



What is bullying behaviour?

Bullying behaviour is targeted behaviour that causes harm. It is repeated over time and involves an imbalance of power. It can happen in person or online.



Bullying behaviour can be:



Physical
e.g. hitting, pushing,
damaging belongings



Social
e.g. exclusion,
spreading rumours



Emotional
e.g. hurtful comments,
name-calling



Bullying behaviour can happen anywhere:



In school



Outside school



Online



If you are experiencing bullying behaviour, or you see it happening to someone else...

TELL SOMEONE.

You can talk to:



Your Tutor



Your Year Head



Any Teacher



Another trusted member of Staff

You are never "telling tales" when you ask for help.

What happens when you tell us?

1



We will listen to you.

We will take your concern seriously.

2



We will find out what happened.

We will talk to the students involved and gather the relevant information.

3



We will work with you.

We will consider what support you need and what you would like to happen.

4



We will take appropriate action.

We will address the bullying behaviour and put appropriate supports in place.

5



We will follow up.

We will check in to make sure the bullying behaviour has stopped and that you are supported.



Be a supportive friend. ♥

Speak up don't ignore it.

Be kind online and offline. ♥

Help make Loreto a place where everyone belongs.

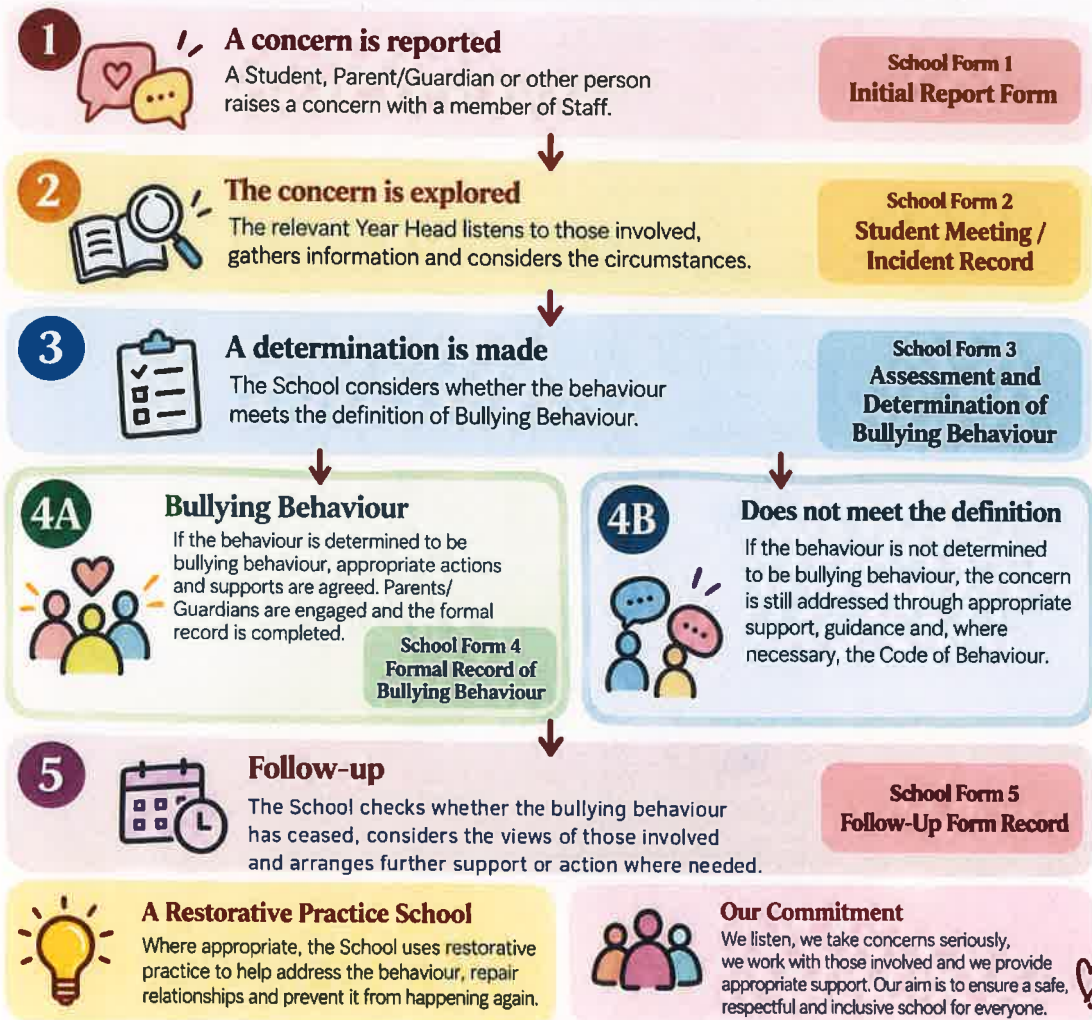
There is always someone in Loreto who will listen. ♥

Appendix C: Quick Guide to Addressing Bullying Behaviour



How We Address Bullying Behaviour

This is a quick guide for Students, Parents/Guardians and Staff.
It shows what happens when a concern about bullying behaviour is reported in our school.



For more information, please see Section C of our Bí Cineálta Policy, which sets out the full procedures for addressing bullying behaviour.



There is always someone in Loreto who will listen. ♥

RESPECT | KINDNESS | INCLUSION | BELONGING

Appendix D: Principal's Report to the Board of Management on Bullying Behaviour



Loreto Secondary, St Michael's, Navan

Appendix D - Principal's Report to the Board of Management on Bullying Behaviour

IMPORTANT:

This update must not contain personal or identifying information about any Student or other individual.

1. Meeting and reporting period

School Term / Year	Date of BOM meeting	Period covered	Prepared by

2. Bullying Behaviour reported

New incidents reported since previous BOM meeting	Ongoing incidents	Total incidents recorded since beginning of School year

3. Key update

Trends and patterns	
Strategies used to address Bullying Behaviour	
Wider prevention and awareness strategies	
Has any Student experienced a serious adverse impact as a result of Bullying Behaviour?	☐ No ☐ Yes
If yes, has the School reviewed the measures taken and identified any lessons to help prevent recurrence?	

4. Matters requiring BOM attention

Has any Student left the School as a result of reported Bullying Behaviour?	☐ No ☐ Yes
Is additional support required from the BOM?	☐ No ☐ Yes
If yes, please outline the support or action requested	
Is an urgent review of the Bí Cineálta Policy considered necessary?	☐ No ☐ Yes

5. BOM discussion / actions

Key matters discussed / actions agreed

*This form is a School record to support the Principal's update to the Board of Management.
It should be completed without personal or identifying information.*

Appendix E: Board of Management Review of the Bí Cineálta Policy



Loreto Secondary School, St Michael's

Appendix E: Board of Management Review of the Bí Cineálta Policy

1. When did the Board of Management formally adopt its Bí Cineálta Policy to prevent and address Bullying Behaviour in accordance with the Bí Cineálta Procedures for Primary and Post-Primary Schools? Insert the date on which the Bí Cineálta Policy was last adopted by the School.

2. Where in the School is the student-friendly Bí Cineálta Policy displayed?

3. What date did the Board of Management publish the Bí Cineálta Policy and the student-friendly Bí Cineálta Policy on the School website?

4. How has the student-friendly Bí Cineálta Policy been communicated to Students?

5. How has the Bí Cineálta Policy and student-friendly Bí Cineálta Policy been communicated to Parents/Guardians?

6. Have all School Staff been made aware of the School's Bí Cineálta Policy and the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools?

☐ Yes ☐ No

7. Does the Bí Cineálta Policy document the strategies that the School uses to prevent Bullying Behaviour?

☐ Yes ☐ No

8. Has the Board of Management received and minuted the Bullying Behaviour Update presented by the Principal at every ordinary Board of Management meeting over the last calendar year?

☐ Yes ☐ No

9. Has the Board of Management discussed how the School is addressing all reports of Bullying Behaviour?

☐ Yes ☐ No

10. Is the Board of Management satisfied that all incidents of Bullying Behaviour are addressed in accordance with the School's Bí Cineálta Policy?

☐ Yes ☐ No

11. Have the prevention strategies in the Bí Cineálta Policy been implemented?

☐ Yes ☐ No

12. Has the Board of Management discussed the effectiveness of the strategies used to prevent Bullying Behaviour?
☐ Yes ☐ No

13. How have (a) Parents/Guardians, (b) Students and (c) School Staff been consulted as part of the review of the BÍ Cineálta Policy?

14. Outline any aspects of the School's BÍ Cineálta Policy and/or its implementation that have been identified as requiring further improvement as part of this review;

15. Where areas for improvement have been identified, outline how these will be addressed and whether an action plan with timeframes has been developed.

16. Does the student-friendly BÍ Cineálta Policy need to be updated as a result of this review and, if so, why?
☐ Yes ☐ No

17. Does the School refer Parents/Guardians to the Complaints Policy and Procedures for Parents/Guardians and Students aged 18 or over if they have a complaint about how the School has addressed Bullying Behaviour?
☐ Yes ☐ No

18. Has a Parent/Guardian informed the School that a Student has left the school due to reported Bullying Behaviour?
☐ Yes ☐ No

19. Has the Office of the Ombudsman for Children initiated or completed an investigation into how the School has addressed an incident of Bullying Behaviour?
☐ Yes ☐ No

Signed: _____
(Chairperson of Board of Management)

Date: _____

Signed: _____
(Principal)

Date: _____

Date of next review: _____

Appendix F: Notification Regarding the BOM's Annual Review of the School's Bí Cineálta Policy



Loreto Secondary School, St Michael's, Navan

Patrons - Loreto Trust

APPENDIX F:

Notification Regarding the Board of Management's Annual Review of the School's Bí Cineálta Policy

To whom it may concern:

The Board of Management of Loreto Secondary School, St Michael's, wishes to inform you that:

- I. The Board of Management's annual review of the School's Bí Cineálta Policy to Prevent and Address Bullying Behaviour and its implementation was completed at the Board of Management meeting held on _____ (date of BOM meeting).
- II. This review was conducted in accordance with the Review of the Bí Cineálta Policy template (Appendix E) and the Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024.

Signed _____

Date _____

Chairperson of the Board of Management

Signed _____

Date _____

Principal

School Form 1: Initial Report Form



LORETO SECONDARY SCHOOL, ST MICHAEL'S, NAVAN

SCHOOL FORM 1 - INITIAL REPORT FORM

Private & Confidential

Purpose:

To record an initial concern or report of alleged Bullying Behaviour and refer it to the relevant Year Head. Completion of this form does not determine whether Bullying Behaviour has occurred.

1. Report details

Date report received	
Time	
Staff Member receiving report	
Person making report	Name: _____ Year/Class (if applicable)
Role of person reporting	☐ Student concerned ☐ Another Student ☐ Parent/Guardian ☐ Staff ☐ Other: _____
Student affected (if different to the person making the report)	Name: _____ Year/Class _____

2. Nature of the concern

Tick any that may be relevant. These are prompts only and do not determine whether behaviour is Bullying Behaviour.

- ☐ Physical
- ☐ Verbal / name-calling
- ☐ Social exclusion / Isolation
- ☐ Intimidation
- ☐ Damage to property
- ☐ Online / digital
- ☐ Identity-related concern
- ☐ Other: _____

When did it happen?	Date(s) / period / approximate time:
Where did it happen?	
Has this happened before?	☐ Yes ☐ No ☐ Not known If known, when/how often?
Others involved / possible witnesses	Names / class, if known:

3. Account of the concern

Record the information shared as factually as possible, using the Student's own words where appropriate. Include what happened, what was said or done, and any impact described. Do not investigate or reach a conclusion at this stage.

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4. Immediate safety, wellbeing and action

Immediate concern for safety or wellbeing?	☐ No ☐ Yes ☐ Unclear
Immediate action / support provided	
Has a Parent/Guardian been contacted at this stage? If yes, by whom?	☐ No ☐ Yes ☐ Not applicable Details, if appropriate:
Relevant information / documents attached	☐ Written account ☐ Screenshot / online material ☐ Other:

Important: If there is an immediate safety concern or a child protection concern, take the necessary action without delay in accordance with the School's relevant procedures. Do not wait for this form to be completed.

5. Referral to Year Head

Referred to (Year Head)	
Date and time referred	
Staff Member's signature / date	
Received by Year Head (signature / initials)	
Date received	

Forward promptly to the relevant Year Head. Store and share securely, only with those who need the information.

School Form 2: Student Meeting / Incident Record



LORETO SECONDARY SCHOOL, ST MICHAEL'S, NAVAN SCHOOL FORM 2 – STUDENT MEETING / INCIDENT RECORD

Private & Confidential

Purpose: To record information shared during a meeting with a Student following a concern or report. This record supports the School's consideration of the concern; it does not, by itself, determine whether Bullying Behaviour has occurred.

1. Meeting details

Date and time	Date: Time:
Student(s) met with	Name: Year/Class:
Student's role in relation to concern	☐ Student affected ☐ Student named in the concern ☐ Witness ☐ Other:
Meeting led by	Name / role:
Others present	Name(s) and role(s):
Initial Report Details	Date received (if known): Received from (name / role): School Form 1 completed: ☐ Yes ☐ No
Purpose of meeting	

2. Student's account of the concern

Record the information shared as factually as possible, using the Student's own words where appropriate. Allow the Student to describe events in their own way.

What happened?	
When and where?	
Who was involved / present?	
Has this happened before?	☐ Yes ☐ No ☐ Not known If yes, details / frequency:

3. Impact, wellbeing and immediate concerns

How has this affected the Student?	
Safety or wellbeing concerns	☐ No immediate concern identified ☐ Concern identified ☐ Unclear Details / action required:
Student's views / wishes	What support or action does the Student feel would help?

4. Support or action discussed / provided

Support / action	
Parent/Guardian contact	☐ Not discussed ☐ Contacted ☐ To be considered / arranged Details, including by whom and when:
Other relevant information	

5. Agreed next steps and follow-up

Next steps	
Person responsible	
Follow-up required	☐ Yes ☐ No Proposed date / timeframe:
Further notes / attachments	☐ Student written account ☐ Other:

6. Record completion

Completed by	Name / role:
Signature and date	Signature: Date:

Important: If an immediate safety concern or child protection concern arises, take the necessary action without delay in accordance with the School's relevant procedures. Do not wait for this record to be completed.

Store and share securely, only with those who need the information.

School Form 3: Assessment and Determination of Bullying Behaviour



LORETO SECONDARY SCHOOL, ST MICHAEL'S, NAVAN

SCHOOL FORM 3 – ASSESSMENT AND DETERMINATION OF BULLYING BEHAVIOUR

Private & Confidential

Before completing this form:

The Year Head should ensure that School Form 1 - Initial Report Form and School Form 2 - Student Meeting / Incident Record have been completed, where applicable, and that the relevant information has been gathered and considered. This form records the assessment and determination of the reported concern. Information already recorded on School Forms 1 and 2 should not be repeated unnecessarily.

1. Assessment details

Student(s) concerned Year Head / assessing Staff Member Date of assessment Related records	Name(s): Year/Class(es):
	Name: Role:
	School Form 1 completed: ☐ Yes ☐ No School Form 2 completed, where applicable: ☐ Yes ☐ No

2. Assessment against the Bí Cineálta definition

Consider the information gathered, the circumstances of the behaviour and the views of the Students Involved. Record a brief rationale for each consideration. The questions below support professional judgement and should not be treated as a tick-box decision on their own.

Consideration	Yes	No	Further consideration
Was the behaviour targeted at a Student or group of Students?	☐	☐	☐
Was the behaviour intended to cause harm (physical, social or emotional)?	☐	☐	☐
Was the behaviour repeated over time, including relevant online repetition?	☐	☐	☐
Was there an imbalance of power in the relationship?	☐	☐	☐

Brief rationale / relevant information considered:

3. Assessment outcome

Determination	☐ Bullying Behaviour has occurred. ☐ The behaviour does not meet the definition of Bullying Behaviour. ☐ Further information / engagement is required before a determination can be made.
Reason for outcome	
Where the behaviour does not meet the definition of Bullying Behaviour:	☐ Refer / address under the Code of Behaviour, as appropriate. ☐ Other response or support required:
Next steps	☐ Complete School Form 4 - Formal Record of Bullying Behaviour, where applicable. ☐ Communicate with relevant Student(s) and Parent(s)/Guardian(s), as appropriate. ☐ Provide / arrange support or other action. ☐ Further information gathering / meeting required. Details:

4. Completion and consultation

Assessment completed by	Name: Role:
Signature and date	Signature: Date:
Senior Management consultation	Name / role: Date: Comments / agreed action, if applicable:

Record management: Retain this assessment securely with the related School Forms 1 and 2. Where Bullying Behaviour has been determined to have occurred, complete School Form 4. Where the behaviour does not meet the definition of Bullying Behaviour, it should be addressed in accordance with the Code of Behaviour, as appropriate. Share information only with those who need it.

Private & Confidential

School Form 4: Formal Record of Bullying Behaviour



LORETO SECONDARY SCHOOL, ST MICHAEL'S, NAVAN SCHOOL FORM 4 - FORMAL RECORD OF BULLYING BEHAVIOUR

Private & Confidential

Purpose: To be completed where Bullying Behaviour has been determined to have occurred. Refer to School Forms 1 - 3 for information already documented; avoid unnecessary repetition.

1. Students concerned

Student(s) affected: name(s) / class	
Student(s) who displayed the behaviour: name(s) / class	
Year Head	
Date of determination (School Form 3)	

2. Details of Bullying Behaviour

Source of concern	☐ Student concerned ☐ Another Student ☐ Parent/Guardian ☐ Staff ☐ Other
Location(s)	☐ Classroom ☐ Corridor ☐ Toilets ☐ School grounds ☐ School bus ☐ Online ☐ Other
Type(s)	☐ Physical ☐ Cyber/online ☐ Damage to property ☐ Intimidation ☐ Exclusion ☐ Malicious gossip ☐ Name-calling ☐ Other
Identity-based category, if relevant	☐ Homophobic ☐ Disability/AEN-related ☐ Racist ☐ Traveller community ☐ Other ☐ Not applicable
Brief description / impact	

3. Actions taken

Student support / actions	
Parent/Guardian engagement (date(s))	
Code of Behaviour response, if applicable	
Follow-up arrangements	To be recorded on School Form 5.

4. Completion

Completed by / role	
Signature	
Date	
Senior Management review / date (if applicable)	

Record management: Retains securely with School Forms 1 - 3. Record follow-up on School Form 5. Share information only with those who need it.

School Form 5: Follow-Up Form Record



LORETO SECONDARY SCHOOL, ST MICHAEL'S, NAVAN

SCHOOL FORM 5 - FOLLOW-UP RECORD

Private & Confidential

Purpose: To record the follow-up review. Refer to School Forms 1 - 4 for information already documented.

Student(s) / Class	
Year Head	
Date of initial meeting / contact	
Date of follow-up review	
Follow-up conducted with	☐ Student(s) ☐ Parent(s)/Guardian(s) ☐ Other (specify):
Student's views	Brief note (if needed):
Parent/Guardian views	Brief note (if needed):
Has the Bullying Behaviour ceased?	☐ Yes ☐ No ☐ Unclear / further review needed
Further action / support	☐ None at present ☐ Yes - brief details:
Next review date, if required	
Completed by / date	

Record management: Retain securely with the related School Forms. If the Bullying Behaviour has not ceased, review and record further strategies and follow-up.

Private & Confidential