

Procedures for Investigating and Resolving Bullying

(For display with Charter in every classroom and in prominent areas of the school)

1. INITIAL REPORTING (Stage 1)

Action taken by	Procedure	Support and/or sanction <i>may</i> include
<p>Subject teacher, tutor, or any teacher who becomes aware of incident(s)</p> <p>Member of the Pastoral Care & Wellbeing Team may be involved</p> <p>If the teacher feels that she/he can resolve the situation</p>	<p>Challenge the behaviour as being unacceptable.</p> <p>Speak to pupils and try to resolve the issue using the Restorative Approach</p> <p>School follows up.</p>	<p>Serious talk with pupil(s) re effects of their behaviour</p> <p>Verbal warning. Pupil/s involved warned to stop.</p> <p>Seek verbal agreement re future behaviour.</p> <p>Outline a fair outcome <i>if appropriate</i>: E.g. an apology, return of property etc.</p> <p>Support for those involved.</p>

2. Subsequent report /disclosure (Stage Two)

Action taken by	Procedure	Support and/or sanction <i>may</i> include
<p>Any teacher, Tutor, Assistant Principal, Year Head</p> <p>Member of the Pastoral Care & Wellbeing Team may be involved</p> <p>Anti-Bullying Advisory Team may be involved.</p>	<p>Incident investigated by the Year Head using Restorative Approach</p> <p>Deputy Principal/Principal informed</p> <p>Both sets of parents informed by the Year Head</p> <p>Teacher/Year Head keeps written records.</p> <p>Year Head follows up.</p>	<p>Serious talk with the pupil re: behaviour and future behaviour</p> <p>Sign written agreement re future behaviour</p> <p>Parents/Guardians sign written agreement re future behaviour</p> <p>Speak with school counsellor</p> <p>Detention /other agreed sanction from school's Code of Positive Behaviour</p> <p>Monitor future behaviour</p> <p>Support for those involved</p>

3. Where bullying behaviour persists / serious incident of bullying (Stage Three)

Action taken by	Procedure	Support and/or sanction <i>may</i> include
<p>Principal or Deputy Principal involved</p> <p>Year Head</p> <p>Positive Behaviour Group may be involved.</p> <p>Anti-Bullying Advisory Team may be involved.</p> <p>The incident may be referred to the Board of Management at the discretion of the Principal</p>	<p>Parents and pupil meet with Principal / Deputy Principal</p> <p>Use Restorative Approach</p> <p>Feedback to Year Head</p> <p>Written records kept.</p> <p>Follow up progress.</p>	<p>Detention / Suspension / other agreed sanction from school's Code of positive behaviour</p> <p>Parent(s) are met and conditions set regarding pupil's future behaviour</p> <p>Counselling offered /Referral to child psychologist/ Garda Juvenile Liaison Officer</p> <p>Contact with other support agencies e.g. re anger management</p> <p>The future of the pupil in the school may be considered</p> <p>Support for those involved.</p>