

● **Appendix 4 Checklist for annual review of the anti-bullying policy and its implementation**

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. In order 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.

	Yes /No
Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Yes
Has the Board published the policy on the school website and provided a copy to the parents’ association?	Yes
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Yes
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?	Yes
Has the Board ensured that the policy has been adequately communicated to all pupils?	Yes
Has the policy documented the prevention and education strategies that the school applies?	Yes
Have all of the prevention and education strategies been implemented?	No
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	No
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	Yes
Has the Board received and minuted the periodic summary reports of the Principal?	Yes
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?	Not recently
Has the Board received any complaints from parents regarding the school’s handling of bullying incidents?	No
Have any parents withdrawn their child from the school citing dissatisfaction with the school’s handling of a bullying situation?	No
Have any Ombudsman for Children investigations into the school’s handling of a bullying case been initiated or completed?	No
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?	Not recently
Has the Board identified any aspects of the school’s policy and/or its implementation that require further improvement?	Yes, see below
Has the Board put in place an action plan to address any areas for improvement?	Yes, see below

Aspects of the school’s Anti-Bullying Policy and/or its implementation that require further improvement

1. Develop a procedure for an annual audit of professional development needs on bullying
2. Create public displays in classrooms and common areas to promote anti-bullying

3. Inclusion of anti-bullying policy in parent induction procedure
4. In consultation with parents, identify clear protocols to encourage parents and guardians to approach the school if they suspect their child is being bullied.
5. Further refine the programme of prevention and education strategies, following the roll-out of restorative practice training across the school in the 2021/22 school year.
6. Develop an Anti Cyber Bullying Policy.
7. Formalise a Supervision policy
8. Develop a strategy for responding to children who have questions about sexual orientation or who are taunting others about being gay
9. Plan for devising a procedure for measuring the effectiveness of the implementation of prevention and education strategies
10. Seek guidance on how the Board can discuss 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
11. Seek guidance on how the data available from cases reported to the Principal (by the bullying recording template) could be analysed to identify any issues, trends or patterns in bullying behaviour
12. Roll out use of child-friendly presentation on anti-bullying policy across classes
13. Continue progress with restorative approach to behaviour management which includes early intervention on bullying behaviours
14. Update Anti-Bullying policy page on school website

Action Plan to address those aspects

1. In June 2022, when creating a Policy Plan Review for the 2022/23 school year, the Board of Management will include provision for development of:
 - a. Supervision policy
 - b. Protocols for parents and guardians in relation to approaching the school if they suspect their child is being bullied
 - c. Anti Cyber Bullying Policy
 - d. Strategy for responding to children who have questions about sexual orientation or who are taunting others about being gay
 - e. Procedure for measuring the effectiveness of the implementation of prevention and education strategies

2. The Board of Management will instruct the Principal to
 - a. arrange for the creation of public displays in classrooms and common areas to promote anti-bullying.
 - b. include anti-bullying policy in parent induction procedure.
 - c. in consultation with teaching staff, further refine the programme of prevention and education strategies, following the roll-out of restorative practice training across the school in the 2021/22 school year.
 - d. ensure the Child Protection page on the school website is updated.
 - e. oversee rollout of child-friendly presentation on anti-bullying policy across classes
 - f. continue progress with restorative approach to behaviour management which includes early intervention on bullying behaviours

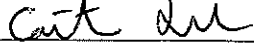
3. The Board of Management will consult externally on
 - a. Seeking guidance on how the Board can discuss how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board
 - b. Seeking guidance on how the data available from cases reported to the Principal (by the bullying recording template) could be analysed to identify any issues, trends or patterns in bullying behaviour

Areas for improvement identified in previous review

1. Develop child-friendly lessons around our Anti-Bullying Policy - significant progress made
2. Examine the effectiveness of prevention and education strategies - not completed
3. Review Anti-Bullying Policy and present to Board for ratification - done January 2022
4. Publish revised Anti-Bullying Policy on school website - not completed

Signed 
Chairperson, Board of Management

Date 25/01/2022

Signed 
Principal

Date 25/1/22

● **Notification regarding the Board of Management's annual review of the anti-bullying policy**

To: Educate Together, School Patron
Citywest Educate Together National School Staff Members
Citywest Educate Together National School Parents Association

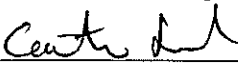
The Board of Management of Citywest ETNS wishes to inform you that:

○ The Board of Management's annual review of the school's anti-bullying policy and its implementation was completed at the Board meeting of 20/1/22 [date].

○ This review was conducted in accordance with the checklist set out in **Appendix 4** of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed 
Chairperson, Board of Management

Date 25/01/2022

Signed 
Principal

Date 25/1/22