



# St. Joseph's NS

## Anti-Bullying Campaign

Please return to the relevant Teacher or the Anti-Bullying Coordinator

### INCIDENT REPORT FORM

Source of Report: ☐ Tick ✓ as appropriate Parent ☐ Pupil ☐ Staff-Member ☐ Survey ☐ Other ☐

Date: \_\_\_\_\_

Name of Reporting Person (if applicable): \_\_\_\_\_

If Staff Member: \_\_\_\_\_

If Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

**If someone other than a Staff Member or Pupil:**

Name of Reporting Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### *Details of Alleged Incident:*

Location of incident: \_\_\_\_\_

Time: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_

Possible Targeted Pupil(s): \_\_\_\_\_ Class/Group: \_\_\_\_\_

Possible Perpetrator(s): \_\_\_\_\_ Class/Group: \_\_\_\_\_

\_\_\_\_\_ Class/Group: \_\_\_\_\_

Others who were there: \_\_\_\_\_

Initial Details of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken will be outlined on reverse



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Please read all the "bold" parts of the points below to senior pupils (5<sup>th</sup> & 6<sup>th</sup> Classes - aged 11-12 years) before class surveys. For younger pupils (2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Classes - aged 8 - 10 years) give a shorter, simpler version, e.g. points 1, 3, 5, 8, 10 & 11.

#### Where This School Stands on Bullying

1. When someone is being mean and does or says things over and over again to upset or annoy someone else this is what we call **BULLYING**. This could include pushing or hitting them, "going at" their stuff, not letting them join in, calling them names, saying nasty things to them or about them, or "making fun" of them in any way.
2. If six pupils "pick on" someone just once each day for a week the targeted pupil is "picked on" and upset 30 times that week. That is **BULLYING** and it is very unfair.
3. Pupils who are bullied over and over again by others feel bad, sad, miserable and embarrassed. Even if they laugh and don't let on or if they pretend they don't mind, they really want it to stop!
4. Our school policy on bullying says the following: *(Read one key sentence from the policy printed in pupils' school journals. Emphasise the fact that "respect" is fundamental to the whole policy).*
5. Pupils have a right not to be bullied because they are different. We are all different and that is a very good thing. We may be brown skinned or white, tall or small, heavy or skinny, Irish or Indian, red haired or fair, loud or quiet, rough or gentle, good at maths or bad at Irish etc. We should not be bullied because we are different. What is important is that everyone deserves equal respect.
6. You do not have to like everyone in your class group but you must still respect them. If you dislike some of them you can simply keep away from them but you must not bully them.
7. Often pupils who bully others do not realise the serious harm they are doing. Bullying can be very deeply damaging.
8. Pupils who see or know about bullying and do not tell a teacher are helping the bullying pupil to continue bullying. If they report the bullying it can be stopped and everyone can "live happily ever after," even the bullying pupils(s). It is very important to report all bullying to a teacher.
9. In this school we try to bring bullying to an end so we don't need to tell the Principal, Parents, the Board of Management or the Gardaí .
10. We want all bullying to stop – NOW! If we hear that a pupil is bullying others we want to quietly meet that pupil, explain how serious and unfair bullying is and how bad it feels for anyone to be bullied. We want to ask that pupil for a promise to stop the bullying. If the bullying stops nobody will be punished and that will be the end of the matter. But the bullying must stop!
11. We need your help. We need to know if there is anyone we need to talk to about bullying. We will now do a survey where you answer questions. You will be putting your name on it. We need you to tell the truth in the survey. If your answers are different from everyone else's it will look like you are not telling the truth - like you are helping those who bully others by hiding the truth.
12. In the survey you will be asked if you have "picked on" any pupil(s) yourself and also to name anyone in your class or in the school who has done so. Please be honest here. Remember! We simply want to talk to those involved, and if the bullying stops the matter will end quietly there. But we need to know who to talk to.

Thank you!



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### Anti-Bullying Campaign

#### Regular Class Survey

I know that being mean to someone over and over again is bullying and this is unfair. I also know that if I see or know about someone bullying others I should tell a teacher. **I know that anyone who bullies others but whom then signs a promise to stop and keeps that promise will not be punished and will not be in trouble so everyone can "live happily ever after."**

Your Name (Block Letters): \_\_\_\_\_ Class/Year: \_\_\_\_\_

Name any pupils(s) in your class that you know get called names or get teased, hurt or badly treated than most others:

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Does this involve . . .

Calling them names ☐ Making fun of them ☐ Going at their stuff ☐

Not letting them join in ☐ Pushing them ☐ Hitting or Kicking ☐

Any other ways someone is mean to them: \_\_\_\_\_

Name any other pupils who know about this even though they may not be doing it:

Have you ever treated them this way?      Often ☐  
   Sometimes ☐  
   Never ☐

Name any pupil(s) in your class that you know regularly treat(s) them this way:

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Do you think some pupils are meaner to you than to others in your class?

Yes ☐ No ☐

Name others who know about this: \_\_\_\_\_

What I have written above is true.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# St. Joseph's NS Anti-Bullying Campaign

## **Pupil Incident Observer Report**

Name (Block Letters): \_\_\_\_\_ Class/Year: \_\_\_\_\_

*A. and B. to be completed by Teacher/Anti-Bullying Coordinator*

**A. Incident Location:** \_\_\_\_\_

**B. Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*C. and D. to be completed by pupil named above*

**C. Others that were there:** \_\_\_\_\_

**D. Details of exactly what happened:** \_\_\_\_\_

**This is all I saw.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



## St. Joseph's NS

### Anti-Bullying Campaign

**For difficult cases only - Whole-Class Individual Interviews -**  
**Class:** \_\_\_\_\_ **Pupil Name:** \_\_\_\_\_

*To be customised to investigate alleged bullying (as indicated in recent survey or interview),  
photocopied for the number of pupils in the class and then  
used by the interviewing Teacher/Anti-Bullying Coordinator.*

Have you noticed anyone who is unhappy in your class recently? (Y/N) \_\_\_\_\_

If so, who? \_\_\_\_\_ **If not, teacher names targeted pupil** (N) \_\_\_\_\_

Have you heard (N) getting more slagging or name-calling than others in school recently?  
(Y/N) \_\_\_\_\_ If so, who has been doing it? \_\_\_\_\_

Details: \_\_\_\_\_

Have you heard (N) being called " \_\_\_\_\_ " or an equivalent in school recently? (Y/N) \_\_\_\_\_

If so, who has been saying it? \_\_\_\_\_

**Who else knows about this?** \_\_\_\_\_

Have you heard anyone saying things about (N) having \_\_\_\_\_ or being " \_\_\_\_\_ "? (Y/N) \_\_\_\_\_

If so, who has been saying it? \_\_\_\_\_

**Who else knows about this?** \_\_\_\_\_

Have you heard (N) being threatened in any way recently? (Y/N) \_\_\_\_\_

If so, who has done this? \_\_\_\_\_

Details: \_\_\_\_\_

**Who else knows about this?** \_\_\_\_\_

Do you know if anyone has written about (N) on the Internet, e.g. on Facebook? (Y/N) \_\_\_\_\_

If so, what? \_\_\_\_\_

If so, who wrote it (or in whose space is it written)? \_\_\_\_\_

**Who first told you about this?** \_\_\_\_\_

Have you noticed (NAME the alleged perpetrator) \_\_\_\_\_

treating (N) unfairly at any time this school year, either name-calling, slagging, threatening or

otherwise? (Y/N) \_\_\_\_\_ If so, give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who else knows about this?** \_\_\_\_\_

Is there anything else going on in your class that could be called bullying and that we should

know about? \_\_\_\_\_

\_\_\_\_\_

**Who else knows about this?** \_\_\_\_\_

Thank You!



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### **Vulnerable Pupil Alert**

Colleagues, if you teach any of the pupils named below or if you come in contact with them on corridors, in the yard or while doing supervision work please watch out for them. If you have noticed any individual or group name-calling, "slagging" or taunting them in any way recently (even if it appears harmless or they don't seem to mind and even if they are retaliating) please write the details below. Then, please return this sheet to the Anti-Bullying Coordinator / Class Teacher as soon as possible. **Thank you!**

Name of Targeted Pupil	Names of those name-calling or hassling, with details:
1. _____	Particularly pupils from ... _____ _____ _____ _____ _____ _____
2. _____	Especially during ... _____ _____ _____ _____ _____ _____
3. _____	_____ _____ _____ _____ _____ _____
Staff Member: _____ Date: ____/____/____	



## St. Joseph's NS

### Anti-Bullying Campaign

#### *Pupil Friction Alert*

Colleagues,

We would like to establish whether in recent weeks/months there is any friction or bad feeling between:

\_\_\_\_\_ in \_\_\_\_\_ class and

\_\_\_\_\_ in \_\_\_\_\_ class.

If you have noticed any incident/behaviour, however minor, that might indicate friction or bad feeling between these pupils, please give details in the space provided (there is a copy of this form on your shelf) and return the form to the Anti-Bullying Coordinator as soon as possible. Thank you.

Details of Incident/Behaviour: \_\_\_\_\_

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Staff Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## St. Joseph's NS Anti-Bullying Campaign

### **Alleged Bullying Interview Sheet**

*This interview should be conducted in an amicable way, seeking information and a promise*

Team Member(s): \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Interview with: \_\_\_\_\_ Class: \_\_\_\_\_ Due to Report/Survey (R/S): \_\_\_\_\_

1. Do you know that if people are mean to someone over and over again, calling them names, hitting them, upsetting them or annoying them, this is what we call bullying (Y / N)? \_\_\_\_\_
2. We want all our pupils to be happy in school, including you. If some pupils were being mean to you we would try to get them to stop. Nobody should be mean to you. Do you understand this? \_\_\_\_\_
3. We did a survey about bullying and we are now worried that a pupil in your class is being bullied. Are you surprised (Y / N)? \_\_\_\_\_ Explain: \_\_\_\_\_
4. Who do you think might be getting bullied in your class? \_\_\_\_\_ (Probe)
5. The pupil is: \_\_\_\_\_
6. The survey shows that pupils in your class think you have been bullying her/him a bit. What have you been doing that might make them think this? \_\_\_\_\_ (Probe)
7. I now want to ask you a lot of questions to find out what else might have been happening. If you tell the truth when you answer these questions I will know that, if it is bullying and if you promise to stop, I can believe you. We already know some things you may have done but we need to know the whole story. Are you ready to truthfully answer a lot of questions (Y / N)? \_\_\_\_\_

(Use the checklist overleaf, then return to complete the section below).

P.T.O. ➔

- .....
8. Why have you been treating her/him this way? \_\_\_\_\_ (Probe)
  9. Have you ever been bullied? (Y / N) \_\_\_\_\_ If 'Yes,' how did it feel? \_\_\_\_\_ (Probe)
  10. Imagine your Mother being treated this way by big people at her work. How do you think she would feel? \_\_\_\_\_ (Probe)
  11. If you knew she was treated this way how would you feel? \_\_\_\_\_ (Probe)
  12. Now, can you understand how unfair it is to treat someone like this (Y / N)? \_\_\_\_\_
  13. Did you know that bullying breaks our school rules (Y / N)? \_\_\_\_\_
  14. We do not want to tell the Principal (depending on seriousness you may add "or the Board of Management" or "or even the Gardaí") about this. We need to know that you know how serious it is and we need to know for sure that it will not happen again. Can you promise this (Y / N)? \_\_\_\_\_

We will now ask you to sign a written promise (Decide which version?)

.....  
To be completed by team member later:

Parent signature required (Y/N)? \_\_\_\_\_

Promise signed (Y/N)? \_\_\_\_\_

Returned with parent signature (Y/N)? \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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### Bullying Behaviour Checklist

Please use the letter "Y" for "yes," or "sometimes" or even for "once."

Pupil Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

When you are with (N): \_\_\_\_\_ have you ever . . .

<p><b>Verbal:</b> Called (N) names? _____ (E.g. Ref. Survey).          Said things to make (N) feel bad? _____          Said (N) is "thick"? _____          Said nasty things (N) heard? _____          Teased (N) (Toilets/Dressing Room)? _____          Teased (N) about appearance? _____          Said (N) is "a swat"? _____          Said nasty things about (N)'s parent (e.g. mother) or family? _____          Said bad things or made fun of (N) re.              Skin Colour? _____              Religion? _____              Nationality? _____              Home Background? _____              A disability (special needs)? _____</p> <p><b>Written:</b> Written nasty notes about (N)? _____          Written graffiti about (N)? _____          Sent text messages about (N)? _____          Put nasty things about (N) on the Internet? _____          Sent an embarrassing phone message about (N)? _____</p> <p><b>Property:</b> "Borrowed" (N)'s stuff without (N)'s permission? _____          Hid (N)'s stuff? _____          Stole (N)'s stuff? _____          Damaged (N)'s stuff? _____          "Went at" (N)'s stuff? _____          Tried to get money from (N)? _____</p> <p><b>Discrimination:</b> Treated (N) badly because (N) seems "different"? _____          Treated (N) badly because you think he is "not like us"? _____</p>	<p><b>Social:</b> Laughed at (N), with others, knowing that (N) could hear you? _____          Pretended (N) wasn't there? _____          Given (N) a "dirty" or disgusted look? _____          Left (N) out of games? _____          Left (N) alone on bus, in yard etc? _____          Tried to cause trouble between (N) and (N)'s friends? _____          Made fun of (N) in front of others? _____          Stared at (N) as a group? _____          Said (N) said things he did not say? _____          Spread rumours about (N)? _____</p> <p><b>Intimidation:</b> Given (N) an angry stare? _____          Given (N) a disgusted look? _____          Tried to make (N) angry? _____          Threatened (N)? _____          Ganged up on (N)? _____          Followed (N) around? _____          Sent (N) a threatening text? _____          Forced (N) to do something (N) did not want to do? _____</p> <p><b>Physical:</b> Thrown objects at (N)? _____          Pulled (N)'s hair? _____          Stuck a pencil/pen in (N)? _____          Pushed (N)? _____          Punched (N)? _____          Kicked (N)? _____          Hit (N)? _____          Pinched (N)? _____          Splashed/Wet (N)? _____          Tripped (N)? _____          Spat at (N)? _____          "Head-locked" (N)? _____          Grabbed at (N)'s private parts? _____</p>
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Any other details or comments: \_\_\_\_\_

Return to main interview sheet overleaf and complete it now! P.T.O. ➔



## St. Joseph's NS Anti-Bullying Campaign

### **Pupil Behaviour Promise**

Pupil Name: \_\_\_\_\_ Class: \_\_\_\_\_

I know that all of my fellow pupils are different from each other and from me in many ways. *(These might include hair colour, skin colour, what we wear, height, weight, size, accent, religion, nationality, where we live or have lived, whether we are loud or quiet, bad at learning, good at sports etc).* I would not like to be treated unfairly and made to feel bad by any of my fellow-pupils because of any of these differences or just because they did not like me. I know that I have a right to be different from other pupils and that this does not give anyone the right to treat me unfairly or to be mean to me. I know I should be treated fairly, equally and respectfully in school because of the school's Code of Behaviour. I know I should be treated fairly, equally and respectfully outside of school too.

I also know that all other pupils should be treated fairly, equally and respectfully. It is wrong to treat anyone any other way. I therefore promise that in future I will treat all my fellow-pupils fairly, equally and respectfully despite our differences and whether I like them or not.

In particular: *(Handwrite below "I will always treat (N) fairly and respectfully")*

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**Signed:** Pupil: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_



## St. Joseph's NS Anti-Bullying Campaign

### **"Joining-In" Promise**

Your Name: \_\_\_\_\_ Class: \_\_\_\_\_

It is now clear that in this class group there has been some bullying of at least one pupil, \_\_\_\_\_. What was happening was \_\_\_\_\_

This was really very unfair. How would you feel if it were happening to you?

It is also clear that many pupils knew it was going on, with some pupils starting it and other pupils joining in or laughing. It is hard to believe that you did not know this was happening.

**However, we are not trying to blame or punish people. We only want to know that if you ever did this or joined in or laughed along you will not do so any more. We want the bullying to stop completely, with no punishment for anyone who did it and without having to tell either the Principal or parents so we are now asking you to indicate clearly the following and then complete the promise below:**

Did you ever **join in with** the bullying of this pupil?

Often	<input type="checkbox"/>
Sometimes	<input type="checkbox"/>
Never	<input type="checkbox"/>

Did you ever **start** the bullying of this pupil?

Often	<input type="checkbox"/>
Sometimes	<input type="checkbox"/>
Never	<input type="checkbox"/>

Do you promise that you will never start this in future and that if someone else does so you will make sure not to join in or laugh along (Yes/No)?

I know that it is not fair and breaks the School Rules to bully another pupil either on my own or as part of a group.

The information I have given above is true.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## St. Joseph's NS Anti-Bullying Campaign

### Impact Statement by

Pupil Name: \_\_\_\_\_ Class: \_\_\_\_\_

#### *To be completed by Teacher/Anti-bullying Coordinator*

Bullying behaviour by: \_\_\_\_\_

That took place between \_\_\_\_\_ and \_\_\_\_\_

#### *To be completed by the targeted pupil*

Has the bullying ended (Y/N)? \_\_\_\_\_ If not, give details of recent bullying:

Write below the kind of bullying behaviour that upset you the most (*Verbal, Written, Physical, Being Left Out*):

How did it make you feel at the time (*e.g. isolated, lonely, helpless, unhappy, not as good as everyone else, upset, frustrated, angry, sad . . .*):

As you look back on the bullying, please state how you feel about it now (*e.g. still nervous, worried, upset, angry, sad, relieved, glad it's over, happy . . .*):

I was upset, unhappy and \_\_\_\_\_ about the bullying. I know it was not my fault. I did not deserve to be bullied. I know that it did not happen to me because of anything wrong with me but because there was something wrong with those who bullied me. I have a right not to be bullied by anyone - nobody has any right to bully me or to bully anyone else.

I know I deserve to be treated fairly, equally and respectfully, just like anyone else.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_