

ELC's Anti-Bullying Policy

1. To reflect the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, Euro Languages College has **adopted the following anti-bullying policy** within the framework of the overall code of behaviour.

2. Euro Languages College recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following **key principles of best practice** in preventing and tackling bullying behaviour:

(a) A positive course culture and climate which

- is welcoming of difference and diversity and is based on inclusivity;
- encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment

(b) Effective leadership

(c) A shared understanding of what bullying is and its impact

(d) Implementation of education and prevention strategies (including awareness raising measures) that-

- **Effective supervision and monitoring of pupils** -- every class has a teacher, every class has an Animator and Assistant assigned for pastoral care, staff are in the dorms to whom bullying incidents can be reported;
- at lunchtime, dorms and any breaks, there is active supervision of our students, and every staff member is actively looking out for negative behaviour.

(e) Recording, investigation and follow up of bullying behaviour and

(f) On-going evaluation of the effectiveness of the anti-bullying policy.

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

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip, and other forms of relational bullying,
- cyber-bullying and
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person’s membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour do not fall within the definition of bullying and should be dealt with as appropriate in accordance with the ELC’s code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Examples of bullying behaviour

<p>General behaviours which apply to all</p>	<ul style="list-style-type: none"> • Harassment based on any of the nine grounds in the equality legislation e.g. sexual harassment, homophobic bullying, racist bullying etc. • Physical aggression • Damage to property. • Name calling. • Slagging • The production, display or circulation of written words, pictures or other materials aimed at intimidating another person. • Offensive graffiti • Extortion • Intimidation • Insulting or offensive gestures • The “look” • Invasion of personal space • A combination of any of the types listed.
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<p>Cyber</p>	<ul style="list-style-type: none"> • Denigration: Spreading rumors, lies or gossip to hurt a person's reputation • Harassment: Continually sending vicious, mean or disturbing messages to an individual • Impersonation: Posting offensive or aggressive messages under another person's name • Flaming: Using inflammatory or vulgar words to provoke an online fight • Trickery: Fooling someone into sharing personal information which you then post online • Outing: Posting or sharing confidential or compromising information or images • Exclusion: Purposefully excluding someone from an online group • Cyber stalking: Ongoing harassment and denigration that causes a person considerable fear for his/her safety. • Silent telephone/mobile phone call • Abusive telephone/mobile phone calls • Abusive text messages • Abusive email • Abusive communication on social networks e.g. Facebook/Ask.fm/Twitter/You Tube or on games consoles. • Abusive website comments/Blogs/Pictures • Abusive posts on any form of communication technology
<p>Identity Based Behaviours 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).</p>	
<p>Homophobic and Transgender</p>	<ul style="list-style-type: none"> • Spreading rumours about a person's sexual orientation • Taunting a person of a different sexual orientation • Name calling e.g. Gay, queer, lesbian...used in a derogatory manner. • Physical intimidation or attacks • Threats
<p>Race, nationality, ethnic background and membership of the Traveller community</p>	<ul style="list-style-type: none"> • Discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious beliefs, ethnic or traveller background • Exclusion on the basis of any of the above
	<p>This involves manipulating relationships as a means of bullying. Behaviours include:</p> <ul style="list-style-type: none"> • Malicious gossip

Relational	<ul style="list-style-type: none"> • Isolation & exclusion • Ignoring • Excluding from the group • Taking someone's friends away • "Bitching" • Spreading rumours • Breaking confidence • Talking loud enough so that the victim can hear. • The "look"
Sexual	<ul style="list-style-type: none"> • Unwelcome or inappropriate sexual comments or touching • Harassment
Special Educational Needs, Disability	<ul style="list-style-type: none"> • Name calling. • Taunting others because of their disability or learning needs. • Taking advantage of some pupils' vulnerabilities and limited capacity to recognise and defend themselves against bullying. • Taking advantage of some pupils' vulnerabilities and limited capacity to understand social situations and social cues. • Mimicking a person's disability • Setting others up for ridicule

4. Managers are the only ELC staff responsible for investigating and dealing with bullying.

Procedures for Investigating and Dealing with Bullying

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame);

ELC's procedures must be consistent with the following approach.

Every effort will be made to ensure that all involved (students and staff) understand this approach from the outset.

Reporting bullying behaviour

- Any student, staff member or parent(s)/guardian(s) may bring a bullying incident to the attention of any staff member at the course.
- All reports, including anonymous reports of bullying, will be investigated, and dealt with by the relevant Manager.
- Assistants, Animators and Teachers are **obliged to report** any incidents of bullying behaviour witnessed by them, or mentioned to them, to the Course Manager (or manager on duty)

Investigating and dealing with incidents: Style of approach

- In investigating and dealing with bullying, the Course Manager (in conjunction with the PD and head office) will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved.
- All parties are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible.
- Course Managers should take a calm, unemotional problem-solving approach.
- Incidents should be investigated outside the classroom situation to ensure the privacy of all involved.
- All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Students who are not directly involved can also provide very useful information in this way.
- When analysing incidents of bullying behaviour, the Course Manager should seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner.
- In cases where it has been determined by the Course Manager that bullying behaviour has occurred, the parent(s)/guardian(s) of the parties involved will be contacted if the Course Manager deems it necessary to inform them of the matter and explain the actions being taken (by reference to ELC's policy).
- Where the Course Manager has determined that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of ELC's rules (anti-bullying policy) and efforts should be made to try to get him/her to see the situation from the perspective of the pupil being bullied;
- It must also be made clear to all involved (each set of pupils and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required (including expulsion), this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school.

Follow up and recording

- In determining whether a bullying case has been adequately and appropriately addressed the Course Manager will try to take the following factors into account:
 - Whether the bullying behaviour has ceased
 - Whether any issues between the parties have been resolved as far as is practicable
 - Whether the relationships between the parties have been restored as far as is practicable
 - Any feedback received from the parties involved, their parent(s)/guardian(s)

Recording of bullying behaviour

It is imperative that all recording of bullying incidents must be done in an objective and factual manner.

ELC's procedures for noting and reporting bullying behaviour are as follows:

Informal: pre-determination that bullying has occurred.

- All staff will endeavour to make a written record of any incidents witnessed by them or notified to them. All incidents must be reported to the Course Manager.
- While all reports, including anonymous reports of bullying must be investigated and dealt with by the Course Manager, the Course Manager must keep a written record of the reports, the actions taken and any discussions with those involved regarding same

Informal: determination that bullying has occurred.

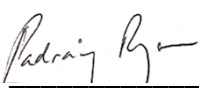
- If it is established by the Course Manager that bullying has occurred, the Course Manager must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.

Established intervention strategies.


- Teacher interviews with all pupils
- Negotiating agreements between pupils and following these up by monitoring progress. This can be on an informal basis or implemented through a more structured mediation process.
- In certain cases, working with parent(s)/guardian(s) to support school interventions.
- Restorative interviews

This policy was adopted by the Board of Management on _____31/05/2024_____. It has been made available to school personnel and is readily accessible to parents and pupils on request. This policy and its implementation will be reviewed by the Board of Management each year.

Designated Liaison Person (DLP) of ELC

Signed: 
Padraig Ryan, Director

Deputy Designated Liaison Person (DDLDP) of ELC

Signed: 
Marion Guilloux, General Manager

There are no innocent bystanders and that all incidents of bullying behaviour must be reported to an ELC staff member.