

### Anti-Bullying Procedures for Students

*Note: Bullying is behaviour that is repeated, targeted and involves an Imbalance of Power.*

Anyone may report a possible bullying issue to a staff member who will immediately refer it your Year Head.

1 The Year Head will speak to the students involved individually and in confidence in a Year Head's Office.  
The year head will listen to the students involved and all witnesses to the situation to find out what happened and will decide if it should be reported as a bullying issue. If not, the students engaged in the behaviour will be issued with a warning to stop the behaviour. Parents/guardians will get a phone call to explain what has happened. At the weekly Year Head Meeting, Bullying issues are discussed with the Principal and Deputy Principal.

2 If the situation is reported, the student who had been targeted fills out the Bullying Incident Report Form.  
The student(s) who engaged in the behaviour fills out an Incident Form. Any witnesses to the behaviour may also be asked to fill out an Incident Form.  
The year head will discuss the situation with Mr O'Dowd/Ms Garrihy

3 The year head will formally meet the parents/guardians engaging in the behaviour into school to discuss the behaviour. Depending on the situation, a sanction may be issued at this point. Students and parents/guardians will be informed that any further incidence of bullying may result in a more serious sanction.

4 Parents of student(s) who has been targeted are updated and may be invited to the school.

5 At all stages of the process, students are invited to engage in a counselling session with the Care Team.

6 Serious bullying may result in a student being asked to leave the school.

7 All records are retained/filed by the year head, the Deputy Principal and the Principal

**All bullying complaints will be addressed within 10 school days of the first report**