



The King's Hospital School – Anti-Bullying Policy

Preamble on Anti-Bullying

The King's Hospital aims to create a positive living and learning environment, which focuses on respect for the individual. All members of staff share a collective responsibility, under the direction of the Headmaster, to act in preventing bullying or aggressive behaviour by any member of the School community. The King's Hospital promotes mutual respect, courtesy and an awareness of the interdependence of people in our community.

The School aims to create an atmosphere that encourages pupils to disclose and discuss incidents of bullying behaviour, sexual harassment or racism. The School also recognises the role that parents play in the task of making The King's Hospital a respectful and safe environment for all.

All information regarding a bullying incident, and the investigation thereof, must be recorded in the Incident Book in the Headmaster's Personal Assistant's Office.

Anti-Bullying Code [As issued to all pupils in The King's Hospital School Journal]

Every pupil in The King's Hospital has the right to enjoy his/her learning and leisure time in a secure environment free from intimidation, bullying, sexual harassment or racism. Our community will not tolerate any form of bullying - physical, verbal, or by isolation. Unkind actions or comments will be regarded as bullying. Bullying will be dealt with in a serious manner. Pupils should support each other by reporting all instances of bullying. We are a "listening" and "telling" school and bullying is too important not to be reported.

Some guidelines:

What should I do if I am being bullied?

Firstly, talk to your parents and friends. Remember that your school does not tolerate bullying and that you do not deserve to be bullied. Pluck up the courage to talk to at least one member of staff - house person, Chaplain, Guidance Counsellor, nurse, class teacher - who will then devise ways to help you.

What should I do if I am aware that someone is being bullied?

Take action when someone is being bullied. Watching and doing nothing can suggest support for the bully. Even just telling the bullies to "shove off" may be effective. Pupils should inform at least one adult if they are aware of someone being bullied. Remember that the victim may find it difficult to inform someone. Speak to any member of the school staff.

Louise Marshall, Deputy Principal, and Lorna McGinn, Guidance Teacher, have attended training as Anti-Bullying Coordinators as part of the school's engagement with the FUSE programme delivered by the Anti-Bullying Centre (ABC) at DCU.

What will the school do about bullying?

All incidents of bullying will be investigated thoroughly and, as far as possible, in confidence. The victim will be kept safe and supported in and outside of school. The bully will be confronted about their behaviour but also provided with any supports that they may need.

The School has enrolled in the FUSE Anti-Bullying programme and incorporated it into the school curriculum in Form 2. A student presentation for parents will take place at the end of the programme.

Policy on Anti-Bullying

Department of Education & Skills Legal Requirements

1. In accordance with the require 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 The King's Hospital School 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 pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:
 - A positive school culture and climate which:
 - Is welcoming of difference and diversity and is based on inclusivity;
 - encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
 - promotes respectful relationships across the school community;
 - Effective leadership;
 - A school-wide approach;
 - 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 pupils; and
 - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
 - Effective supervision and monitoring of pupils;
 - Supports for staff; in the respect of their own well-being this can be accessed through the Safety Circle; whilst CPD to intervene and resolve bullying will be provided by the ABC of the DCU; and the Anti-Bullying Coordinators training for Louise Marshall, Deputy Principal, and Lorna McGinn, Guidance Teacher, as part of the school's engagement with the FUSE programme.
 - 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. Definition

The King's Hospital endorses the definition of bullying published by the Department of Education & Skills and in the *Anti-Bullying Procedures for Primary and Post-Primary Schools*:

"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."

To ensure a positive school culture and climate which welcomes diversity and inclusion for all members of the school community, this policy will be enacted if a pupil bullies any member of the school community, through traditional methods or cyberbullying.

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, transphobic 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, including once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying, the School 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, as appropriate, in accordance with the School's Code of Behaviour.

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.

In addition to cyberbullying behaviours the sharing of private or personal images of another pupil without consent will also be viewed as a breach of the schools anti-bullying policy to protect and support all pupils in the school community. The sharing of sexual imagery by any pupil should not occur as it places pupils at exceptional risk.

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*.

4. Basic Principal and Considerations

- Every case of bullying is unique and often complex.
- The King's Hospital reserves the right, at all times, to protect all the pupils and staff in its care from bullying behaviour.

Parents/guardians should inform house-persons of incidents which they suspect to be bullying or which have come to their attention indirectly through their children or other parents/guardians.

- Investigations of allegations of bullying can take a considerable amount of time.
- Investigations and resolutions of bullying behaviour must follow the process as detailed in **Section 6** of this Policy.

5. The relevant teacher(s) for investigating and dealing with bullying is/are as follows: [See Section 6.8 of the Anti-Bullying Procedures for Primary and Post-Primary Schools]: In the case where a student(s) is/are being bullied he/she should approach the following people:

- House-person, Assistant House-person and/or Academic Tutor
- Another member of Staff
- The Chaplain and/or Guidance Counsellor
- A member of the Safety Circle
- Headmaster or Deputy Principal

A student should feel comfortable reporting a bullying incident by using one, or more, of the following approaches:

- Directly approaching a teacher at an appropriate time. e.g. after class, at break or at lunch-time.
- Handing up a note with homework or at House Assembly.
- Emailing a teacher, house-person, tutor or member of the safety circle.
- Getting a parent to contact the school by ringing (or emailing) house-person, safety circle member, Assistant Head of Pastoral Care.
- **Following engagement with FUSE programme the school will:**
 - Consider the introduction of anonymous reporting to support Bystanders.
 - Conduct surveys enabling the school to identify areas of improvement and self-evaluation through pre and post programme surveys.

Any student who reports the bullying behaviour of another student provides support not only to the person being victimised but also to the instigator, who may also need support. Any bystander or target of bullying who reports to the school will be supported and should not fear reprisal.

6. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including, in particular, homophobic and transphobic bullying) that will be used by the school are as follows (See Section 6.5 of the Anti-Bullying Procedures for Primary and Post-Primary Schools):

The policy addresses bullying behaviour, harassment and sexual harassment. While it primarily addresses issues related to bullying of pupils, it applies also to teaching and other school staff, parents/guardians and others insofar as measures under the policy relate to them.

The policy applies:

- At any time when pupils are in school
- Going to and from school
- During school tours
- During extra-curricular activities
- To any behaviour of a bullying nature (outside school) which seriously impacts on a pupils' participation in school and/or where the matter relates to the school's duty of care of the pupil.

Actions to prevent Bullying

- This section will be updated with:
 - Any additional awareness raising efforts as a result of our engagement with the ABC.
 - The time line of this implementation and for which year groups.
- The School's Anti-Bullying Policy is an integral part of The King's Hospital's Code of Behaviour.
- Everyone at The King's Hospital has a duty to look out for any behaviour which can be deemed bullying (ref: the list above). This includes parents/guardians and the wider school community.
- House-persons, Assistant house-persons and tutors can remind pupils regularly of the effects of bullying.
- Supervision and monitoring of pupils' behaviour, including locker rooms, recreation rooms, dormitories, corridors, in the school grounds and areas with access to computers.
- Inclusion in the Curriculum - create awareness in a wide range of subjects.
- Friendship Week - activities are organised that raise awareness and prioritise anti-bullying interventions - through the auspices of both the House and Duty Committee and Academic Council, and with the support of the SPHE Dept.
- Teacher training for all staff.
- Collaboration with the National Anti-Bullying Research and Resource Centre for advice on best practice prevention and intervention and curriculum guidance. The Kings Hospital School will also take part in FUSE, an Anti-Bullying and Online Safety research and education programme aimed at addressing these issues in the entire school community.

- Development of the Anti-Bullying Charter as part of the FUSE programme and publication of the Positive School Programme values for all classroom and dormitories.
- *"Sticks and Stones"* Anti-Bullying Programme and Workshop for Form 1, in conjunction with SPHE and Guidance Departments www.sticksandstones.ie
- The School will address the attitudes of bullying within the school community through engagement with the FUSE programme
- A series of events will be organised, relating to raising the awareness of bullying, during Friendship Week.

Links to Other Policies and to Curriculum Delivery

- This policy is consistent with other policies in The King's Hospital
- Code of Behaviour
- Child Protection
- Equality
- Internet Safety: Acceptable Use Policy
- Mobile Phone Policy
- Health and Safety
- SPHE/RSE
- Guidance
- Learning Support
- Admissions Policy
- Induction of New Staff
- Dignity in the Workplace

This policy links to the following Curriculum areas:

- SPHE: the issue of bullying is addressed in each of the three years of Junior Certificate SPHE.
- The Cool School Anti-Bullying lessons are to be taught by subject teachers and housepersons during Friendship Week e.g. CSPE (Human Rights); English (personal accounts); PE (question of spamming exclusion) etc.
 - o Friendship Week
 - o Annual Internet Safety Day
 - o Restorative Model e.g. Survey; Incident Report Form; Code of Behaviour.

7. 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 (See: Section 6.8 of the Anti-Bullying Procedures for Primary and Post Primary Schools):

Noting and Recording Incidents of Bullying

- All reported incidents of bullying to be noted on the Bullying Incident Report Form – See Appendix 2
- Bullying Incident Report Forms to be filled in by the member of staff to whom it was reported.
- Forms to be filed by the house-person of the pupil(s) involved in the Headmaster's P.A.'s Office.
- Access to the files to be restricted to the Headmaster, Deputy Head, and House-person.
- Files are to be moved to the School Archives after the pupil leaves the School.

Dealing with reported Bullying Incidents

The principle of consultation applies across all measures here.

The procedures for noting and recording, as outlined above, will apply.

The rights of all students will be respected and a fair hearing will be given to all pupils.

Staff will be aware that allegations of bullying need to be investigated fully before action is taken.

Steps to be followed in investigating a Bullying Incident

- Incident to be brought to the attention of the relevant house-person.
- Deputy Head and Headmaster to be informed.
- All Parents concerned to be contacted by house-person, Deputy Head or Headmaster.
- House-person to investigate and record necessary findings.
- Statements to be taken from those involved (with parents present, if required).
- Meeting to discuss findings, course of action and/or disciplinary measures, together with support and/or counselling to be offered to those involved, required to be chaired by Deputy Head.
- Proposed action(s) to be ratified by Headmaster.
- Parents and student(s) informed
- Bullying Incident Report Form (see Appendix2), to include statements, to be completed and stored in File in Headmaster's P.A.'s Office.
- Disciplinary letter(s) to be copied and stored in student(s) personal file(s).

8. The School's programme of support for working with pupils affected by bullying is as follows (See Section 6.8 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*):

- The victim will receive the utmost privacy and confidentiality in the initial and subsequent, investigations. They will be given the opportunity of speaking with the Guidance Counsellor and any member of the pastoral care team will be available to talk to them.
- The School will address the attitudes of bullying within the School community through the administering of socio-grams to all junior cycle class groups, administered by the SPHE Dept., during SPHE class, once a year.
- A series of events will be organised, relating to raising awareness of bullying, during Friendship Week.
- Anti-Bullying is to be incorporated into SPHE and Life-skills classes
- In a case where sanctions need to be imposed, they will be enforced, as per the School's Code of Behaviour, by the Deputy Head or the Headmaster.
- Following an investigated incident of bullying, house-persons' duty staff and class teachers will monitor the behaviour of the pupils involved. If deemed necessary, a further survey may be administered or counselling offered.
- Staff will be informed of necessary developments in bullying incidents, through weekly Monday House and Duty meetings. They will be asked to monitor and observe the pupils or classes involved in specific incidents and to pass on these observations to the relevant house-person.
- Parents or guardians will be informed of serious incidents and, if necessary, they may be required to join in the restorative based approach to resolving the issue. A Deputy Principal will communicate with parents of children who are victimised and for those who victimise others.
- The Safety Circle, in association with the members of the House and Duty Committee, will assist in the provision of coping skills.
- A referral system will be in place to ensure that all incidents will be dealt with. If those investigating can't resolve issues.
 - Teacher/House-person
 - Pastoral Care team / Guidance Counsellor
 - Deputy Head or Headmaster
 - Anti-Bullying Centre at DCU and other external agencies as appropriate.

9. Supervision and Monitoring of Pupils

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.

10. Prevention of Harassment

The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff or the harassment of pupils or 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.

11. This policy was adopted by the Board of Management on: [07/10/2019]

- 12.** This policy has been made available to school personnel, published on the school website (or where none exists, is otherwise readily accessible to parents and pupils on request) and provide to the Parents' Association (where one exists). A copy of this policy will be made available to the Department and the patron if requested.
- 13.** This policy was reviewed and approved by the National Anti-Bullying Research and Resource Centre in Dublin City University, the UNESCO Chair for Tackling Bullying in Schools and Cyberspace (May19).
- 14.** The Board of Management will review this policy and its implementation annually. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department of Education and Skills
- 15.** The following appendices follow:
 - 1) Practical tips for building a positive school culture and climate
 - 2) Template for recording bullying behaviour
 - 3) Checklist for annual review/implementation of policy
 - 4) Notification regarding the Board of Management's annual review of the anti-bullying policy.
- 16.** *The Anti-Bullying Procedures for Primary and Post Primary Schools* - issued by the Department of Education and Skills (September 2013) is available at

<https://www.education.ie/en/Publications/Policy-Reports/Anti-Bullying-Procedures-for-Primary-and-Post-Primary-Schools.pdf>

Appendix 1 Practical tips for building a positive school culture and climate

The following are some practical tips for immediate actions that can be taken to help build a positive school culture and climate and to help prevent and tackle bullying behaviour.

- Model respectful behaviour to all members of the school community at all times.
- Explicitly teach pupils what respectful language and respectful behaviour looks like, acts like, sounds like and feels like in class and around the school.
- Display key respect messages in classrooms, in assembly areas and around the school.
- Involve pupils in the development of these messages.
- Catch them being good - notice and acknowledge desired respectful behaviour by providing positive attention.
- Consistently tackle the use of discriminatory and derogatory language in the school - this includes homophobic and racist language and language that is belittling of pupils with a disability or SEN.
- Give constructive feedback to pupils when respectful behaviour and respectful language are absent.
- Have a system of encouragement and rewards to promote desired behaviour and compliance with the school rules and routines.
- Explicitly teach pupils about the appropriate use of social media. Positively encourage pupils to comply with the school rules on mobile phone and Internet use.
- Follow up and follow through with pupils who ignore the rules.
- Actively involve parents and/or the Parents' Association in awareness raising campaigns around social media.
- Actively promote the right of every member of the school community to be safe and secure in school.
- Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas. All staff can actively watch out for signs of bullying behaviour.
- Ensure there is adequate corridor, recreation room and dormitory supervision. School staff can get pupils to help them to identify bullying "hot spots" and "hot times" for bullying in the school.
 - Hot spots tend to be in the changing rooms, corridors, recreation areas and other areas of unstructured supervision.
 - Hot times tend to be times where there is less structured supervision such as when pupils are in the changing rooms, recreation areas, dormitories and moving between classrooms.



Appendix 2 Template for recording bullying behaviour

1. Name/House of Pupil being bullied

Name(s) _____ House(s) _____

2. Name(s) and House(s) of Pupil(s) engaged in bullying behaviour

Name(s) _____ House(s) _____

3. Source of bullying concern/report (please mark 'x' on relevant line(s))*

Pupil concerned _____ Other Pupil _____

Parent _____ Teacher _____ Other _____

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

5. Locations of incident(s)

Types of bullying behaviour

[please mark 'x' on relevant line(s)] *

Classroom _____	Physical aggression _____
Corridor _____	Damage to property _____
Toilets _____	Isolation/Exclusion _____
Recreation Rooms _____	Name-calling _____
Dormitories _____	Cyber-bullying _____
Grounds _____	Intimidation _____
Going to/from school _____	Malicious gossip _____
Other _____	

Please specify: _____

6. Where behaviour is regarded as identity-based bullying, please indicate with 'x' the relevant category:

Homophobic _____ Disability/SEN _____

Racist _____ Membership of Traveller Community _____

Other (specify) related _____

7. Brief Description of bullying behaviour and its impact:

8. Details of actions already taken:

9. To whom has the incident been reported?
[Principal /Deputy Principal/Houseperson etc.]

Signed: _____ Date: _____

10. Action taken by Senior Staff/Disciplinary Committee

Signed: _____ Date: _____

Date submitted to Headmaster/Deputy Head: _____

Appendix 3 Notification regarding the Board of Management's annual review of the anti-bullying policy

To: Parents

The Board of Management of The King's Hospital wishes to inform you that:

- The Board of Management's annual review of the school's anti-bullying policy and its implementation was completed at the Board meeting of 7/10/19 [date].
- This review was conducted in accordance with the checklist set out in the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed 
Chairperson, Board of Management

Date 7/10/19

Signed M. Rover
Principal

Date 7/10/19