in bullying will be ongoing.
- The class teacher will develop and put into place a plan to support a student or students affected by bullying. This plan will include activities to raise self-esteem, to develop their social skills and to build resilience. If necessary, students will be referred to the student's service provider team for support.
- The above plans will be reviewed regularly, and parents will be informed of any concerns. Parents will be encouraged to contact the school if they have any further concerns.
- In cases where the relevant teacher considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour has occurred, it must be recorded by the relevant teacher in the recording template for Recording Bullying Behaviour (See Appendix 3 p.43 of *Anti-Bullying Procedures for Primary and Post-Primary Schools (2013)*).

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

- In determining whether a case of bullying has been adequately and appropriately been addressed the relevant teacher must, as part of his/her professional judgement, take the following factors into account:
  - o Whether the bullying behaviour has ceased.
  - o Whether the issues between the parties have been resolved.
  - o Whether the relationship between the parties have been restored as far as practically possible
  - o Any feedback received from the parties involved, their parent(s)/guardian(s)s or the school Principal or Deputy Principal.
- If the relevant teacher considers that the plan is not effective, she/he will immediately report this to the Principal/Deputy Principal. The Principal will seek support from the student's service provider.
- 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.
- If 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.

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. This written record will be given directly 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.
- The relevant teacher must inform the Principal of all incidents being investigated. Written reports should be kept in a secure file in the school office.

Formal Stage 1-Determination that bullying has occurred:

- If it is established that bullying has occurred, the relevant teacher must keep appropriate written records which will assist his/her efforts to resolve the issues and restore the relationships of the parties involved.
- The school in consultation with the teacher should develop a protocol for the storage of all records retained by the school.

Formal Stage 2

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

- The relevant teacher must use the recording template for Recording Bullying Behaviour (See Appendix 3 p.43 of *Anti-Bullying Procedures for Primary and Post-Primary Schools (2013)* to record the bullying behaviour in the following circumstances:

    (a) 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.

    (b) where the school has decided as part of its Anti-Bulling Policy in certain circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable.

- The recording template above must be completed in full in each of these circumstances and it must be retained by the teacher and a provided to the Principal. These records will be kept in a confidential file in the school office and will be accessed only by the teacher and the school principal (or in her absence, the Deputy Principal). They will be retained for the duration the child attends the school.

- It should also be noted that the timeline for recording bullying behaviour in the Template does not preclude the relevant teacher from consulting the Principal or Deputy Principal at an earlier stage in relation to the case.

- It is important to note that bullying behaviour can be part of a continuum of behaviour and may escalate beyond that which can be described as bullying to serious assault or harassment. Linking with the school Code of Behaviour and where the school has serious concerns in relation to managing the behaviour of a student the advice of NEPS and relevant other service providers should be sought.

Established Intervention Strategies:

- Liaison with the student's psychologist to assess learning needs and interventions appropriate to the student's level of ability.
- Working with parent(s)/guardian(s)s to support school interventions
- No Blame Approach
- Circle Time
- Positive Behaviour Approaches
- Low arousal techniques

7. **The School's Programme of Support for Working with Students Affected by Bullying is as follows:**
    - All in-school supports, and opportunities will be provided for the students affected by bullying to participate in activities designed to raise their self-worth, self-esteem, to develop friendships, social skills, build resilience and protect them and keep them safe e.g. Low arousal environments

        SPHE curriculum

        IEPs

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

Group work such as circle time

- If students require counselling or further supports the school will endeavour to liaise with the appropriate agencies to organise this. It may be for the student affected by bullying or involved in the bullying behaviour.

8. Supervision and Monitoring of Students

The Board of Management confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

- The students are always supervised. In general students in the school would not have the cognitive ability to intentionally cause harm to others.
- In relation to Acceptable Use Policy in the school, all Internet sessions supervised by a teacher or SNA.
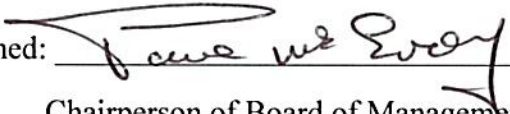
9. Prevention of Harassment

The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all steps that are reasonable to prevent the sexual harassment of students and staff or the harassment of students and staff on any of the nine grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

10. Ratification and Review

This policy was adopted by the Board of Management on ___24-11-21.___ .

11. This policy has been made available to school personnel, is readily accessible to Parents and Guardians on request and to be provided to the Parents Association once formed. A copy of this Policy will be made available, if requested, to the Patron DDLETB and the DES if requested.

12. This Policy and its implementation will be reviewed by the BOM once in every school year. Written notification that the review has been completed will be made available to school personnel, be readily accessible to Parents and Guardians and provided to Parents' Association. A record of the review and its outcome will be made available, if requested, to the Patron DDLETB and the DES.

Signed: _____   Signed: __24-11-21.__

Chairperson of Board of Management   Principal

Date: _Pat Doolan_

Date of Next Review: September 2022

8

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
Roll Number: 20548N
school@danucss.ie
Tel: 01 8270755

Appendix 1

Record of Bullying Behaviour

1. Name of pupil being bullied and class group

Name _____ Class _____

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour _____

3. Source of bullying concern/report (tick relevant box(es))*

Pupil concerned	
Other Pupil	
Parent	
Teacher	
Other	

4. Location of incidents (tick relevant box(es))*

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

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

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

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

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

Homophobic	Disability/SEN related	Racist	Membership of Traveller community	Other (specify)

8. Brief Description of bullying behaviour and its impact

9. Details of actions taken

Signed _____ (Relevant Teacher) Date _____

Date submitted to Principal/Deputy Principal _____
* **Note:** The categories listed in the tables 3, 4 & 6 are suggested and schools may add to or amend these to suit their own circumstances.