



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kitalens.ie](mailto:office@kitalens.ie)  
[principal@kitalens.ie](mailto:principal@kitalens.ie)  
[www.kitalens.ie](http://www.kitalens.ie)

## **Bí Cineálta Policy to Prevent and Address Bullying Behaviour**

The Board of Management of Kiltale NS has adopted the following policy to prevent and address bullying behaviour. This policy fully complies with the requirements of Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024. Please see **Appendix C** to see our Child-Friendly version of the Policy. The board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour. We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour. We confirm that we will take all such steps that are reasonably practicable in line with current legislation and guidelines enacted by the Government of Ireland to prevent the bullying or harassment of our students and staff in whatever form and however motivated. Catholic schools have a distinctive understanding of the human person, recognising that every person is created in God's image and likeness and has inherent dignity as a child of God. This is the basis for ensuring that each person in our school is treated with respect and care, in accordance with the Catholic Schedule.

As a Catholic school, we are committed to respecting the dignity of every individual. No human person is to be devalued, and all have an indispensable part to play in the school community, regardless of difference.

Following the biblical golden rule ,Matthew 7.12:

***"So Always treat others as you would like them to treat you."***

Kiltale school is committed to creating a safe and supportive environment that promotes the wellbeing of all students. All bullying behaviour is not tolerated in our school and we believe that every student has the right to learn and grow in an atmosphere free from fear, intimidation and harassment.

This policy is underpinned by our motto ***"Kind Hands, Kind Words, Kind Feet"*** which is implemented through our actions on a daily basis.



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

There is a school wide approach to the fostering of respect for all members of the school community . The Board of Management and the staff of Kiltale school are fully committed to following key principles of best practice in preventing and tackling bullying behaviour, aiming to adopt a positive school culture and climate which:

- Promotes well being of all students and staff
- Promotes respect, empathy and kindness across the school community
- Is welcoming of difference & diversity, and is based on inclusivity
- Encourages pupils to disclose and discuss incidents of bullying behaviour and provide anonymous reporting options
- Models respectful behaviour to all members of the school community at all times
- Includes effective leadership
- Use of assemblies to recognise and celebrate acts of kindness
- Use of formal and informal curriculum to emphasise that bullying is unacceptable eg: art, posters, SPHE , stay safe, cooperative games
- Implement education and prevention strategies that emphasise empathy, kindness and conflict resolution
- Address issues of cyber bullying and identity based bullying behaviour
- Effective supervision and monitoring of children
- Support for staff-continuous professional development for staff eg: cyber bullying
- Consistent recording, investigation and follow up of bullying behaviour
- Follow the school core values
- Implement special events such as friendship week
- Ongoing evaluation of the Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour Policy
- Display key respect messages around the school such as -

**THINK before you speak:**

**T-** is it true ?

**H-** is it helpful?

**I-** is it inspiring ?

**N-** is it necessary ?

**K-** is it kind ?



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kitalens.ie](mailto:office@kitalens.ie)  
[principal@kitalens.ie](mailto:principal@kitalens.ie)  
[www.kitalens.ie](http://www.kitalens.ie)

## **Definition of Bullying Behaviour:**

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. The detailed definition is provided in Chapter 2 of the Bí Cineálta procedures. Each school is required to develop and implement a Bí Cineálta policy that sets out how the school community prevents and addresses bullying behaviour. Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour

## **Section A : Development/ Review of our Bí Cineálta Policy to Prevent and Address Bullying Behaviour**

All members of our school community were provided with the opportunity to input into the development/ review of this policy.

	<b>Date consulted</b>	<b>Method of consultation</b>
School Staff	26/03/25	Half day /questionnaire Training focus group
Students	March 2025	Surveys
Parents	March 2025	Surveys
Board of management	May 2025	Face to face BOM meeting
Wider school community	March 2025	Verbal communication
Date policy was approved	June 2025	
Date policy was last reviewed	Anti Bullying policy 2024	



## **Section B: Preventing Bullying Behaviour**

This section sets out the prevention strategies that will be used by this school to address all forms of bullying behaviour, in whatever form and however motivated, including online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment.

In developing preventative strategies which this school will use to prevent all forms of bullying behaviour, we come from the context of our Catholic ethos where inclusivity permeates the school in a real way.

This school takes positive steps to ensure that the culture of the school is one which welcomes a respectful dialogue and encounter with diversity and difference, by ensuring that prevention and inclusivity strategies are given priority and discussed regularly at board of management and staff meetings.

The dignity and the wellbeing of the individual person is of paramount concern in our Christian response. This school will listen closely to and dialogue with parents, thereby building a relationship of mutual understanding, respect, trust and confidence.

In continuing to develop prevention strategies, this school will listen to young people and parents, to help establish their particular context and needs. Frequent periods of reflection and engagement by the school, young people and parents, will be used to discern appropriate supports for young people in this school and to help inform future prevention strategies.

### **Culture and Environment**

- positive and inclusive school culture, foster sense of belonging
- Positive relationships
- Effective leadership
- Student voice
- A telling environment
- Safe physical access- lots of green space for play
- Supervision- in yard and in classroom
- opportunities to participate in class and whole school activities to raise self - esteem

### **Curriculum:**

- Teaching and learning in SPHE and RSE Curriculum
- Student participation



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

- SPHE Methodologies ( Stay Safe Programme)
- Promoting inclusion and diversity
- Drama / wellbeing activities
- Group work/ Collaboration
- lots of extra activities - tin whistle rounders yoga swimming soccer skipping gaa sports educational tours guest speakers etc..

### Policy and Planning:

- Bí Cineálta policy
- Student friendly Bí Cineálta policy
- Code of behaviour
- Child safeguarding statement
- Acceptable use policy
- Supervision
- SPHE Policy
- Wellbeing policy
- SSE - school self evaluation
- Appropriate TPL ( Teacher Professional Learning)
- All school staff will be familiar with the Behaviour Policy and the Bí Cineálta Policy

### Relationships and partnerships:

- Strong interpersonal connections -Grandparents Day Family Fun day
- Bullying awareness initiatives - Friendship week Assembly awards for Kindness
- Student and parent participation- Student Voice - Student Council
- TPL ( Teacher Professional Learning)
- Lessons in empathy SPHE - mindful matters programme
- Promoting peer support -paired reading programme
- Supporting activities that build empathy, respect and resilience- Amber flag Active SchoolFlag
- The fostering and enhancing of the self esteem of all pupils through curricular and extra curricular activities



### Preventing cyber bullying behaviour:

Note - the digital age of consent is the minimum age a user must be before a social media or internet company can collect, process and store their data. In Ireland the digital age of consent is 16. Children between 13 and 16 must have parental permission to sign up to social media services. Most social media platforms have a minimum age requirement and for the majority of these, it is 13 years old.

- implementing SPHE curriculum
- open conversations with students about developing respectful and kind relationships online
- referring to appropriate online behaviour as part of the standards of behaviour in the Code of Behaviour
- Parental voice and support e.g., Agree to Agree Project ( compiling agreement between pupils, parents, teachers and Board of Management to promote and encourage positive, responsible behaviours around internet enabled devices usage)
- talks for parents and staff on Internet safety from Guest Speakers

### Preventing homophobic/ transphobic bullying behaviour

- maintaining an inclusive physical environment such as displaying relevant posters
- encouraging peer support such as peer mentoring and empathy building activities
- challenging gender-stereotypes

### Preventing racist bullying behaviour

- fostering a school culture where diversity is celebrated and where students “see themselves” in their school environment
- encouraging peer support such as peer mentoring and empathy building activities
- encouraging bystanders to report when they witness racist behaviour
- ensuring that library reading material and textbooks represent appropriate lived experiences of students and adults from different national, ethnic and cultural backgrounds

### Preventing sexist bullying behaviour:

- Teach students about importance of Gender Equality
- ensuring all students have the same opportunities to engage in school activities
- celebrating diversity at school and acknowledging the contribution of all students



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kitalens.ie](mailto:office@kitalens.ie)  
[principal@kitalens.ie](mailto:principal@kitalens.ie)  
[www.kitalens.ie](http://www.kitalens.ie)

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour (see Chapter 5 of the Bí Cineálta procedures):

- Teacher and one SNA present to supervise before school , at small break and lunch time
- Children are accompanied by at least one staff member on school trips
- Children are told where to play when out at yard and what spaces to avoid - don't go into areas where they cannot be seen - eg front of school during playtime
- 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.



### **Section C: Addressing Bullying Behaviour**

The teacher(s) with responsibility for addressing bullying behaviour is (are) as follows:  
class teachers./Principal

- The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows (see Chapter 6 of the Bí Cineálta procedures):
- Class teachers will investigate all instances of reported or suspected bullying behaviour with a view to establishing the facts and managing the behaviour.
- In investigating and dealing with the behaviour the class teacher will exercise his/hers professional judgement to determine whether Bullying behaviour has occurred and how best the situation can be resolved. They will consider the following : Who? What? When? Where? Why?
- Class teachers will be fair and consistent in their approach when addressing bullying behaviour reported by pupils staff or parents
- If a group of students is involved , each student will be engaged individually at first and thereafter as a group .Each student may be asked for a written account of what happened. ( if age appropriate)
- The following three questions should be considered to determine if Bullying behaviour has occurred.
  1. Is the behaviour targeted at a specific student or group of students?
  2. Is the behaviour intended to cause physical, social or emotional harm?
  3. Is the behaviour repeated?

If the answer to each of the questions above is Yes, then the behaviour is bullying behaviour and the behaviour should be addressed using the Bí Cineálta procedures.

- **NOTE: One off incidents may be considered Bullying Behaviour in certain circumstances. A once off hurtful message e.g., once off text message, once off image, etc., posted on social media, can be considered bullying behaviour as it has a high likelihood of being shared multiple times and thus becomes a repeated behaviour.**



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

### When bullying behaviour occurs, the school will:

- ensure that the student experiencing bullying behaviour is heard and reassured
- seek to ensure the privacy of those involved , conduct all conversations with sensitivity
- consider the age and ability of those involved
- listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation
- take action in a timely manner
- inform parents of those involved
- It's important that school staff are fair and consistent in their approach to address bullying behaviour. Both the student who is experiencing bullying behaviour and the student who is displaying bullying behaviour will need support.
- Parents of both parties involved must be contacted at an early stage to inform them of the matter and to consult with them on the actions to be taken to address the behaviour as outlined in the school's Bí Cineálta policy.

### Where bullying behaviour has occurred:

A school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, then school can deal with it in accordance with Bí Cineálta policy.

### Requests no action taken:

A student who reports bullying behaviour may ask a member of staff not to do anything and just "look out" for them due to not wanting to be identified as having told someone about the bullying behaviour. They might feel that telling someone might make things more difficult for them. Where this occurs, it is important that the member of staff shows empathy to the student, deals with the matter sensitively and speaks with the student to work out together what steps can be taken to address the behaviour. It must be made clear to the pupil that other parties may need to be informed for their welfare. Parents may also make the school aware of bullying behaviour and specifically request that no action is to be taken by the school. Parents should put this in writing to the school. However, schools may decide that based on the circumstances, it is appropriate to address the bullying behaviour through the Bí Cineálta procedures and/or the Code of Behaviour where appropriate.



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

### Determining if the bullying behaviour has ceased:

The teacher must engage with the students and parents involved no more than 20 school days after the initial discussion to review progress.

Factors to consider in the review include:

- the nature of the Bullying behaviour
- the effectiveness of strategies used to address the bullying behaviour
- The relationship between the students involved

Ongoing supervision of both the child experiencing bullying behaviour and the child displaying bullying behaviour may be required as well as continued support. It can take time for relationships to settle and for support to take effect. In some cases, relationships may never be restored to how they were before the bullying behaviour occurred. If the bullying behaviour has not ceased, the teacher should review the strategies used in consultation with the students and parents and agree to meet again over an agreed timeframe until the bullying behaviour has ceased. Where it becomes clear that the student who is displaying the bullying behaviour is continuing to display the behaviour, then the school should consider using the strategies to deal with inappropriate behaviour as provided for within the school's Code of Behaviour. If disciplinary sanctions are considered, this is a matter between the relevant student, their parents and school.

### Recording bullying behaviour:

All incidents of bullying behaviour should be recorded. The following details should be included on the record:

- form ( see section 2.5 of Bí Cineálta procedures)
- type ( see section 2.7 of Bí Cineálta procedures)
- where and when ( if known)
- the date of initial engagement with the students and their parents
- the views of the students and their parents\* regarding the action to be taken to address the bullying behaviour (\*only in relation to their own child)
- When review takes place, it should be noted if the bullying behaviour has ceased and the views of the students and parents in relation to this.
- note the date of reviews and engagements
- note the date that the bullying behaviour has ceased



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kitalens.ie](mailto:office@kitalens.ie)  
[principal@kitalens.ie](mailto:principal@kitalens.ie)  
[www.kitalens.ie](http://www.kitalens.ie)

- any engagement with external services/ supports should also be noted
- If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with Child Protection Procedures for Primary and Post-Primary Schools.

### Complaint process:

If a parent is not satisfied with how bullying behaviour has been addressed by the school, in accordance with these procedures, they should be referred to the school complaints procedure. In the event that a student and/or parent is dissatisfied following the complaints procedure, they may make a complaint to the Ombudsman for children.

### Supports:

NEPS

OIDE

Webwise

National Parents Council

DCU Anti bullying centre

Tusla

Department of Education

CPSMA

IPPN

INTO



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

### **Section D: Oversight**

The principal will present an update on bullying behaviour at each board of management meeting. This update will include the number of incidents of bullying behaviour that have been reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year. Where incidents of bullying behaviour have occurred, the principal will also provide a verbal update which will include where relevant, information relating to trends and patterns identified, strategies used to address the bullying behaviour and any wider strategies to prevent and address bullying behaviour where relevant. This update does not contain personal or identifying information. See Chapter 7 of the Bí Cineálta procedures.

This policy is available to our school community on the school's website and in hard copy on request. A student friendly version of this policy is displayed in the school. This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.



## **Adult bullying behaviour**

The Board of Management of Kiltale school seeks to provide a supportive workplace where staff is free from all forms of bullying behaviour.

For the purposes of the adult bullying behaviour policy the following definition bullying behaviour is understood as:

***“Persistent offensive, abusive, intimidating, malicious or insulting behaviour or abuse of power carried out by an individual or a group either directly or indirectly which makes the victim feel upset, threatened, humiliated or vulnerable or undermines their self-confidence and which may cause them to suffer stress”.***

All complaints relating to bullying behaviour will be taken seriously and investigated thoroughly and promptly. All parties involved will be treated with respect. Victimisation as a result of a member of staff raising a complaint will be treated as bullying behaviour and subject to disciplinary action. Similarly, staff will be protected from victimisation or discrimination for assisting in an investigation.

### **Who is involved?**

Individuals or groups of people can be responsible for or be the victims of bullying behaviour. It can occur at any level in the school.

### **Forms of Bullying**

Bullying behaviour can be verbal, gesture or physical bullying, exclusion or extortion. It can be sexual, ageist, sectarian or racial in form or in undertone, or it can offend because of a person's disability.

Some examples could be:

- Using terror tactics, open aggression, threats or staring, shouting abuse or obscenities towards a colleague
- Deliberately withholding information, which an individual requires in order to do her/his job effectively.



- Spreading malicious rumours about an individual, speaking negatively about them behind their back
- Subjecting a colleague to unreasonable scrutiny, and being excessively critical about minor things.
- Regularly taking the credit for another person's work but never taking the blame when things go wrong.
- Undermining a person's authority.
- Setting individuals impossible objectives, or constantly changing the work requirements and then criticising or reprimanding the individual for not meeting those requirements or objectives
- Ostracising and /or marginalising an individual, dealing with an individual only through a third party, excluding the individual from discussions, decisions, etc

## **Effects of bullying behaviour**

### **Effects on the victim**

It is generally accepted that individuals who are constantly victims of bullying behaviour lose their self-confidence, their self-esteem and are at an increased risk of suffering stress. Stress is associated with a wide range of ill-health effects. The long-term exposure to bullying behaviour can have serious effects on an individual's health. This could include resignation in order to avoid contact with the bully, or absenteeism, which in turn can have a detrimental effect on the person's career. In severe cases it can include nervous breakdown, heart attack or even suicide.

### **Effects on the School**

Individuals working in a climate of fear and resentment do not perform to their capabilities. The adverse effects of bullying behaviour may result in increased absenteeism; staff turnover, low morale or poor performance levels.



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

### **What can you do if you think you are a victim of bullying behaviour?**

If you think you are a victim of bullying behaviour at work, you should seek advice from any of the following - Principal, Deputy Principal, Teachers' Representative of the Board of Management, INTO , Chairperson of the Board of Management (**Contact People**).

### **Other specific actions you may take**

- Log all incidents of bullying behaviour. Record dates, times and full details of the incident.
- Write down your feelings at the time and what your own response was
- Ascertain if there were any witnesses to the bullying behaviour.
- If possible avoid being alone with the alleged perpetrator.

The purpose of this policy is to deter unacceptable behaviour and to create an environment where staff can work together free from bullying behaviour.

### **Procedures**

There are two procedures for dealing with cases of alleged bullying behaviour, one informal the other formal. Individuals should familiarise themselves with the procedures below. Any of the people who are listed as '**contact people**' can advise on both procedures. If the Informal Procedure is followed and the problem persists, the complaint can then be dealt with under the Formal Procedure .

#### **(a) Informal Procedure**

If an incident occurs which offends you, it may be sufficient to explain clearly to the person engaging in such behaviour that it is unacceptable. In circumstances where this is too difficult or too embarrassing to do on your own, you should seek support from one of the 'contact people'. If you are in any doubt as to whether a type of behaviour is bullying behaviour, do not hesitate to approach one of the '**contact People**' for advice, on an informal and confidential basis. Many incidents of bullying behaviour can be dealt with effectively in an informal way, as often the perpetrator may be unaware of the effect her/his behaviour is having on others.

### **(b) Formal Procedure**

Your complaint should be made in writing to the Chairperson of the Board of Management and should detail the nature of the complaint. Your chosen contact person may help you to do so. However, you have the right to initiate a formal complaint without reference to a Contact Person. The Board of Management will make every effort to ensure everyone involved while the complaint is being investigated will observe confidentiality. There will be an independent investigation carried out by the Board of Management. The Board will set down a timetable for the completion of the investigation.

The Board may engage personnel outside the school to assist in the fact-finding investigation. The victim will be interviewed as will the alleged harasser. Separate interviews will be conducted. The investigation will be thorough, impartial and objective. It will be carried out with sensitivity and with due respect for the rights of the complainant and the alleged perpetrator. The alleged perpetrator will be given full details of the nature of the complaint and will be given the opportunity to respond.

Every effort will be made to ensure that meetings are conducted sensitively. Strict confidentiality will be maintained throughout the investigation into the allegation. Where it is necessary to interview witnesses, the importance of confidentiality will be emphasised. At the completion of the investigation, a report will be prepared, which will include the nature and details of the complaint, the response of the alleged perpetrator, the result of the investigation and the conclusion. A copy will be sent to both the complainant and the alleged perpetrator. If the report concludes that bullying behaviour did take place, the alleged perpetrator will be subject to a formal interview and the complaint will be treated as a disciplinary matter using the Board of Management's Disciplinary Procedure. However, in some circumstances the use of the Disciplinary Procedure may not be appropriate. In such cases the outcome could result in training, counselling and a period of monitoring and appraisal. If the period of appraisal is not satisfactory, then the Disciplinary Procedure may then be invoked. There will be a right to appeal a decision using the agreed Appeals Procedure. Nothing in the Formal or Informal procedure can override an employee's statutory rights.

### **Implementing and Monitoring the Code**

The Staff of Kiltale school has a duty to ensure that their working environment is free from bullying behaviour. See also [Working Together \(INTO\)](#)

### **APPENDIX A: Types of bullying behaviour**

The following are some of the types of bullying behaviour that can occur amongst pupils:

**Physical aggression:** This behaviour includes pushing, shoving, punching, kicking, poking and tripping people. It may also take the form of severe physical assault. While pupils often engage in 'mess fights', they can sometimes be used as a disguise for physical harassment or inflicting pain.

**Intimidation:** Some bullying behaviour takes the form of intimidation: it may be based on the use of very aggressive body language with the voice being used as a weapon. Particularly upsetting can be a facial expression which conveys aggression and/or dislike.

**Isolation/exclusion and other relational bullying behaviour:** This occurs where a certain person is deliberately isolated, excluded or ignored by some or all of the class group. This practice is usually initiated by the person engaged in bullying behaviour and can be difficult to detect. It may be accompanied by writing insulting remarks about the pupil in public places, by passing around notes about or drawings of the pupil or by whispering insults about them loud enough to be heard.

Relational bullying behaviour occurs when a person's attempts to socialise and form relationships with peers are repeatedly rejected or undermined. One of the most common forms includes control: "Do this or I won't be your friend anymore"(implied or stated); a group ganging up against one person (girl or boy); non-verbal gesturing; malicious gossip; spreading rumours about a person or giving them the "silent treatment".

**Cyber bullying:** This type of bullying behaviour is increasingly common and is continuously evolving. It is bullying behaviour carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber bullying can occur at any time (day or night).



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

**Name-calling:** Persistent name-calling directed at the same individual(s) which hurts, insults or humiliates should be regarded as a form of bullying behaviour. Often name-calling of this type refers to physical appearance, e.g., size or clothes worn. Accent or distinctive voice characteristics may attract negative attention. Academic ability can also provoke name-calling. This tends to operate at two extremes. There are those who are singled out for attention because they are perceived to be weak academically. At the other extreme there are those who, because they are perceived as high achievers, are also targeted.

**Damage to property:** Personal property can be the focus of attention for bullying behaviour. This may result in damage to clothing, mobile phone or other internet enabled devices, school books and other learning material or interference with a pupil's locker or bicycle. The contents of school bags and pencil cases may be scattered on the floor. Items of personal property may be defaced, broken, stolen or hidden.

**Extortion:** Demands for money may be made, often accompanied by threats



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

## Appendix B - Template for recording bullying behaviour

1. Name of pupil who is the victim of bullying behaviour and class group

Name \_\_\_\_\_ Class \_\_\_\_\_

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour

\_\_\_\_\_

3. Source of bullying behaviour concern/report (tick relevant one )

- Pupil concerned
- Other Pupil
- Parent
- Teacher

4. Location of incidents (tick relevant one)

- Playground
- Classroom
- Corridor
- Toilets
- Other

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

\_\_\_\_\_

6. Type of Bullying Behaviour (tick relevant one)

- Physical Aggression
- Cyber bullying
- Damage to Property
- Intimidation
- Isolation/Exclusion
- Malicious Gossip
- Name Calling
- Other (specify)



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kitalens.ie](mailto:office@kitalens.ie)  
[principal@kitalens.ie](mailto:principal@kitalens.ie)  
[www.kitalens.ie](http://www.kitalens.ie)

7. Where behaviour is regarded as identity-based bullying behaviour, indicate the relevant category:

- Homophobic
- Disability/SEN related
- Racist
- Membership of Traveller community
- Other (specify)

8. Brief Description of bullying behaviour and its impact

---

---

---

---

9. Details of actions taken

---

---

---

---

Signed \_\_\_\_\_ (Relevant Teacher)

Date \_\_\_\_\_

Date submitted to Principal \_\_\_\_\_



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

## Appendix C - Our Child-Friendly Version of our Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour Policy

1. Bullying behaviour can happen, anywhere, both online and/or offline.
2. We at Kiltale NS have thought about this. We have a policy to limit and stop bullying behaviour. Our policy is on our website.
3. We do what we say in our policy. We work together to stop bullying behaviour. We make a record of bullying behaviour events. Every now and again we try to improve our policy.
4. The pupils, parents, staff, and community of Kiltale NS have shared ideas to create the policy, and will keep talking together to make sure the policy works.
5. We at Kiltale NS love and appreciate that we're all different and equal.
6. We promise to treat others in line with our school motto "**Kind Hands, Kind Words, Kind Feet**".
7. We all - staff, pupils and parents - keep our eyes and ears open for bullying behaviour and we take action to stop it.
8. We all - staff, pupils and parents - keep learning how best to respond to bullying behaviour. We must keep trying to improve.
9. In class we talk about bullying behaviour with the whole class at least once a term. We also learn about how to deal with situations through SPHE. We look for the good in everyone. We aim to build each other up and never knock anyone down.
10. Any child at Kiltale NS can talk to a trusted adult at Kiltale NS about their feelings and worries. Adults will listen to and support every child.
11. All children including bystanders can report any bullying behaviour to any adult in Kiltale NS.



Kiltale,  
Dunsany,  
Co. Meath,  
C15 XF86.

Charity No. 20131357  
Roll No: 17742P

(046) 9025619  
[office@kiltalens.ie](mailto:office@kiltalens.ie)  
[principal@kiltalens.ie](mailto:principal@kiltalens.ie)  
[www.kiltalens.ie](http://www.kiltalens.ie)

## Ratification and communication

This policy was ratified at the meeting of the Board of Management on 19<sup>th</sup> June 2025.

It will be reviewed annually and updated on the school website [www.kiltalens.ie](http://www.kiltalens.ie)

Signed: Maura Dineen  
Maura Dineen  
Chairperson

Colin McElroy  
Colin McElroy  
Principal

Dated: 19/6/2025

Dated: 19/06/2025