



# Beaufort College

Coláiste Beaufort  
Trim Road, Navan, Co Meath  
T: 046 9028915  
W: [www.beaufortcollege.ie](http://www.beaufortcollege.ie)  
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## Beaufort College Anti-Bullying Policy 2023/2024

### School Mission Statement

Beaufort College is committed to Quality Education. It seeks to enrich students' lives and empower them for life's challenges. This is done in a caring atmosphere of good order and discipline and in partnership with parents.

### Knowledge begins with a Question

### Policy Statement

1. In accordance with the requirements of the Education (Welfare) Act 2000, Cineáltas: Action Plan on Bullying and the code of behaviour guidelines issued by the NEWB, Children First Act 2015 including the school Risk Assessment and Child Safeguarding Statement, the Board of Management of Beaufort 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.
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 by implementing the four strands of Cineáltas: Action Plan on Bullying
  - Culture and Environment
  - Curriculum
  - Policy and Planning
  - Relationships and Partnerships
  - a. A positive school culture and climate which is:
    - i. welcoming of difference and diversity and is based on inclusivity
    - ii. encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment promotes respectful relationships across the school community
  - b. Effective leadership
  - c. A school-wide approach
  - d. A shared understanding of what bullying is and its impact
  - e. Implementation of education and prevention strategies (including awareness raising measures) that:
    - i. build empathy, respect, and resilience in pupils

- ii. explicitly address the issues of cyber-bullying and identity-based bullying including, homophobic and transphobic bullying.
  - e. Effective supervision and monitoring of pupils
    - f. Supports for staff
  - g. Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies)
  - h. On-going evaluation of the effectiveness of the anti-bullying policy.
3. In accordance with the Cineáltas: Action Plan on Bullying

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*Bullying is targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society.*

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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
- identity-based bullying such as homophobic bullying, transphobic bullying, racist bullying, bullying based on a person's ethnicity and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour do not fall within the definition of bullying and should be dealt with, 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.

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*.

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*Bystanders complicit in the act of bullying behaviour will be investigated and sanctioned as set out in this policy.*

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4. The relevant teacher(s) reporting, supporting and investigating on bullying cases are as follows: (see Section 6.8 of the Anti-Bullying Procedures for Primary and Post- Primary Schools):
  - All Staff (Reporting)
  - Anti-Bullying Coordinator (Investigating)
  - Assistant Principal 1 Team (Investigating)
  - SEN Team and Support Staff (Supporting)
  - Guidance Department (Supporting)
  - Deputy Principal (Investigating & Supporting)
  - Principal (Investigating & Supporting)
  
5. 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):
  - Cyclone Rep Theatre Company (HSE funded)
  - Cyberbullying workshop (School Completion Programme)
  - Lockers Programme
  - Web-Wise Cyber Bullying Programme
  - SPHE Curriculum inclusive of RSE
  - PDST In-service
  - Whole School Anti-Bullying Week
  - Whole School Stand-up Week
  - Whole School Wellbeing Week
  - HSE Cool Schools Programme & Support
  
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 (see Section 6.8 of the Anti-Bullying Procedures for Primary and Post-Primary Schools):

#### Recording

- Form A - Student Report Form
- Form B - Staff Report Form
- Form C - For use by Anti-Bullying Coordination
- Appendix C - Submitted if incident meets the bullying threshold
- Form D - For use by Anti-Bullying Coordination

#### Investigation

- Investigation leaders are the Anti-Bullying Co Ordinator, AP1 Team, Deputy Principal and Principal

#### Strategies

- Conflict resolution meeting
- Restorative / Solution focus approaches

- Sanctions as appropriate
- Support plans devised for the bully and the victim

#### Formal Sanctions

- Caution
- Verbal Warning – Recorded by a letter to Parent/Guardian
- Written Warning – Letter issued to Parent/Guardian
- Referred to Deputy Principal
- Suspension
- Referred to Principal
- Further suspension and or recommendation for expulsion

Bullying incidents which are deemed of a violent, threatening or sexually abusive behaviour and which compromise the safety of another student either within or outside of school can be reported by the school management team directly to An Garda Síochána for investigation. This behavior includes the sharing of inappropriate images of a minor on social media.

Bullying incidents which are deemed of a violent, threatening or sexually abusive behaviour and which compromise the safety of another student either within or outside of school will be reported by the Designated Liaison Person directly to TUSLA Child and Family Agency/Duty Social Work for investigation under Child Safeguarding Guidelines. This behaviour includes the sharing of inappropriate images of a minor on social media.

7. 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):

- Guidance Department & Personal Counselling
- Friends for Life Programme
- BFL Skills Room
- Student Care Team
- Year Head & Tutor Pastoral Care Structures
- SPHE Programme
- Whole School Awareness Themed Weeks
- Parent Support Programmes

8. 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.

9. 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 the harassment of pupils 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. This policy was adopted by the Board of Management on Wednesday 31st August 2022.
11. This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.
12. This policy and its implementation will be reviewed by the Board of Management once in every school year. 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.

## Appendix 1 – Anti-Bullying Verbal Warning



### Beaufort College

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#### For Office Use Only

[Student Name]

Anti-Bullying verbal warning

18 January 2023

Dear Parent/Guardian,

I write to inform you that **[Student name]** has been involved in incident(s) of bullying and harassment of other students in Beaufort College. After investigation, it is necessary to issue a verbal warning for their behaviour in line with the school's anti-bullying policy.

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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.

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It is important you discuss this matter with **[Student name]** to ensure that the repeated behaviour does not persist. The school counselling services, and other supports are available to **[Student name]** should you wish to avail of these. Continued bullying behaviour will lead to a formal written warning, suspension and/or possible expulsion.

*Please note this letter is your record of the verbal warning issued.*

If you wish to discuss this matter further, contact the school office and make an appointment.

Yours sincerely,

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**Mr. Ken Flynn**  
Secretary Beaufort College Board of Management

## Extract from Beaufort College's Anti-Bullying Statement 23-24

In accordance with the Anti-Bullying Procedures for Primary and Post-Primary Schools bullying is defined as follows:

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*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.*

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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, transphobic bullying, racist bullying, bullying based on a person's ethnicity and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour do not fall within the definition of bullying and should be dealt with, 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.

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*.

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*Bystanders complicit in the act of bullying behaviour will be investigated and sanctioned as set out in this policy.*

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**(Full text is available on the Beaufort College homepage, through the school office and printed in the student learning journal).**

## Appendix 2 – Anti-Bullying Written Warning



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[Student Name]

Anti-Bullying written warning

18 January 2023

Dear Parent/Guardian,

I write to inform you that **[Student name]** has been involved in incident(s) of bullying and harassment of other students in Beaufort College.

---

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.

---

After investigation, it is necessary to issue a formal written warning for their behaviour in line with the school's anti-bullying policy. You will recall a previous correspondence notifying you of the verbal warning issued for bullying behaviour.

This is now a very serious matter and we must work together to bring about a change in **[Student name]** behaviour. It is important you discuss this with **[Student name]** to ensure that repeated behaviour does not occur. The school counselling services, and other supports are available to **[Student name]** should you wish to avail of these. Continued bullying behaviour will lead to a suspension and or possible exclusion.

If you wish to discuss this matter further, contact the school office and make an appointment.

Yours sincerely,

---

**Mr. Ken Flynn**  
Secretary Beaufort College Board of Management



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## BOM & LMETB Ratification/Resolution Process for This Policy

### BOM Ratification

<b>Date Ratified by the Board of Management:</b>	06/02/2024
<b>Proposed By:</b>	Fr Robert Mc Cabe
<b>Seconded By:</b>	Sean Hughes
<b>Signed:</b>	 <b>Chairperson</b>
<b>Signed:</b>	 <b>Principal</b>
<b>Scheduled Date for Review of the Policy:</b>	February 2025 (Annual Review)

### LMETB Ratification/Resolution of the ETB Board

<b>Date of Resolution of ETB Board</b>	
<b>Signed</b>	<b>(Chairperson)</b>