



## **Pathway for a Parent/Guardian to Report a Suspected School Bullying Incident.**

## Step 1: Recognise and Gather Information

**Observe:** Note any signs or evidence of bullying (physical, verbal, exclusion, etc.).

**Document:** Write down specific incidents, dates, times, locations, who was involved and any witnesses.

## Step 2: Contact the School

- Reach out to your son's **Year Head** first via a phone call to the school office (046-9023772) or the school app and request an in person meeting.
- If you are reporting a case of alleged bullying of another student, reach out to the relevant Year Head.

## Step 3: School Meeting

- **At the meeting** state your concerns, share documented evidence
- The school will request you to submit a **Bí Cineálta Bullying Incident Report Form** to the school.

## Step 4: School Investigation

- The school **Bí Cineálta Team** will initiate an investigation, this may include interviews with your son/student(s) being targeted, alleged perpetrators, witnesses, and a review of the evidence.
- You will be kept informed about the process and progress regularly, usually within **10 working days**. (If the investigation involves your son).

## Step 5: Outcome and Actions

- Once the investigation is complete, the school will share the outcome with you and your son/student(s).
- Appropriate actions will be taken based on Bi Cineálta guidelines, which may include:
  - Mediation
  - Disciplinary measures/School sanctions.
  - Support for the students involved (e.g. a meeting with the school counsellor/Chaplain)
  - Close monitoring and follow-up after 20 days.

## Step 6: Escalation- if Unsatisfied

- If you feel the issue remains unresolved or the bullying report was not addressed fully, you may:

Request a meeting with the **School Principal**.

**Step 7: External Support-** Seek additional support if needed for your son

**In the case of a bullying incident online please seek the assistance of An Garda Síochána.**

<b>Childline: Listening service for young people</b> W: <a href="https://www.childline.ie">https://www.childline.ie</a> T: @ISPCCChildline P: 1800 902 707	
<b>BeLonG To: LGBT+ support</b> W: <a href="https://www.belongto.org/">https://www.belongto.org/</a> T: @BeLonG_To P: 01 670 6223	 Supporting LGBTI+ Young People in Ireland
<b>TackleBullying.ie: Bullying support and information</b> W: <a href="https://tacklebullying.ie/">https://tacklebullying.ie/</a>	
<b>Jigsaw: The National Centre for Youth Mental Health</b> W: <a href="https://jigsaw.ie/">https://jigsaw.ie/</a> Insta: /jigsaw_ymh/	
<b>SpunOut: Teenager wellbeing/ mental health</b> W: <a href="https://spunout.ie/">https://spunout.ie/</a> T: @SpunOut Insta: /spunout.ie/	
<b>Pieta: Preventing Suicide and Self Harm</b> W: <a href="https://www.pieta.ie/">https://www.pieta.ie/</a> 24-Hour Crisis Helpline: 1800 247 247 Text HELP to 51444	

## School Contacts

2025 - 2026			
<b>1<sup>st</sup> YEAR</b>			
Year Head	Mr.EDDIE MURPHY	Deputy Principal	Mr. Fergal Monaghan
<b>2<sup>nd</sup> YEAR</b>			
Year Head	Mr.MARTIN CUNNIFFE	Deputy Principal	Mr. Fergal Monaghan
<b>3<sup>rd</sup> YEAR</b>			
Year Head	Mr.SEAMUS PEPPARD	Deputy Principal	Ms. Sinéad Bannon
<b>TY</b>			
Year Head	Mr.ENDA MONAGHAN	Deputy Principal	Ms. Sinéad Bannon
<b>5<sup>th</sup> Year</b>			
Year Head	Ms.BRIDGET HOGAN	Deputy Principal	Mr. John Kenny
<b>6<sup>th</sup> Year</b>			
Year Head	Ms.MARIA O'NEILL	Deputy Principal	Mr. John Kenny

### Summary Flowchart (for quick reference):

1. Notice bullying → Document incidents
2. Contact Year Head-Deputy Principal
3. Request a meeting
4. Submit formal report to school
5. School investigation (within 10 working days)
6. Outcome of investigation and support arranged if required
7. Escalate to School Principal if necessary
8. Seek external support as needed

