1. Tuiscint na Scoile ar céard is Tromaíocht ann

1.1 Creideann pobal Scoil Neasáin go bhfuil sé de cheart ag gach páiste oideachas a fháil saor ón imeaglú agus ón leithcheal. Áirítear tromaíocht mar chur isteach tromchúiseach ar chearta aonair agus mar bhagairt ar fhéin-mhuinín agus ar fhéin-mheas pháistí ar leith. Ar an mbonn sin ní ghlacann Scoil Neasáin le tromaíocht d'aon chineál. Glactar go dáiríre le gach tuairisc ar thromaíocht agus pléitear léi, ag tabhairt airde ar leas na bpáistí a bhíonn thíos léi agus ar leas na bpáistí a bhíonn i mbun tromaíochta.

The community of Scoil Neasáin believes that every child has the right to an education free from intimidation and from discrimination. Bullying encompasses a serious infringement of individual rights and a threat to the self-confidence and self-esteem of a student. Therefore, Scoil Neasáin does not tolerate bullying of any kind. Every report of bullying is taken seriously and is dealt with due regard for the well-being of the targeted child and the perpetrator.

Tá an fhoireann ar fad mar chuid den fhoireann fhrith-thromaíochta agus déantar gach iarracht atmaisféar saor ón tromaíocht a chruthú sa scoil. 'Sé tosaíocht sa chás go dtarlaíonn tromaíocht ná stop a chur leis (*d'fhonn cosaint a thabhairt don té atá thíos leis an tromaíocht*) agus teacht ar réiteach ar an scéal agus dea-chaidreamh a bhunú athuair chomh fada agus is féidir. Cur chuige "Leasú in áit Milleáin" a bheas i gceist.

The entire staff is part of the 'Anti-bullying Team' and every effort is made to create an environment free from bullying in the school. Should bullying arise, priority is given to putting a stop to it (to protect the one being targeted) and to resolving the issue and to restore the relationships insofar as is practicable using a 'Reform, not Blame' approach.

Bítear ag súil go mbeidh ról ag gach dalta i gcruthú agus i gcosaint timpeallacht scoile sábháilte. Sa chás go mbítear ar an eolas go bhfuil tromaíocht ag tarlú, laistigh nó lasmuigh den scoil, áit a bhfuil daltaí na scoile i gceist ba chóir an scéal a chur in iúl do dhuine fásta freagrach. Is ró-thromchúisí an rud é neamhaird a thabhairt ar thromaíocht.

Spreagtar na páistí páirt a ghlacadh i saol na scoile go ginearálta trí na struchtúir scoile atá ann cheana. Is cuid den rannpháirtíocht seo tuiscint ar thromaíocht, agus toil cosc a chur léi nó deireadh a chur léi má tá sí ag tarlú

cheana. All pupils are expected to contribute to the creation and maintenance of a safe school environment. In the event of becoming aware of bullying, whether in or outside of school, involving pupils of the school, the issue should be reported to a responsible adult. Bullying behaviour is too serious an issue to be ignored. Pupils' participation in school life in general is encouraged through the existing school structures. Awareness of bullying and a willingness to prevent it or to terminate is part of this participation.

2. Polasaí Frith-Thromaíochta

2.1 I gcomhréir le riachtanais an Acht Oideachais (Leas) 2000 agus na dtreoirlínte faoi chód iompair a d'eisigh an Bord Náisiúnta um Leas Oideachais tá an beartas frith-thromaíochta seo a leanas glactha ag Bord Bainistíochta Scoil Neasáin mar chuid de chód iompair iomlán na scoile. Géilleann an beartas go huile agus go hiomlán do riachtanais *Ghnásanna Frith-thromaíochta Bunscoile agus Iar-bhunscoile* a foilsíodh i Meán Fómhair 2013.

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 Scoil Neasáin has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. The policy fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013

Aithníonn an Bord Bainistíochta a thromchúisí atá iompar Tromaíochta agus a dhiúltaí a d'fhéadfadh a thionchar a bheith ar dhaltaí, agus geallann an scoil dá réir cloí leis na príomhphrionsabail dea-chleachtais seo a leanas agus iompar tromaíochta á chosc agus á chomhrac. 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

2.1.1Cultúr dearfach a bheith i réim sa scoil: A prevailing positive school culture

- ina nglactar go hiomlán le difríocht agus le héagsúlacht agus ina léirítear meas ar uileghabhálacht; which is totally welcoming of difference and diversity and which is based on inclusivity.
- ina spreagtar daltaí chun iompar tromaíochta a nochtadh agus a phlé I dtimpeallacht neamhbhagrach; which encourages pupils to disclose and discuss bullying behaviour in a non-threatening environment
- agus ina gcuirtear caidreamh bunaithe ar mheas chun cinn ar fud phobal na scoile; And which promotes respectful relationships across the school community.

2.1.2. Ceannaireacht éifeachtach; effective leadership.

2.1.3. Cur chuige scoile uile; whole-school approach.

2.1.4. Tuiscint i bpáirt faoin rud is tromaíocht ann agus faoin tionchar is féidir a bheith aige. A shared understanding of what bullying is and of its impact.

2.1.5. Feidhmiú straitéisí oideachais agus coiscthe (lena n-áirítear bearta chun feasacht a mhúscailt) Implementation of educational and prevention strategies (including awareness- raising measures)

- a chothaíonn ionbhá, meas agus athléimneacht sna daltaí; which build empathy, respect and resilience in pupils
- agus ina dtéitear i ngleic go sainráite le cibearthromaíocht agus le tromaíocht bunaithe ar aitheantas, lena n-áirítear tromaíocht homafóbach agus trasfóbach; and explicitly address the issues of cyber bullying and identity-based bullying including homophobic and trans-phobic bullying

2.1.6. Maoirseacht agus monatóireacht éifeachtach ar dhaltaí; Effective supervision and monitoring of pupils;

2.1.7. Tacaíochtaí don fhoireann; support for staff

2.1.8. Teagmhais tromaíochta a thaifeadadh agus a imscrúdú ar shlí chomhsheasmhach agus obair leantach a dhéanamh ina dtaobh (lena n-áirítear straitéisí aitheanta idirghabhála a úsáid); consistent recording, and investigation of bullying incidents and related follow up of same (including the use of established intervention strategies)

2.1.9. Agus meastóireacht leanúnach ar a éifeachtaí atá an beartas frith-thromaíochta. And on-going evaluation of the effectiveness of the anti-bullying policy.

2.2 I gcomhréir le *Gnásanna Frith-thromaíochta Bunscoile agus Iar-bhunscoile* seo é an sainmhíniú ar thromaíocht: In accordance with the Anti-Bullying Procedures for Primary and Post-Primary Schools, bullying is defined as follows:

An rud a thuigtear le tromaíocht ná iompar diúltach neamhiarrtha, bíodh sé i bhfoirm iompar briathartha, síceolaíoch nó fisiciúil, a dhéanann duine aonair nó grúpa in aghaidh duine nó daoine eile, agus a dhéantar arís agus arís eile. *Bullying is unwanted negative behaviour, verbal, psychological*

or physical conducted by an individual or a group against another person, or persons and which is repeated over time.

2.2.1 Áirítear na cineálacha iompair thromaíochta seo a leanas ar an sainmhíniú ar thromaíocht: The following types of behaviour are included in the definition of bullying:

- ➢ Duine a fhágáil as an áireamh d'aon ghnó, gabháil do chúlchaint mhailíseach agus do chineálacha eile caidrimh thromaíochta idir dhaoine; Deliberate exclusion, malicious gossip and other forms of relational bullying
- ➢ Néal-thromaíocht (féach Aguisín 4); Cyber bullying (see Appendix 4)
- ➢ Tromaíocht bunaithe ar aitheantas, ar nós tromaíocht homafóbach, tromaíocht chiníoch, tromaíocht bunaithe ar bhallraíocht den Lucht siúil agus tromaíocht ar dhuine faoi mhíchumas nó ar dhuine a bhfuil riachtanais speisialta oideachais aici/aige. Identity-based bullying, racist bullying, bullying based on a person's membership of the traveller Community and bullying of those with disabilities or special educational needs.

2.2.2. Cuimsíonn an sainmhíniú seo réimse leathan iompair, bíodh sé i bhfoirm iompar briathartha nó scríofa, fisiciúil nó sóisialta, atá dírithe ar dhuine nó ar mhaoin, beag beann ar é a bheith déanta go díreach nó go hindíreach nó trí mheán leictreonach nó eile, a d'fhéadfadh duine a ghortú nó an bonn a bhaint d'fhéinmhuinín nó d'fhéinmheas an duine. This definition includes a wide-range of behaviour, whether verbal or written, whether physical or social, whether targeting person or property, whether carried out directly or indirectly, or through electronic or other medium, which could harm a pupil or undermine her/his self-esteem or self-confidence.

2.2.3. Ní chuimsíonn an sainmhíniú seo ar thromaíocht teagmhais aonraithe nó teagmhais aon uaire d'iompar diúltach d'aon turas, lena n-áirítear téacsteachtaireacht mhaslach nó ghoilliúnach **aon uaire** nó teachtaireachtaí príobháideacha eile agus ba cheart déileáil leo, mar is cuí, de réir chód iompair na scoile. Ach, i bhfianaise an bheartais seo, féachfar ar theachtaireacht, íomhá nó ráiteas **poiblí** goilliúnach aon uaire ar shuíomh gréasáin líonra **poiblí** nó ar fhóram **poiblí** eile ar féidir an teachtaireacht, an íomhá nó an ráiteas sin a fheiceáil air agus/nó a bheith athráite ag daoine eile mar iompar tromaíochta. This definition does not cover isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other **private** messaging and they will 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 public** message, image or statement on a network site or other public forum where that message, statement

or image can be viewed and/or repeated by other people will be regarded as bullying.

2.2.4. Tá liosta de shamplaí sonracha de thromaíocht ar fáil in Aguisín 1. Níl an liosta seo uileghabhálach. Gheofar eolas breise ar na cineálacha éagsúla Tromaíochta i Roinn 2 de na *Gnásanna Frithtromaíochta Bunscoile agus Iar-bhunscoile.* There is a list of specific examples of bullying in Appendix 1. This list is not exhaustive. Further information regarding different types of bullying is set out in section 2 of the *Anti-Bullying Policy for Primary and Secondary Schools.*

3. Foireann

3.1 Seo a leanas an múinteoir/na múinteoirí ábhartha a dhéanfaidh tromaíocht a imscrúdú agus a dhéileálfaidh léi: The "Relevant Teacher(s)" for investigating and dealing with bullying are as follows:

- Na Múinteoirí Ranga Class Teachers
- Múinteoirí Tacaíochta Foghlama Learning support Teachers
- An Príomhoide Tánaisteach. The Deputy Principal
- An Príomhoide. The Principal.

Féadfaidh múinteoir ar bith gníomhú mar mhúinteoir ábhartha más gá. D'fhéadfadh cásanna leanúnacha agus tromchúiseacha a chur faoi bhráid an Bhoird.
Any teacher can act as the "relevant teacher," if necessary. Continuous and serious cases can be brought before the board.

4. Straitéisí Oideachais agus Coiscthe

4.1 Seo a leanas na straitéisí oideachais agus coiscthe (lena n-áirítear straitéisí a dhírítear go sonrach ar chibear thromaíocht agus ar thromaíocht bunaithe ar aitheantas, go háirithe tromaíocht homafóbach agus trasfóbach) a bheidh in úsáid sa scoil (féach roinn 6.5 de na *Gnásanna Frith-thromaíochta Bunscoile agus Iar-Bhunscoile*).

The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying, particularly homophobic and transphobic bullying) used by the school are as follows (see section 6.5. *Anti-Bullying Procedures for Primary and Secondary Schools.*

4.1.1. An Modúl ar Fhrith-Thromaíocht mar chuid den chlár OSPS a chlúdach de réir mar a chuirtear a bhfeidhm gach bliain é. The anti-bullying module of the SPHE programme as it is implemented each year.

4.1.2. Ar a laghad cúig cheacht gach bliain ag díriú aird ranga ar thromaíocht agus straitéisí chun déileáil leis. Tógfar na ceachtanna ón bhFeachtas Frith-Thromaíochta (www.antibullyingcampaign.ie) a chuireann roimhe ceachtanna sonracha a chur ar fáil a mhíníonn tromaíocht, na cúiseanna léi, na hiarmhairtí a bhaineann léi agus a doghlactha is atá sí. At least five lessons every year raising awareness of bullying and the strategies to deal with it. These lessons will be taken from the Anti-Bullying Awareness Campaign (www.antibullyingcampaign.ie), which provides specific lessons explaining the nature of bullying, its causes, consequences and unacceptability.

4.1.3. Cabhraítear le páistí breathnú ar thromaíocht ar bhealach tomhaiste, beag beann ar eachtraí ar leith a bheadh ag titim amach. Le linn an phróisis tarraingítear aird ar nádúr na tromaíochta agus na cineálacha éagsúla tromaíochta atá ann. Pupils are helped to examine the issue of bullying in a measured way, removed from the context of any specific bullying incidents. In the process they are made aware of the nature of bullying and of the various forms it takes.

4.1.4. Tarraingítear aird ar na hiarmhairtí a bhaineann le tromaíocht agus go mbíonn droch-thoradh ag tromaíocht ar an té a bhíonn thíos leis i gcónaí cé nach mbíonn sé seo i gcónaí soiléir ag an am. Pupils are made aware of the consequences of bullying and that there are always bad consequences for the person who is being targeted, even if this is not always obvious at the time.

4.1.5. Spreagtar páistí chun iompar tromaíochta a aithint, a dhiúltú agus a thuairisciú as a stuaim féin nó trí cheistneoirí ranga a bheidh in úsáid sa scoil go rialta. Pupils are encouraged to recognise, reject and report bullying behaviour, either spontaneously or through class questionnaires which will be used regularly in the school.

4.1.6. Trí chur i láthair, cruinnithe agus gníomhaíochtaí eile cuirtear foireann na scoile agus tuismitheoirí / caomhnóirí ar an eolas faoi thromaíocht agus faoi chomharthaí a thabharfadh le fios go raibh tromaíocht á déanamh ar pháiste. Spreagtar tuismitheoirí agus múinteoirí bheith airdeallach faoi na comharthaí seo agus tuairisc a dhéanamh don mhúinteoir ábhartha i gcás na foirne de agus do mhúinteoir ar bith i gcás tuismitheora de dá mbeadh aon amhras go mb'fhéidir go mbeadh tromaíocht á déanamh ar pháiste nó ag páiste. Through presentations, meetings and other activities, the school staff and the parents/guardians are made aware of the nature of bullying and the signs that might indicate that a pupil is being bullied or bullying. Parents and staff members are encouraged to be vigilant in

watching out for signs of bullying and to report any suspicion of bullying they may have to the 'Relevant Teacher' (in the case of a staff member) or to any teacher (in the case of a parent/guardian).

4.1.7. Cuirfear tuismitheoirí/caomhnóirí ar an eolas maidir le hobair fhoireann fhrith-tromaíocht na scoile trí nuachtlitir na scoile, comhfhreagras ar leith, cruinnithe eolais leis na tuismitheoirí/caomhnóirí nó ar an suíomh idirlín. Iarrtar ar thuismitheoirí/chaomhnóirí tacú leis an scoil san obair fhíor-thábhachtach seo ag iarraidh tromaíocht sa scoil a laghdú agus a ghearradh amach go hiomlán. Parents/guardians will be kept informed through school newsletters and other communications as well as at meetings with parents/guardian groups or on the school website of the activities of the work of the school's anti-bullying team. Parents and guardians are encouraged to support the school in the extremely important task of reducing and totally eliminating bullying from the school.

4.1.8. Seachtain Fhrith-Thromaíochta/Seachtain an Chairdis (*más cuí*), An Anti-Bullying/Friendship week (if applicable)

5. Iompar Tromaíochta a Fhiosrú agus a Láimhseáil

5.1 Seo a leanas straitéisí na scoile chun iompar tromaíochta a imscrúdú, chun obair leantach a dhéanamh ina dtaobh agus chun iompar tromaíochta a thaifeadadh mar aon leis na straitéisí idirghabhála bunaithe a úsáidfidh an scoil chun déileáil le cásanna d'iompar tromaíochta. 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:

Is í an phríomhaidhm a bhaineann le tromaíocht a fhiosrú agus a láimhseáil ná ceisteanna a réiteach agus an caidreamh idir na páirtithe a shlánú, a oiread agus is féidir (seachas milleán a leagan ar dhuine); the principal aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationship of the parties involved (rather than to apportion blame).

Caithfidh nós imeachta na scoile a bheith i gcomhréir leis an gcur chuige seo. Caithfear gach iarracht a dhéanamh chun cinntiú go dtuigfidh gach duine atá bainteach leis an scéal (daltaí, tuismitheoir(í)/caomhnóir(í) san áireamh) an cur chuige seo ón tús. The school's procedures must be consistent with this approach. Every effort must be made to ensure that all involved (including pupils, parent(s)/ guardian(s)) understand this approach from the outset.

- Ba cheart eachtra nó iompar tromaíochta a thuairisciú don mhúinteoir ranga / mhúinteoir ar bith sa scoil. A bullying incident or bullying behaviour should be reported to the class teacher/ to any teacher in the school.
- Uaireanta cuirtear iompar tromaíochta in iúl le linn suirbhéanna rialta ranga. Sometimes bullying behaviour comes to notice during regular classroom surveys.
- Féadfaidh dalta nó tuismitheoir(í)/caomhnóir(í) ar bith eachtraí tromaíochta a chur in iúl do mhúinteoir ar bith sa scoil. Any pupil or parent or guardian can bring bullying incidents to the attention of any teacher in the school.
- Fiosróidh agus láimhseálfaidh an múinteoir ábhartha gach tuairisc, ina measc tuairiscí anaithnide. The relevant teacher will investigate and deal with every report, including anonymous reports.
- Ní mór do bhaill foirne teagaisc agus neamhtheagaisc, cuir i gcás, rúnaithe, cúntóirí riachtanas speisialta (CRS), tionlacaithe bus, airígh, glantóirí agus fear cúraim aon eachtraí d'iompraíocht tromaíochta a fheiceann siad nó a luaitear leo a chur in iúl don mhúinteoir ábhartha. Every member of staff, teaching or non-teaching, for example, secretaries, Special Needs Assistants, bus escorts, carers, cleaners and caretakers, must report any incidents of bullying behaviour which they witness, or which have been brought to their attention, to the relevant teacher.
- Éilítear ar thuismitheoirí/ar chaomhnóirí agus ar dhaltaí comhoibriú le cibé fiosrú a dhéanfar agus cuidiú leis an scoil ceist ar bith a thiocfadh aníos a réiteach agus an caidreamh idir na páirtithe a shlánú, a oiread agus is féidir, a thúisce agus is féidir. Parents/guardians and pupils are requested to co-operate with any investigation and to help the school solve any issue which should arise and to restore the relationship between the parties as far as is practicable and as soon as possible.
- Déanfaidh an múinteoir cuí/ábhartha iniúchadh ar chásanna ina dtuairiscítear tromaíocht nó i gcásanna a bhfuil amhras ann go bhfuil tromaíocht ag tarlú. (laistigh nó lasmuigh den scoil). **An aidhm atá leis an bhfiosrú ná na fíricí a bhailiú agus deireadh a chur leis an iompar tromaíochta.** Agus é/í ag fiosrú agus ag láimhseáil na tromaíochta, tabharfaidh an múinteoir (ábhartha) a b(h)reithiúnas féin féachaint ar tharla tromaíocht nó nár tharla agus conas is fearr an cás a réiteach. The relevant teacher will investigate cases where bullying has been reported, or in cases where there is a suggestion that bullying is occurring. (within or outside the school). **The aim of the investigation is to gather facts and to put an end to the bullying behaviour.** While investigating and

dealing with the bullying the relevant teacher will decide whether to regard what happened as bullying or not and how best to resolve the issue.

- Déanfar eachtraí a láimhseáil, a oiread agus is féidir, lasmuigh den seomra ranga d'fhonn príobháideachas gach rannpháirtí a chinntiú. In so far as is practicable incidents will be dealt with outside the classroom in order to ensure the privacy of all parties.

- Tá sé de cheart ag an scoil, trí mheán na múinteoirí, ceist a chur ar aon pháiste, tuairisc a scríobh / a thabhairt mar chuid d'fhiosrú. Is cur chuige caighdeánach a bheas i gceist anseo agus níl aon impleacht i gceist go bhfuil páiste ciontach i mí-iompair. It is the right of the school, through the teachers, to request any child to write/give a report as part of the investigation. This will be a standardised approach and there is no implication that the child is guilty of bad behaviour.

- Má bhíonn grúpa i gceist, ba cheart agallamh a chur ar gach duine den ghrúpa ina nduine agus ina nduine. Ba cheart labhairt leis an ngrúpa ar fad ina dhiaidh sin. If a group is involved, every member of the group should be interviewed individually. Then the group should be addressed.

- Is féidir le daltaí nach bhfuil baint dhíreach acu leis an gcás eolas úsáideach a chur ar fáil mar seo a leanas: labhairt leis an múinteoir ábhartha nó le múinteoir ar bith, labhairt lena dtuismitheoirí agus iarraidh orthu an t-eolas a chur ar aghaidh, labhairt leis an bPríomhoide. Pupils, who are not directly involved in the case, may supply useful information as follows: by speaking to the relevant teacher, or to any teacher, by speaking to their parents, asking them to forward the information, or by speaking to the Principal.

- I gcás páistí a gcuirtear ina leith go raibh iompar tromaíochta ar bun acu labhróidh an múinteoir cuí leo chun an t-iompar a phlé, na cúiseanna a bhí leis agus cé chomh tromchúiseach is a bhí sé. Sa chás go gcinntítear go raibh páiste páirteach in iompar tromaíochta iarrfar orthu dearbhú a thabhairt i scríbhinn go bpléifidh siad feasta le gach uile páiste ar bhealach cothrom agus go léireoidh siad meas ar pháistí go háirithe ar an té a bhí thíos leis an tromaíocht. The relevant teacher will speak to children, who were allegedly engaged in bullying behaviour, to discuss the behaviour with them, what the reasons behind it were and how serious it was. Should it be established that the child was engaged in bullying behaviour, they will be requested to confirm, in writing, that henceforth they will treat each child in an equal manner and that they will show respect to everyone, particularly the victim of the bullying.

- Ní leagann an múinteoir ábhartha milleán ar éinne ach breathnaítear ar an iompar tromaíochta mar bhotún arbh féidir agus ar ghá a leigheas. Mínítear nach bhfuil sé i gceist pionós a dháileadh amach ach labhairt le daoine

maidir leis an iompar tromaíochta, maidir leis an tionchar a bhíonn aige ar dhaoine eile agus maidir leis an mbealach ar féidir leis cur isteach ar dhaoine eile agus daoine eile a ghortú. Lorgaítear geallúint go dtiocfaidh stop leis an iompar. Sa chás go dtugtar agus go gcoinnítear an gheallúint glactar leis sin mar chríoch ar an eachtra. Dá bhrí sin ní bhíonn eagla ar dhaoine a thuairiscíonn eachtraí tromaíochta go mbeidh 'daoine eile i dtrioblóid'. Ar an taobh eile tá an tuairisciú ag cuidiú leo trioblóid a sheachaint. The relevant teacher will not apportion blame on anyone, but the bullying behaviour will, instead, be viewed as a mistake, which should and must be corrected. It is to be explained that punishment will not be meted out but, rather, that the parties will be addressed regarding bullying behaviour, about its effect on other people and about how it can impact on, and hurt, other people. A promise will be sought that the behaviour will stop. In the case that the promise is given and kept, that will be deemed to be the end of the matter. For this reason, people, who report bullying incidents will have no fear of 'getting others into trouble.' On the contrary, the reporting has helped to avoid trouble.

- ➢ Sa chás go bhfuil geallúint scríofa sínithe ag páiste agus go roghnaíonn siad an gheallúint sin a bhriseadh ní féidir breathnú ar an iompar mar 'bhotún'. In the case that a promise has been signed by a child and he/she chooses to break the promise, this can no longer be regarded as a 'mistake'.
- ➢ Coinnítear an páipéarachas mar a bhaineann le tuairisciú agus le réiteach ar thromaíocht i gcomhad go discréideach sa scoil. The relevant paperwork associated with the reporting and the resolution of the bullying is to be kept securely in a file in the school.

5.2 Láimhseáil Dealing with bullying

- ➢ Déanann an múinteoir an scéal a fhiosrú. The teacher investigates.
- ➢ Déantar nóta den fhiosrú i nótaí an mhúinteora. A note is made of the investigation in the teacher's notes.
- ➢ Labhraítear leis an bpáiste a bhí thíos leis an eachtra agus leis an bpáiste ba chúis leis an iompar. Both the person doing the bullying and the person affected by the bullying will be spoken to.

Sa chás go dtuigtear gur eachtra amháin atá i gceist, (agus nach néal-thromaíocht atá i gceist), tugtar foláireamh don té ba chúis leis an iompar go mbreathnófar air mar thromaíocht má leanann an t-iompar seo ar aghaidh leis an duine céanna. Ag an staid seo pléitear leis faoin gcód iompair. Is **rabhadh faoi iompar tromaíochta** atá i gceist ag an staid seo. If it is established, following investigation, that the behaviour is an isolated incident and is not an incidence of cyber-bullying, the child responsible for the behaviour will be given a warning. that this will be viewed as bullying,

should it continue with the same person. At this stage, it is dealt with under the code of behaviour. This is **a warning about bullying behaviour** at this stage.

Sa chás gur tromaíocht nó néal-thromaíocht atá i gceist agus/nó go bhfuil sé soiléir, tar éis iniúchadh a dhéanamh, gur iompar leanúnach atá ann pléitear leis faoin polasaí friththromaíochta. In a situation where, after investigation, it is clear that an incidence of cyber bullying or a pattern of bullying behaviour has been identified, it will be dealt with under the anti-bullying policy.

- **Ó Naíonáin go Rang 1** déanfar iarracht a mhíniú don pháiste cé chomh gortaithe is a bhíonn páiste i ndiaidh an iompair seo. Mar gheall go bhfuil na páistí seo fós ag foghlaim scileanna sóisialta déanfar gach iarracht a chur in iúl dóibh an tionchar a bhíonn ag iompar tromaíochta ar pháistí eile. Má leanann an fhadhb ar aghaidh déanfar teagmháil leis na tuismitheoirí chun a gcuid tacaíochta a fháil. Cuirtear an priomhoide ar an eolas ag an staid seo. Between Junior Infants and Rang 1, an effort will be made to explain to the child how hurt another child feels after such behaviour. Because children are still learning social skills, every effort will be made to explain to them the effect that bullying behaviour has on other children. If the problem persists, the parents will be contacted to get their support. The Principal will be informed at this stage.

- **Ó R2 go R6 Between R2 and R6**

Leibhéal 1 Level 1

1. Déanfar taifead oifigiúil sa scoil. Líonfar isteach aguisín 3 den pholasaí agus coinneofar ar thaifead san oifig é. An official record will be made in the school. Appendix 3 of the policy will be filled in and will be kept on record in the office.
2. Iarrfar ar an bpáiste bileog mhachnaimh a líonadh. The person responsible for the bullying will be asked to fill in a 'bileog mhachnaimh' (a reflection on what they have done).
3. Iarrfar ar an bpáiste geallúint scríofa a thabhairt go stopfaidh an tromaíocht/an néal-thromaíocht. The person responsible for the bullying will be asked to give a written promise that the bullying /cyber bullying will stop.
4. Cuirtear tuistí ar an dá thaobh ar an eolas. Both sets of parents will be informed.

Leibhéal 2 Level 2

Má leanann tromaíocht/néal-thromaíocht ar aghaidh agus má bhristear an gheallúint scríofa ní féidir breathnú air mar bhotún. If the bullying/cyber bullying continues and if the written promise is broken this can no longer be regarded as a mistake

1. Cuirfear an cás **faoi bhráid an Phríomhoide / Leaspríomhoide. The case will be referred to the Principal/Deputy Principal.**
2. Déanfar taifead oifigiúil arís air sa scoil. Líonfar isteach Aguisín 3 den pholasaí agus coinneofar ar thaifead san oifig é. Another official record will be made in the school. Appendix 3 of the policy will be filled in and kept on record in the office.
3. Iarrfar ar an bpáiste bileog mhachnaimh a líonadh. The person responsible for the bullying will be asked to write a 'bileog mhachnaimh' (a reflection on what they have done).
4. Déanfar cruinniú a ghairm leis na tuismitheoirí A meeting will be called with the parents.
5. Iarrfar ar an bpáiste an dara geallúint a shíniú agus déanfar smachtbhannaí a chur i bhfeidhm. I measc na smachtbhannaí d'fhéadfadh na nithe seo leanas a bheith i gceist (cailliúint phribhléidí/ coinneáil istigh / obair bhreise / aistarraingt ó fhoirne scoile nó turais scoile).* The person responsible for the bullying will be asked to sign a second promise and sanctions will be imposed. The following could be included under the term 'sanctions:' loss of privileges, keeping in, extra work, withdrawal from school teams or from school tours.
6. Coinneofar na geallúintí ar fad ar thaifead scríofa san oifig. The promises will all be kept on written record in the office.
7. I gcás páiste atá ag Leibhéal 2 déanfaidh an Bord Bainistíochta cinneadh ar rannpháirtíocht an pháiste sin i dturas scoile thar oíche. In the case of a child who is at level 2, the Board will decide on whether he/she can take part in an overnight school trip.
8. Déanfaidh an Bord Bainistíochta cinneadh ar gach páiste atá ar Leibhéal 2 sula dtéann siad ar thuras scoile thar oíche faoi conas a dhéileálfar leo má bhíonn eachtra eile ann. The Board will decide on every child at Level 2, before they go on an overnight school trip, about how any further bullying behaviour will be addressed should there be an incident while on the trip.

Leibhéal 3 Level 3

Sa chás go leanann an tromaíocht ar aghaidh ina dhiaidh sin; In the case that the bullying should continue after that:

1 Déanfaidh an Príomhoide tuairisc scríofa a chur os comhair an Bhoird Bainistíochta maidir le stair an cháis agus na céimeanna ar fad a glacadh sa scoil go dtí seo. The Principal will present a written report to the Board of Management regarding the history of the case and all the steps which the school has taken to date.

2 Déanfaidh an Bord Bainistíochta cinneadh ansin ar smachtbhannaí cuí (mar a bhí ag leibhéal 2 agus fionraí ina measc.) Is ceist idir an scoil agus an páiste a bhí i mbun na tromaíochta agus a thuismitheoirí é an

smachtbhanna a chuirtear i bhfeidhm. The Board of Management will then decide on appropriate sanctions (those outlined in Level 2, up to, and, including suspension). The issue of sanctions is a matter concerning the school and the child responsible for the bullying and his/her parents.

3 I gcásanna áirithe, áfach, d'fhéadfadh sé go mba ghá do scoil cúnamh a lorg ó dhaoine nó ó ghníomhaireachtaí foirmiúla eile sa cheantar, ar nós NEPS, FSS, oibrithe sóisialta, oibrithe pobail, comhaltaí den Gharda Síochána srl. In certain cases, however, it could happen that the school needs to seek help from people or from official agencies in the area, NEPS, FSS, social workers, community workers, members of an Garda Síochána etc.

4 Foráiltear in Tús Áite do Leanaí: Treoir Náisiúnta 2017 agus sna Nósanna Imeachta Frith-thromaíochta, i gcásanna a bhaineann le tromaíocht thromchúiseach nuair a mheastar go bhféadfadh iompar a bheith mí-úsáideach, d'fhéadfadh go ndéanfaí atreorú chuig Tusla nó chuig an nGarda Síochána de réir mar is cuí. I gcás ina bhfuil imní ar an lucht foirne scoile faoi leanbh a eascraíonn as iompar tromaíochta líomhnaithe, ach nach bhfuil sé/sí cinnte faoin ábhar a thuairisciú do Tusla, iarrfaidh an DIA (duine idirchaidrimh ainmithe) comhairle ó Tusla, de réir na nósanna imeachta atá leagtha amach i gcaibidil 5 de na nósanna imeachta seo. There is a provision in Children First National Guidelines 2017 in the anti-bullying procedures to allow for referrals to Tusla, or to An Garda Síochána, as appropriate. In the case of the school authorities being concerned about a child because of alleged bullying behaviour, but where there is an uncertainty about reporting the matter to Tusla, the DLP (designated liaison person) will seek advice from Tusla, in line with the procedures as laid out in Ch 5 of these procedures guidelines

6. Clár Tacaíochta

6.1 Tá clár tacaíochta na scoile chun plé le páistí a bhíonn bainteach le tromaíocht leagtha síos thíos. The school's support programme for children affected by bullying (whether they have been subjected to bullying or are responsible for it) is outlined below:

6.1.1 Páistí a bhíonn thíos le tromaíocht: Children who have been subjected to bullying:

➢ Deireadh a chur leis an iompar tromaíochta. To put an end to the bullying behaviour.

➢ Athrú a dhéanamh ar chultúr na scoile le go mbeadh níos mó measa ar pháistí go ginearálta agus ar pháistí a bhíonn thíos le tromaíocht go háirithe. To change the culture within the school to ensure more respect for all children in general, and, particularly, for children who have been subjected to bullying.

- Athrú a dhéanamh ar chultúr na scoile le go mbeadh níos mó bá ar fáil dóibh siúd atá thíos le tromaíocht. To change the culture within the school so that there is more empathy for those who have been subjected to bullying.

- Soiléiriú a dhéanamh tríd an gclár idirghabhála nach mbíonn an locht ar an té a bhíonn thíos le tromaíocht. Chun é seo a bhaint amach, caithfear iad siúd a bhíonn freagrach as an tromaíocht a aithint agus an cás a réiteach go tapa. To clarify, through the mediation programme, that no blame should be attached to the person who has been subjected to bullying. To achieve this, those who are responsible for the bullying must be identified and the issue resolved quickly.

- Deis a thabhairt do pháiste a bhíonn thíos le tromaíocht ráiteas tionchair íospairtigh a scríobh faoin eachtra. To allow a child, who has been subjected to bullying to write a victim impact statement about the incident

- D'fhéadfadh go gcuirfeadh an Bord eolas ar fáil maidir le seirbhísí comhairleoireachta, más cuí, dóibh siúd a bhfuil a leithéid ag teastáil uathu. The Bord may supply information on counselling services as appropriate, should they be required.

- Féin-mheas agus féinmhuinín na bpáistí a ardú tríd iad a spreagadh páirt a ghlacadh I ngrúpimeachtaí agus in imeachtaí a spreagfadh cairdeas agus scileanna sóisialta. (obair ghrúpa sa rang, ranganna iar-scoile, foirne scoile agus rl). To raise self-respect and self-confidence of children by encouraging them to take part in group activities and in other activities to foster friendship and social skills. (class-based group work, after-school classes, school teams etc).

- Clár cairdis a bhunú sa scoil/sa rang más cuí (Friends for Life/Friends First). To establish a friendship programme in the school (Friends for Life/Friends First).

6.1.2 Páistí a bhíonn i mbun iompar tromaíochta. Children who have been responsible for bullying.

- Soiléiriú a dhéanamh nach gcuirtear milleán ar pháistí a stopann den tromaíocht agus a thosaíonn as an nua. To clarify that the child who stops bullying and who makes a fresh start will not be blamed.
- Moladh a thabhairt do pháiste a stopann den tromaíocht agus aird a tharraingt ar an athrú atá déanta acu, ag leagan béime go bhfuil an rud ceart déanta. To praise any child who stops bullying by highlighting the changes he/she has made and confirming that they have done the right thing.

- D'fhéadfadh go gcuirfeadh an Bord eolas ar fáil maidir le seirbhísí comhairleoireachta, más cuí, dóibh siúd a bhfuil a leithéid ag teastáil uathu ionas gur féidir leo teacht ar bhealaí eile chun a gcuid riachtanas a bhaint amach, seachas trí chearta daoine eile a shárú. The Bord may supply information on counselling services as appropriate, should they be required, to help them find other ways of achieving what they want, other than violating the rights of others.

- Féin-mheas na bpáistí, a bhfuil a leithéid ag teastáil uathu, a ardú tríd iad a spreagadh le páirt a ghlacadh i ngrúpimeachtaí agus in imeachtaí a spreagfadh cairdeas agus scileanna sóisialta. (obair ghrúpa sa rang, ranganna iar-scoile, foirne scoile agus rl) To raise the self-respect of children, where necessary, by encouraging them to take part in group activities and in other activities to foster friendship and social skills. (class-based group work, after-school classes, school teams etc.).

- Straitéisí foghlama a úsáid tríd an scoil agus tríd an gcuraclam go háirithe in OSPS a chuidíonn le féin-mheas a spreagadh i bpáistí. To use learning strategies within the school and throughout the curriculum, especially in SPHE which will help to foster self-respect among pupils.

- Nuair a bhíonn an scoil ag plé le droch-iompar go ginearálta, déantar iarracht múinteoirí agus tuismitheoirí a spreagadh le díriú ar agus le tabhairt faoin iompar ach ag an am céanna le tacaíocht a thabhairt do na páistí. Whenever bad behaviour is being dealt with by the school both teachers and parents are encouraged to focus on and tackle the behaviour, while at the same time supporting the children.

- Nuair a bhíonn an scoil ag plé le tromaíocht ba chóir díriú ar thoradh dearfach a fháil ar an iompar seachas milleán a leagan ar dhuine, agus deis a thabhairt do pháiste tosnú as an nua nuair a choinnítear gealltanas stopadh d'iompar tromaíochta. The focus, when dealing with bullying, will be on a positive outcome rather than on laying the blame on any individual, and to give someone the chance to start afresh, if a promise has been given to desist from the bullying behaviour.

7. Maoirseacht agus Monatóireacht Éifeachtach ar Dhaltaí

7. Deimhníonn an Bord Bainistíochta go bhfuil cleachtais agus beartais chuí mhaoirseachta agus monatóireachta i bhfeidhm chun iompar tromaíochta a chosc agus chun déileáil leis agus chun idirghabháil luath a éascú más féidir.
Deimhníonn an Bord Bainistíochta go ndéanfaidh an scoil, de réir a cuid oibleagáidí faoin reachtaíocht chomhionannais, gach beart is indéanta go praiticiúil chun daltaí agus baill foirne a chosaint ar chiapadh gnéasach agus ar chiapadh ar aon cheann de na naoi bhforas, mar atá inscne lena n-áirítear trasinscne, stádas sibhialta, stádas teaghlaigh, treoshuíomh gnéasach, reiligiún, aois, míchumas, cine nó ballraíocht den lucht siúil.
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 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 Travelling community

Deimhníonn an Bord nach mbíonn na gnáth-struchtúir tacaíochta i bhfeidhm agus páistí ar thurais thar oíche agus dá réir sin bhfuil dualgais ar leith ar an mBord nuair a bhíonn turais thar oíche i gceist. Mar sin, tá measúnú riosca iniata leis an bPolasaí um Chosaint Leanaí (féach Ráiteas um Chumhdach Leanaí l.7). De réir an Ráiteas um Chumhdach Leanaí beidh an Bord ag meabhrú do mhúinteoirí cuí, na rioscaí atá i gceist roimh aon turas thar oíche.
The Board of Management recognises that the normal support structures are not in place on overnight trips and therefore, that the Board has a duty of care in the case of overnight trips. Therefore, a risk assessment policy is attached to the Child Protection Policy (see: Statement on Child Protection,p.7)

Ní mór don Phríomhoide tuairisciú don Bhord Bhainistíochta uair sa téarma, ar a laghad, agus an t-eolas seo a leanas a sholáthar: The Principal is required to report to the Board at least once a term and to provide the following information:

(i) líon iomlán na gcásanna tromaíochta a tuairiscíodh (ar an teimpléad taifeadta tromaíochta in **Aguisín 3**) ó tuairiscíodh don Bhord an uair dheireanach

The total number of bullying incidents which were reported (on the template for recording bullying incidents, Appendix 3) since the last report to the Board and

(ii) agus a dheimhniú gur déileáladh le gach cás ag (i) díobh, nó go bhfuiltear ag déileáil leo, de réir bheartas friththromaíochta na scoile agus de réir na *nGnásanna Frithbhulaíochta Bunscoile agus Iar-bhunscoile.*

And confirmation that each case in (i) was dealt with or is being dealt with, in accordance with the anti-bullying policy and the *Anti-Bullying Policy for Primary and Secondary Schools*

8. Faomhadh agus Athbhreithniú

8.1 Ghlac an Bord Bainistíochta an beartas seo an **20 Meitheamh 2018**

This policy was adopted by The Board of Management on 20 June 2018.

Tá an beartas seo ar fáil do phearsanra na scoile, foilsíodh é ar shuíomh Gréasáin na scoile agus do Chumann na dTuismitheoirí. Cuirfear cóip den bheartas seo ar fáil don Roinn agus do phátrún na scoile má iarrtar é.

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 DES and to the patron, as requested.

Déanfaidh an Bord Bainistíochta athbhreithniú ar an mbeartas agus a fheidhmiú uair amháin i ngach scoilbhliain ag úsáid an seicliosta in aguisín 4. Cuirfear fógra scríofa gur athbhreithníodh beartas frithathromaíochta na scoile ar fáil do phearsanra na scoile, foilseofar é ar shuíomh Gréasáin na scoile agus do Chumann na dTuismitheoirí. Cuirfear taifead den athbhreithniú agus a thoradh a chur ar fáil don phátrún agus don Roinn, leis, má iarrtar é.

This policy and its implementation will be reviewed by the Board of Management once in every school year, based on the checklist in Appendix 4. Written notification that the review has been completed will be available to school personnel; it will be published on the school website and will be available to the Parents' Association. A record of the review and its outcome will be made available to the DES and to the Patron, if requested.

Síniú: _____ Síniú: _____

(Cathaoirleach an Bhoird Bainistíochta) (Príomhoide)

Dáta: ___/___/_____ Dáta: ___/___/_____

Dáta an Athbhreithnithe: 2019

Aguisín 1 Appendix 1

Ní liosta cuimsitheach é an liosta samplaí seo thíos, agus féadfaidh scoileanna saghsanna iompair eile a chur leis an liosta de réir a gcúinsí féin. The list of examples below is not an exhaustive list, and schools may wish to add behaviours which reflect their own circumstances

Samplaí d'Iompraíochtaí Tromaíochta

Saghsanna iompair a bhaineann le gach saghas Tromaíochta **General behaviours which apply to all types of bullying**	• Ciapadh bunaithe ar cheann ar bith de na naoi bhforas sa reachtaíocht comhionannais e.g. ciapadh gnéasach, tromaíocht homafóbach, tromaíocht chiníoch,srl. Harassment based on any of the nine grounds in the equality legislation, e.g. sexual harassment, homophobic bullying, racist bullying etc. • Forrántacht fhisiciúil. Physical aggression. • Damáiste do mhaoin. Damage to property. • Leasainmneacha a ghlaoch. Name calling. • Cleithmhagadh. Slagging. • Pictiúir, focail i scríbhinn, nó ábhar eile a tháirgeadh, a thaispeáint nó a scaipeadh atá dírithe ar dhuine eile a imeaglú. The production, display or circulation of written words, pictures or other materials aimed at intimidation another person. • Graifítí maslach. Offensive graffiti. • Sracadh. Extortion. • Leithcheal: leithcheal a dhéanamh ar dhuine ó ghrúpa d'aonghnó. Exclusion: deliberately excluding someone from a group. • Imeaglú. Intimidation. • Gothaí maslacha nó gáirsiúla. Insulting or offensive gestures. • 'Amharc' faoi leith. The "look". • Cur isteach ar spás pearsanta. Invasion of personal space. • Meascán de na samplaí thuasluaite. A combination of the above examples.
Cibearthromaíocht **Cyber bullying**	• **Dímheas**: Ráflaí, bréaga nó biadán a scaipeadh chun dochar a dhéanamh do cháil duine eile. **Denigration:** spreading rumours, lies or gossip to hurt a person's reputation.

	• **Ciapadh**: Teachtaireachtaí oilc, suaracha nó gáirsiúla a sheoladh chuig duine go leanúnach. **Harassment:** Continuously sending nasty, mean or rude messages to a person. • **Pearsanú**: Teachtaireachtaí maslacha nó forrántachta a phostáil faoi ainm duine eile. Impersonation: Posting offensive or aggressive messages while pretending to be someone else. • **Gríosadh**: Úsáid a bhaint as focail ghairsiúla nó ghríosaitheacha chun troid ar líne a spreagadh. "Flaming": using inflammatory or vulgar language to provoke an on-line fight. • **Cleasaíocht**: Dallamullóg a chur ar dhuine eolas pearsanta a roinnt agus an t-eolas sin a úsáid ar líne ina dhiaidh sin. Trickery: Fooling someone to share personal information and then sharing it on line. • **Sceitheadh**: Eolas nó íomhánna rúnda a phostáil nó a roinnt. **Outing:** posting or sharing personal information or images. • **Leithcheal**: Leithcheal a dhéanamh ar dhuine ó ghrúpa ar líne d'aon ghnó. **Exclusion**: Intentionally excluding someone from an on-line group. • **Cibear-stalcaireacht**: Ciapadh agus tromaíocht leanúnach a fhágann go mbíonn eagla a b(h)eatha/a s(h)ábháilteachta ar dhuine. Cyber stalking: Ongoing harassment and bullying which leave a person afraid for his/her own safety. • Glao tostach gutháin/gutháin phóca. Silent phone/mobile phone calls. • Glao maslach gutháin/gutháin. Abusive phone/mobile phone calls. • Teachtaireacht téacs mhaslach. Abusive text messages. • Teachtaireacht ríomhphoist mhaslach. Abusive e-mails. • Cumarsáid mhaslach ar líonraí sóisialta e.g. Facebook/Ask.fm/ Twitter/You Tube nó ar chonsóil chluichí. Abusive communication on social networks e.g.Facebook/Ask.fm/ Twitter/You Tube or on games consoles. • Ráitis/Blaganna/Pictiúir mhaslacha idirlín. Abusive on-line comments/blogs/pictures. • Postálacha maslacha ar chineál ar bith teicneolaíochta cumarsáide. Abusive posts on any form of communication technology.
Saghsanna iompair bunaithe ar Aitheantas Identity Based Behaviours	

Lena n-áirítear aon cheann de na naoi bhforas idirdhealúcháin a luaitear sa Reachtaíocht um Chomhionannas (inscne lena n-áirítear trasinscne, stádas sibhialta, stádas teaghlaigh, claonadh gnéasach, reiligiún, aois, míchumas, cine agus toisc gur den Lucht Taistil iad). Including any of the nine discriminatory grounds mentioned in Equality Legislation (gender, including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the traveller Community)	
Homafóbach agus Trasinscne **Homo-phobic and trans-gender**	• Ráflaí a scaipeadh faoi chlaonadh gnéasach duine. Spreading rumours about a person's sexual orientation. • Duine a bhfuil claonadh gnéasach difriúil aige/aici a ghreanú. Taunting a person of a different sexual orientation. • Leasainmneacha a ghlaoch, e.g. aerach, casta, lúbtha, a úsáidtear chun caitheamh anuas ar dhuine. Name calling, e.g: gay, queer, lesbian…used in a derogatory manner. • Imeaglú fisiciúil nó ionsaí. Physical intimidation or attacks. • Bagairtí. Threats.
Cine, náisiúntacht, cúlra eitneach agus ballraíocht de phobal an Lucht Taistil **Race, nationality, ethnic background and membership of the Traveller community**	• Idirdhealú, réamhchlaonadh, ráitis nó maslaí a bhaineann le cine, náisiúntacht, cultúr, aicme shóisialta, creideamh, cúlra, eitneach nó an Lucht Taistil. Discrimination, prejudice, comments or insults about race, nationality, culture, social class, religious beliefs, ethnic or traveller background. • Leithcheal de bhun aon cheann acu seo thuas. Exclusion based on any of the above. • Tuin chainte. Accent.
Caidreamhach **Relational**	Is éard atá i gceist anseo caidrimh a mhí-ionramháil mar bhealach chun Tromaíocht a dhéanamh. Ar na saghsanna iompair tá: This involves manipulating relationships as a means of bullying. Behaviours include: • Biadán maslach. Malicious gossip. • Leithcheal agus aonrú. Exclusion and isolation. • Neamhaird. Ignoring. • Leithcheal ó ghrúpa. Exclusion from a group. • Cairde a bhaint de dhuine. Taking someone's friends away. • . "Bitching". • Ráflaí a scaipeadh. Spreading rumours. • Rún a sceitheadh. Breaking confidence. • Caint sách ard le go gcloisfeadh an t-íobartach í. Talking loud enough that the victim can hear. • 'Amharc' faoi Leith. "The Look". • 'nerd' a úsáid le cur isteach ar dhuine. Use of a term like "nerd" in a derogatory way.

Gnéasach **sexual**	• Ráitis nó tadhall gnéasach míchuí nó gan choinne. Inappropriate or unwelcome comments or touching. • Ciapadh. Harassment. • Duine a ghreanú
Riachtanais Speisialta Oideachais, Míchumas **Special Educational Needs, Disability**	• Leasainmneacha a . Name calling. • Daoine a ghreanú mar gheall ar a m(h)íchumas nó riachtanais foghlama. Taunting others because of their disability or learning needs. • Teacht i dtír ar leochaileacht daltaí eile agus ar a gcumas teoranta Tromaíocht a aithint agus iad féin a chosaint. Taking advantage of some pupils' vulnerabilities and limited capacity to recognise and defend themselves against bullying. • Teacht i dtír ar leochaileacht daltaí eile agus ar a gcumas teoranta cúinsí sóisialta agus leideanna sóisialta a aithint agus iad féin a chosaint. Taking advantage of some pupils' vulnerability and limited capacity to understand social situations and social cues and to defend themselves. • Aithris a dhéanamh ar mhíchumas duine eile. Mimicking a person's disability. • Ceap magaidh a dhéanamh de dhaoine eile. Ridiculing others.

Aguisín 2 Appendix 2

Seicliosta le haghaidh athbhreithniú bliantúil ar an mbeartas fhríth-thromaíochta agus ar a fheidhmiú. Checklist for annual review of the anti-bullying policy and its implementation

Ní mór don Bhord Bainistíochta (an Bord) athbhreithniú bliantúil a dhéanamh ar bheartas frith-thromaíochta na scoile agus ar an tslí ina gcuirtear chun feidhme é. Ní mór an seicliosta seo a leanas a úsáid san athbhreithniú. Áis is ea an seicliosta d'athbhreithniú an bheartais ach ní seicliosta uileghabhálach é. Ní mór na rudaí seo a leanas a chur i gcrích chun an seicliosta a chomhlánú: scrúdú agus athbhreithniú ar anailís chainníochtúil agus ar anailís cháilíochtúil ar eilimintí éagsúla d'fheidhmiú bheartas frith-bhulaíochta na scoile.

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. To complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	Tá	Níl
An bhfuil beartas frith-thromaíochta a ghéilleann go hiomlán do riachtanais *Ghnásanna Frith-bhulaíochta Bunscoile agus Iar-bhunscoile* glactha ag an mBord go foirmiúil? Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the		

Anti-Bullying Procedures for Primary and Post-Primary Schools?		
An bhfuil an beartas foilsithe ar shuíomh Gréasáin na scoile agus cóip curtha ar fáil do chumann na dtuismitheoirí? Has the Board published the policy on the school website and provided a copy to the parents' association?		
An bhfuil an Bord sásta go bhfuil go bhfuil an beartas ar fáil d'fhoireann na scoile (agus foireann nua san áireamh)? Has the Board ensured that the policy has been made available to school staff (including new staff)?		
An bhfuil an Bord sásta go bhfuil dóthain eolais ar an mbeartas agus ar na gnásanna ag foireann na scoile chun iad a chur i bhfeidhm go héifeachtach agus go comhsheasmhach ina gcuid oibre laethúla? Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?		
An bhfuil an Bord sásta go bhfuil dóthain eolais ar an mbeartas ag na daltaí? Has the Board ensured that the policy has been adequately communicated to all pupils?		
An bhfuil an Bord sásta gur doiciméadaíodh sa bheartas na straitéisí coiscthe agus oideachais a bheidh i bhfeidhm sa scoil? Is the Board satisfied that the policy has documented the prevention and education strategies that the school applies?		
An bhfuil an Bord sásta gur cuireadh gach straitéis coiscthe agus oideachais chun feidhme? Is the Board satisfied that all of the prevention and education strategies have been implemented?		
Ar scrúdaíodh a éifeachtaí atá na straitéisí coiscthe agus oideachais atá curtha chun feidhme? Has the effectiveness of the prevention and education strategies that have been implemented been examined?		
An bhfuil an Bord sásta go bhfuil na múinteoirí ar fad ag taifeadadh agus ag déileáil le teagmhais tromaíochta de réir an bheartais? Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?		
An bhfuil an Bord sásta go bhfuair an Bord na tuairiscí achoimre tréimhsiúla ón bPríomhoide agus ar glacadh miontuairiscí maidir leo? Has the Board received and minuted the periodic summary reports of the Principal?		
An bhfuil an Bord sásta gur pléadh a fheabhas atá an scoil ag láimhsiú tuairiscí tromaíochta lena n-áirítear teagmhais thromaíochta ar déileáladh leo ag céim luath agus nach bhfuil ar áireamh, mar sin, i dtuairisc thréimhsiúil an Phríomhoide? Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?		
An bhfuil an Bord sásta nach bhfuarthas aon ghearán ó thuismitheoirí maidir leis an tslí ina láimhsíonn an scoil teagmhais thromaíochta? Has the Board received any complaints from parents regarding the school's handling of bullying incidents?		
An bhfuil an Bord sásta nár thóg tuismitheoir ar bith a páiste amach as an scoil á rá go raibh siad míshásta leis an tslí inar láimhsigh an scoil cás thromaíochta? Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?		
An bhfuil an Bord sásta nach ndearna Ombudsman na Leanaí imscrúdú ar an tslí inar láimhsigh an scoil cás tromaíochta a thionscain nó a thabhairt chun críche? Have any Ombudsman for Children investigations into the school's handling of a bullying case been		

initiated or completed?		
An bhfuil an Bord sásta go ndearnadh anailís ar na sonraí a fuarthas ó chásanna a tuairiscíodh don Phríomhoide (leis an teimpléad taifeadta tromaíochta) chun aon cheisteanna, treochtaí nó patrúin in iompar tromaíochta a shainaithint? Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?		
An bhfuil an Bord sásta nár aithníodh aon ghnéithe de bheartas na scoile agus/nó a fheidhmiú a dteastaíonn feabhsú breise orthu? Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?		
An bhfuil plean gníomhaíochta i bhfeidhm ag an mBord chun díriú ar aon réimse ina dteastaíonn feabhsú? Has the Board put in place an action plan to address any areas for improvement?		

Síniú _____ Dáta _____

Cathaoirleach, an Bord Bainistiochta
Síniú _____ Dáta _____
Príomhoide

Aguisín 3 Appendix 3

Teimpléad chun Iompar Tromaíochta a thaifeadadh Template for recording bullying behaviour

1. Ainm an Pháiste a bhfuil tromaíocht á dhéanamh air/uirthi agus an rang ghrúpa Name of pupil being bullied and class group

Ainm Name _____Rang Class_____

2. Ainm(neacha) and rang(anna) an pháiste / na bpáistí atá I mbun iompair tromaíochta Name(s) and class(es) of pupil(s) engaged in bullying behaviour

_____
_____
_____

3. An t-iompar is ábhar buartha/imní (cuir tic sa bhosca(í) cuí*)Source of bullying concern/report (tick relevant box(es))

An dalta féin Pupil concerned	
Dalta Eile Other Pupil	
Tuismitheoir Parent	
Múinteoir Teacher	
Eile Other	

4. An áit ar tharla an teagmhas / na teagmhais (cuir tic sa bhosca(í) cuí)* Location of incidents (tick relevant box(es))*

Clós playground	
Seomra Ranga Classroom	
Dorchla Corridor	
Leithreas Toilet area	
Bus Scoile School Bus	
Eile Other	

5. Ainm an duine / na ndaoine a thuairisc an bhuairt Name of person(s) who reported the bullying concern

6. Cineál an iompair thromaíochta (cuir tic sa bhosca(í) cuí)* Type of Bullying Behaviour (tick relevant box(es))*

Ionsaitheacht Fhisisciúil Physical Aggression		Néal-Thromaíocht Cyber-bullying	
Dochar do Mhaoin Damage to Property		Imeaglú Intimidation	
Aonrú / Eisiamh Isolation/Exclusion		Cúlchaint mhailíseach Malicious Gossip	
Ainmneacha maslacha a thabhairt ar dhuine Name Calling		Eile (Sonraigh) Other (Specify)	

7. I gcás iompair a bhféachtar air mar thromaíocht bunaithe ar aitheantas tabhair a chatagóir lena mbaineann: Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homafóbach Homophobic	Míchumas / bainteach le riachtanais speisialta oideachais Disability/SEN related	Ciníoch Racist	Ballraíocht den Lucht Siúl Membership of the Traveller Community	Eile (sonraigh) Other (specify)

8. Cur síos gairid ar an iompar tromaíochta agus ar a thionchar. Brief description of bullying behaviour and its impact

9. Sonraí na mbeart a rinneadh Details of action taken

Síniú _____ (Múinteoir Cuí) (Relevant Teacher) Dáta _____

Dáta ar cuireadh ar aghaidh ag an bPríomhoide / Príomhoide Tánaisteach _____
Date submitted to Principal/Deputy Principal

Aguisín 4 Appendix 4
Néal-thromaíocht Cyber bullying

Cuireann Scoil Neasáin roimhe a chinntiú go bhfuil páistí sábháilte agus go mothaíonn páistí slán ó thromaíocht agus ó chiapadh agus ó leithcheal. Tá Scoil Neasáin tiomanta do mhúineadh do pháistí conas teicneolaíocht a úsáid go héifeachtach, go sábháilte agus go freagrach. Scoil Neasáin aims to ensure that children are safe and feel safe from bullying, from harassment and from exclusion. Scoil Neasáin is committed to teaching children the knowledge and skills to be able to use technology effectively, safely and responsibly.

Néal-Thromaíocht a thuiscint Understanding cyber bullying

'Séard is néal-thromaíocht ann ná úsáid na teicneolaíochta (fón póca agus nó idirlíon) chun cur isteach ar dhuine eile. Cyber bullying is the use of technology, ICT, (including a mobile phone and/or the internet) to abuse another person.

- Is féidir leis tarlú in áit ar bith agus níl srian leis an líon daoine ar féidir bheith páirteach ann. This can take place anywhere and can involve several people.
- Is féidir gur duine ar bith a bheadh thíos leis an tromaíocht: páiste / ball foirne. Anybody can be targeted, including pupils and staff members
- Is féidir gur bagairtí / imeaglú / ciapadh / néal-stalcaireacht / tarcaisniú / aithisiú / fágáil amach / diúltú / pearsanú / eolas nó grianghraf príobháideach a fhoilsiú gan údarás. It can include threats/ intimidation/ harassment/cyber-stalking/vilification/defamation/exclusion/rejection/impersonation/unauthorised publication of private information or images etc.
- Cé go mbíonn iompar leanúnach i gceist le tromaíocht tá sé ráite sna **Treoirlínte Frith-Bhulaíochta do bhun agus meánscoileanna** a foilsíodh i 2013; While bullying involves a repetition of unwelcome behaviour, the Anti-Bullying Procedures for Primary and Post Primary Schools, September 2013 states:

  "2.1.3: *Ach, i bhfianaise an bheartais seo, féachfar ar theachtaireacht, íomhá nó ráiteas poiblí goilliúnach* ***aon uaire*** *ar shuíomh Gréasáin líonra poiblí nó ar fhóram poiblí eile ar féidir an teachtaireacht, an íomhá nó an ráiteas sin a fheiceáil air agus/nó a bheith athráite ag daoine eile mar iompar bulaíochta".* 2.1.3: *In addition, in the context of these procedures, 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.*

Cad is Néal-Thromaíocht ann? What is cyber bullying?

Tá iliomad cineálacha de néal-thromaíocht ann. I measc na gceann is coitianta tá: There are many types of cyber bullying. The most common types are:

- **Téacs-theachtaireachtaí**: Is féidir leo a bheith bagrach agus cur isteach ar dhuine. San áireamh anseo tá blue-fhuadach; (gearrtheachtaireachtaí gan ainm a sheoltar thar an gcóras bluetooth.) Text messages-can be threatening or cause discomfort. Also included here is 'Bluejacking' (the sending of anonymous text messages over short distances using Bluetooth wireless technology).
- **Grianghraf / íomhá / físeán** a sheoltar chuig duine chun bagairt orthu, cur isteach orthu nó iad a náiriú. Photo/image/video-clips sent to a person to make them feel threatened, upset or embarrassed.
- **Glaonna ó fhón póca**: Glaonna ciúine, fón a ghoid nó a thógáil gan cead agus a úsáid chun cur isteach ar dhuine eile agus cur i gcéill gur úinéir an fhóin atá i mbun na nglaonna. Mobile phone calls: silent calls, stealing or taking a phone without permission and then using it to annoy others, to make them believe the phone's owner is responsible
- **R-Phost**: r-phost a bheadh bagrach, nó a mbeadh rian den tromaíocht le sonrú iontu – seolta go minic faoi ainm bréagach nó in ainm duine eile. Emails: threatening or bullying e-mails, often sent using a pseudonym or somebody else's name.
- **Tromaíocht i seomraí comhrá**: Freagraí gránna a phostáil ar cheisteanna / comhráite daoine eile nuair atá siad i mbun comhrá i seomraí comhrá ar líne. Chat room bullying: unpleasant responses to other people's questions/chats when they are in a web-based chatroom.
- **Teachtaireachtaí Meandracha (IM)**: Teachtaireachtaí gránna agus páistí i mbun comhrá fíor ama ar líne ag úsáid MSM / Yahoo Chat / Snapchat / Viber agus rl Instant messaging (IM) unpleasant messages sent while children are having real-time conversations on line using MSM (Microsoft Messenger)/ Yahooo Chat/ Viber or similar.
- **Tromaíocht ar Shuíomhanna Idirlín**: Blaganna dí-cháilithe a úsáid, tromaíocht a dhéanamh ar shuíomhanna pearsanta ar nós YouTube, Facebook, agus rl. Bullying via websites: Use of defamatory blogs (web blogs), bullying on personal websites and online personal 'own web space' sites such as You Tube, Facebook and others.

Roinnt Téarmaíochta a bhíonn in úsáid nuair a bhíonn néal-tromaíocht ar bun. Some terminology associated with cyber bullying

- **Flaming**: Coimhlint ar líne le teachtaireachtaí leictreonacha; teanga mhí-oiriúnach nó gáirsiúil in úsáid go minic

Flaming: Online fights using electronic messages with unsuitable or vulgar language.

- **Ciapadh**: Teachtaireachtaí maslacha, droch-bhéasacha, tarcaisniúla á seoladh go rialto. Harassment: Repeatedly sending offensive, rude and insulting messages.
- **Néal-Stalcaireacht**: Teachtaireachtaí rialta á seoladh áit a ndéantar bagairt, gortú nó imeaglú nó páirt á ghlacadh in aon ghníomhaíocht ar líne a chuirfeadh eagla ar dhuine eile maidir le sábháilteacht / bheith i mbaol Cyber stalking: Frequent messages that include threats of harm or intimidating or engaging in any on-line activities that make a person afraid for his or her own safety.
- **Aithisiú**: Duine a 'diseáil' ar líne. Bheith i mbun biadáin nó **cúlchainte** faoi dhuine nó ráflaí a scaipeadh ar líne Defamation: "Dissing" someone. Being involved in gossip or 'mudraking' or spreading rumours on line.
- **Pearsanú**: Cur i gcéill gur duine eile atá ag postáil ábhar ar líne a chuireann isteach ar dhuine, a tharraingíonn trioblóid ar dhuine nó a dhéanann aithisiú ar dhuine nó a chuireann isteach ar dhea-cháil nó cairdeas an duine **Impersonation**: pretending to be someone else posting material on line that disturbs someone else, causes trouble for someone or damages their reputation or friendships**.**
- **Caimiléireacht**: Bob a bhuaileadh ar dhuine rún a sceitheadh nó eolas pearsanta a roinnt ar line. Trickery: Tricking someone into revealing a secret or sharing personal information on line.
- **Fágáil Amach**: Duine a fhágáil amach d'aon ghnó as ciorcal comhrá ar line. Exclusion: Intentionally excluding someone from an on-line group or chat group.

Ní liosta iomlán é seo agus bíonn athrú ag teacht ar théarmaíocht i gcónaí. This list is not exhaustive, and the terms used continue to change.

Aidhmeanna an Pholasaí. Aims of the policy

- Cinntiú go dtuigeann tuismitheoirí, foireann agus páistí na scoile cad atá i gceist le néal-thromaíocht agus conas í a throid. To ensure that parents, staff and pupils understand what cyber bullying is and how it can be combated.
- Cinntiú go bhfuil treoirlínte agus cur chuige i bhfeidhm sa scoil le cinntiú nach dtarlóidh néal-thromaíocht ar scoil. To ensure that guidelines and procedures are in force in the school to ensure that no bullying happens within the school
- Cinntiú go bpléifear le heachtraí néal-thromaíochta a tuairiscíodh go tapa agus go héifeachtach. To ensure that reported incidents of bullying are dealt with quickly and effectively.
- Déanfar plé le heachtraí néal-thromaíochta de réir pholasaí frith-thromaíochta na scoile sa mhéid is gur féidir nuair a bhaineann na heachtraí le hócáidí taobh amuigh den scoil. Incidents of cyber bullying

occurring outside of school will be dealt with under the school's anti-bullying policy insofar as is practicable.

Cur chuige chun Néal-Thromaíocht a chosc Procedures to prevent cyber bullying

- Cuirfear tuistí, múinteoirí, an Bord Bainistíochta agus páistí ar an eolas maidir le néal-thromaíocht trí mhodhanna éagsúla. Parents, staff and the Board of Management will be made aware of issues surrounding cyber bullying, through various methods
  - Tús na bliana i R4, R5 & R6 geallúint a shíniú go dtuigeann na páistí céard is néal-thromaíocht ann. At the start of every school year, pupils from R 4, 5 and 6 will be required to sign that they understand what cyber bullying is.
  - Litir chuig tuismitheoirí ag rá go bhfuilimid, mar Bhord, ag obair leis na tuismitheoirí agus leis na páistí chun iad a chosaint, ag díriú, mar shampla, ar aois toilithe [digiteache.g. pointing to digital age of consent, the recommendation that children under 13 should not be on social media ag díriú ar mar shampla, ag díriú ar aois toilithe]digiteach (litir ag tús na bliana agus an gheallúint á síniú ag na páistí). A letter will be issued from the Board of Management to the parents stating that we, the Board, will be co-operating with the parents and with the children to protect them, for example, pointing to digital age of consent (the letter to be sent at the beginning of the school year and to be signed by the child).
- Déanfar Néal-Thromaíocht a chlúdach mar chuid den OSPS, ag an tionól le linn sheachtain an Chairdis agus le linn ceachtanna frith-thromaíochta (ag teacht leis an bpolasaí frith-thromaíochta 20 Meitheamh 2018). Pupils will learn about cyber bullying through SPHE (Social, Personal and Health Education), at assemblies during friendship week and through other anti-bullying programmes.
- Cuirfear cainteoir ar fáil do na hardranganna chun sábháilteacht idirlín agus néal-tromaíocht i gcomhair leis an ngarda pobail a phlé go rialta . Glacfaidh daltaí ó Rang 1 go Rang 6 páirt sa chlár "My selfie and the wider world" (webwise). The school will engage a speaker regularly to facilitate a discussion on internet safety and cyber-bullying for the senior classes in conjunction with the Community Garda. Pupils from R 1-R6 will participate in the programme: "My selfie and the wider world" (Webwise).
- Cuirfear eolas ar fáil do mhúinteoirí agus don fhoireann tacaíochta maidir le forbairt ghairmiúil leantach ar néal-thromaíocht. Both teachers and support staff will be kept up to date regarding Continuous Professional Development on cyber bullying
- Cuirfear deiseanna ar fáil do thuismitheoirí freastal ar oíche / tráthnóna eolais ó am go chéile agus cuirfear treoirlínte ar fáil dóibh conas plé le sábháilteacht idirlín agus néal-thromaíocht Parents will be provided with the opportunity to attend information sessions from time to time and guidelines will be issued on how

to deal with internet safety and cyber bullying.

- ➢ Síneoidh páistí polasaí Ceart Úsáid Idirlín ag tús gach bliana scoile. (tá cóip sa dialann). At the start of every school year each child will sign the Acceptable Use of ICT policy (there is a copy in the school diary).
- ➢ Síneoidh tuistí polasaí Ceart Úsáid Idirlín sula dtosnaíonn páiste sa scoil agus má thagann athrú ar an bpolasaí. Beifear ag súil leis go bpléifidh siad brí an pholasaí lena gcuid páistí. Each parent will sign the Acceptable Use of ICT policy before their child starts in the school and if any change occurs in the policy. It is expected that the import of the policy would be discussed with the children.
- ➢ Spreagfar páistí agus tuismitheoirí eachtraí de néal-thromaíocht a chur in iúl don scoil. Pupils and parents will be urged to report all incidents of cyber bullying to the school
- ➢ Múinfear do pháistí sinsearacha conas scáileán a ghabháil chun taifead a dhéanamh d'eachtraí. Senior pupils will be taught how to take a screen shot to record incidents
- ➢ Déanfar eachtraí de néal-thromaíocht a iniúchadh agus a chlárú de réir an pholasaí frith-thromaíochta. All reports of cyber bullying will be investigated and recorded in line with the anti-bullying policy
- ➢ Coimeádfar taifead in oifig an phríomhoide agus déanfar monatóireacht air go rialta. The record will be stored in the Principal's office and monitored regularly
- ➢ Leanfar treoirlínte an pholasaí Frith-Thromaíochta (20 Meitheamh 2018) Procedures in our Anti-Bullying Policy (20 June 2018) shall apply
- ➢ Cuirfear an Garda Síochána ar an eolas láithreach i gcás aon iompar atá mí-dhleathach. The Garda Síochána will be notified immediately in the case of illegal behaviour

Déanfar ath-bhreithniú ar an bpolasaí seo gach bliain ag leibhéal Meán-Bhainistíochta agus foirne ag daltaí, ag tuismitheoirí agus ag foireann na scoile. Foráiltear in Tús Áite do Leanaí: Treoir Náisiúnta 2017 agus sna Nósanna Imeachta Frith-thromaíochta, i gcásanna a bhaineann le tromaíocht thromchúiseach nuair a mheastar go bhféadfadh iompar a bheith mí-úsáideach, d'fhéadfadh go ndéanfaí atreorú chuig Tusla nó chuig an nGarda Síochána de réir mar is cuí. I gcás ina bhfuil imní ar an lucht foirne scoile faoi leanbh a eascraíonn as iompar tromaíochta líomhnaithe, ach nach bhfuil sé/sí cinnte faoin ábhar a thuairiscíú do Tusla, iarrfaidh an DIA (Duine Idirchaidrimh Ainmnithe**)** comhairle ó Tusla, de réir na nósanna imeachta atá leagtha amach i gcaibidil 5 de na nósanna imeachta seo.
This policy will be reviewed annually by middle-management, pupils, parents and staff. There is a provision in Children First: National Guidelines 2017 and in the anti-bullying Procedures to allow for referrals to Tusla, or to An Garda Síochána, as appropriate. In the case of the school authorities being concerned about a child because of alleged bullying behaviour, but where there is an uncertainty about reporting the matter to Tusla, the DLP (Designated Liaison Person) will seek advice from Tusla, in line with the procedures as laid out in Ch 5 of these procedures guidelines

Eolas do Pháistí Information for pupils

Má tá tromaíocht ag tarlú duit ar an bhfón nó ar an idirlíon. If you are being bullied by phone or on the internet

- Cuimhnigh nach ortsa an locht nuair a bhaineann tromaíocht duit. Is féidir stop a chur leis agus is féidir lorg a aimsiú. Remember, bullying is never your fault. It can be stopped, and it can usually be traced.
- Ná déan neamhaird den tromaíocht. INIS do dhuine éigin a bhfuil muinín agat astu: múinteoir, príomhoide, tuiste nó líne chomhairleach. Don't ignore bullying. TELL someone you trust: a teacher, the Principal, a parent, or call a help line.
- Fan socair agus séimh. Má tá eagla ort ná cuir sin in iúl, ná héirigh feargach. Seans go spreagfadh a leithéid an duine leanúint leis an iompar mí-chuí. Keep calm. If you are frightened, try not to show it, don't get angry. This could encourage the bully to continue with the inappropriate behaviour.
- Ná tabhair amach sonraí pearsanta ar líne – má bhíonn tú i seomraí nó i gciorcal comhrá ná luaigh do sheoladh, do scoil, do sheoladh r-phoist. Cuidíonn na nithe seo le daoine próifíl a shamhlú díot. Don't give any personal details on line-if you are in a chat room, or group chat, do not say where you live, the school you attend or what your e-mail address is. These things can help people to build a profile of you.
- Coinnigh aon téacs / r-phost agus rl atá gránna. Foghlaim conas gabháil scáileáin a dhéanamh. Is fianaise é seo. Keep any bullying texts/e-mails. Learn how to take a screen shot. This is evidence
- Más féidir nótáil am agus dátaí a fhaightear téacsanna / r-phoist ghránna agus an t-eolas is féidir faoin té a sheol. If possible, make a note of the time and date of the bullying messages/e-mails and any information about the sender.
- Tá neart eolais ar fáil ar líne maidir le conas plé le néal-thromaíocht. M.sh reachout.com agus wiredsafety.org There is plenty of online advice on how to deal with cyber bullying, e.g. reachout.com and wiredsafety.org

Teachtaireachtaí téacs/físe. Text/video messaging

- Chun cosc a chur ar theacht isteach teachtaireachtaí téacs múch an cnaipe a ligeann teachtaireachtaí isteach agus ná cuir ar siúl é arís go ceann cúpla lá. B'fhéidir go gceapfadh an duine a bhí ag cur teachtaireachtaí chugat go bhfuil d'uimhir athraithe agat agus b'fhéidir go n-éireodh sé/sí as. To stop text messages coming in, simply turn off the incoming messages function and don't turn it on again for a couple of days. This might make the person sending you the messages think that you have changed your number and maybe he/she will stop them.
- Má leanann an tromaíocht ar aghaidh, is féidir leat d'uimhir a athrú. Is féidir ceist a chur ar an soláthraí seirbhíse faoi seo. If the bullying persists, you can change your phone number. Ask your mobile server provider about this.

- Ná freagair aon teachtaireacht téacs nó fís dhrochídeach nó ar ábhar buartha í. Do not reply to abusive or worrying texts or video messages.
- Tá uimhir faoi leith ag an soláthraí seirbhíse chun tromaíocht fóin a thuairisciú. Tá na sonraí ar fáil ar an suíomh gréasáin atá aige. Your service provider has a dedicated number for reporting bullying. Details are on their website
- Ná scrios aon teachtaireacht chibearbhulaíochta. Ní gá duit iad a léamh, ach ba chóir duit iad a choinneáil mar fhianaise. Do not delete any message from cyber bullies. You do not have to read them, however, you should keep them as evidence.