

Scóil Pól

Bí Cineálta: Antibullying Policy



Appendix A School Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of Scoil Pól, Kilfinane has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024*. The Board of Management (BOM) acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students, and we are fully committed to preventing and addressing bullying behaviour.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Definition of bullying

Bullying is defined in *Cineáltas: Action Plan on Bullying and Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the *Bí Cineálta* procedures.

Each school is required to develop and implement a *Bí Cineálta* policy that sets out how the school community prevents and addresses bullying behaviour. Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour.

Section A: Development/review of our Bí Cineálta policy to prevent and address bullying behaviour

All members of our school community were provided with the opportunity to input into the development/review of this policy.

	Date consulted	Method of consultation
School Staff	28th Feb – 5 th March 2025	Information on the Cinneáltas Action Plan and Bí Cineálta Procedures issued through email. Request for feedback by return email
Students	10 th -14 th March 2025	Presentation in class (random selection), Review by Head Boy/Girl, Request for feedback
Parents	6 th – 11 th March 2025	Information on the Cinneáltas Action Plan and Bí Cineálta Procedures issued via Parents' Association email Request for feedback by return email
Board of Management	26 th March 2025	Information on the Cinneáltas Action Plan and Bí Cineálta Procedures/ Policy BOM meeting
Wider school community as appropriate, for example, bus drivers	6 th – 11 th March 2025	Information on the Cinneáltas Action Plan and Bí Cineálta Procedures issued via email.
Date policy was approved: 26 th March 2025		
Date policy was last reviewed:		

Section B: Preventing Bullying Behaviour

All bullying behaviour will be recorded. This will include the type of behaviour, where and when it took place, and the date of the engagement with students and parents. The actions and supports agreed to address bullying behaviour will be documented. If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with Child Protection Procedures for Primary and Post-Primary Schools.

This section sets out the prevention strategies that will be used by the school. These include strategies specifically aimed at preventing online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment as appropriate (see Chapter 5 of the *Bí Cineálta* procedures):

Strategies to prevent online (cyberbullying) bullying behaviour include the following, which is not an exhaustive list:

- Having appropriate controls on I.C.T. provision within Scoil Pól
- Implementing the SPHE curriculum which includes appropriate and safe use of digital media
- Having regular conversations with students about developing respectful and kind relationships online
- Developing and communicating an acceptable use policy for technology
- Referring to appropriate online behaviour as part of the standards of behaviour in the Code of Behaviour
- Promoting through the Scoil Pól website and social media online safety events for parents who are responsible for overseeing their children's activities online
- Holding an Internet safety day to reinforce awareness around appropriate online behaviour.
- Raising awareness of Coco's law amongst the student body
- Encouraging students to speak up when they witness cyberbullying, through Scoil Pól's '*Open Door*' practice

Strategies to prevent homophobic and transphobic bullying behaviour include the following, which is not an exhaustive list:

- Maintaining an inclusive environment
- Encouraging peer support such as peer mentoring and empathy building activities
- Providing students, through SPHE/RSE, opportunities to examine and critique gender, cultural and societal norms
- Conducting workshops and seminars for students, school staff and parents to raise awareness of the impact of homophobic and transphobic bullying behaviour
- Encouraging students to speak up when they witness homophobic and transphobic bullying behaviour, through Scoil Pól's '*Open Door*' practice

Strategies to prevent racist bullying behaviour include the following, which is not an exhaustive list:

- Fostering a school culture where diversity is celebrated and where students "see themselves" in their school environment
- Having the cultural diversity of the school visible and on display.
- Encouraging peer support such as peer mentoring and empathy building activities
- Providing supports to school staff to respond to the needs of students for whom English is an

additional language and for communicating with their parents

- Inviting speakers from diverse ethnic backgrounds
- Ensuring that library reading material and textbooks represent appropriate lived experiences of students and adults from different national, ethnic and cultural backgrounds
- Using the school curriculum, in particular subjects such as Religion/CSPE/SPHE, to enlighten students about bullying and its effects as well as building self-esteem and resilience. Respect for self and respect for others are key learning themes in these subjects
- Involvement in the ‘Schools of Sanctuary’ programme.
- Encouraging students to speak up when they witness racist behaviour, through Scoil Pól’s ‘Open Door’ practice

Strategies to prevent sexist bullying behaviour include the following, which is not an exhaustive list:

- Ensuring members of staff model respectful behaviour and treat students equally irrespective of their sex
- Ensuring all students have the same opportunities to engage in school activities irrespective of their sex
- Celebrating diversity at school and acknowledging the contributions of all students
- Organising awareness campaigns, workshops and presentations on gender equality and respect
- Encouraging parents to reinforce these values of respect at home

Strategies to prevent sexual harassment include the following, which is not an exhaustive list:

- Using the updated SPHE specifications to teach students about healthy relationships and how to treat each other with respect and kindness
- Promoting positive role models within the school community
- Challenging gender stereotypes that can contribute to sexual harassment
- Facilitating 6th year students to complete the Dublin Rape Crisis module ‘Body Right’ which raises awareness of personal safety and includes specific lessons on recognising and dealing with sexual harassment

The school has the following supervision and monitoring policies in place to prevent and address bullying behaviour (see Chapter 5 of the Bí Cineálta procedures):

- Effective school supervision rota and monitoring
- Lunch time clubs organised and supervised by staff members
- SNA support
- Supervised Co-curricular and Extracurricular activities
- Supervised study
- CCTV cameras in corridors and outside areas.

Section C: Addressing Bullying Behaviour

The teacher(s) with responsibility for addressing bullying behaviour is (are) as follows:

- Year Head/ Assistant Year Head
- Deputy Principal
- Principal

When bullying behaviour occurs, the school will:

- ensure that the student experiencing bullying behaviour is heard and reassured
- seek to ensure the privacy of those involved
- conduct all conversations with sensitivity
- consider the age and ability of those involved
- listen to the views of the student who is experiencing the bullying behaviour as to how best to address the situation
- take action in a timely manner
- inform parents of those involved

The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows (see Chapter 6 of the Bí Cineálta procedures):

Step 1

A student/parent/staff member/unnamed source may report a bullying concern verbally/via email or school app.

Step 2

The staff member who receives the report completes ***Bí Cineálta Appendix C Form for Reporting Bullying Behaviour*** which is available on the Staff Microsoft Teams platform to notify Year Head. The Year Head must also complete the form if the report is made to them. This form is submitted to Year Head and Senior Management.

Step 3

The Year Head notes receipt of this form on VSware notes of student(s). The Year Head investigates the concerns using the definition of bullying from Chapter 2 (*Bí Cineálta Procedures*). Students will be interviewed by the Year Head as appropriate. Details of the reported allegation of bullying will be written down and read back to the student/students for confirmation. If they so wish, the student may write down their account of the situation.

Document the investigation in ***Bí Cineálta Appendix C Record of Bullying Investigation***.

Step 4

(a) If the incident(s) is deemed bullying:

- Record all steps in ***Bí Cineálta Appendix C Record of Bullying Investigation*** referred to in Step 3.
- Notify parents/guardians of both the target and the perpetrator (as appropriate).

(b) If the incident(s) is not determined as bullying, the bullying case is closed, and the matter is dealt with under the Code of Positive Behaviour and noted on VSware. The relevant sections of the ***Bí Cineálta Appendix C Record of Bullying Investigation*** should be completed, filed in the appropriate folder in the Year Head Microsoft Team and submitted to senior management for filing.

Step 5

- When the investigation is complete, all records should be submitted to senior management. Resolution strategies should be put in place.
- Submission of this form should be noted on VSware notes.
- Appropriate action will be taken by the Year Head, Deputy Principal, Principal as required.
- The views of the students and parents must be recorded in light of the actions to be taken.

If a parent(s) is not satisfied with how the bullying behaviour has been addressed by the school, in accordance with the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools, they should be referred to the school's complaints procedures.

If a parent is dissatisfied with how a complaint has been handled, they may make a complaint to the Ombudsman for Children if they believe that the school's actions have had a negative effect on the student.

The school will use the following approaches to support those who experience, witness and display bullying behaviour (see Chapter 6 of the Bí Cineálta procedures):

The following principles must be adhered to when addressing bullying behaviour:

- ensure that the student experiencing bullying behaviour feels listened to and reassured
- ensure that the student displaying bullying behaviour is heard and supported in changing behaviour
- seek to ensure the privacy of those involved
- conduct all conversations with sensitivity
- consider the age and ability of those involved
- listen to the views of the student who is experiencing bullying behaviour as to how best to address the situation
- take action in a timely manner
- inform parents of those involved at an early stage
- In circumstances where student expresses concern about their parents being informed, the Year Head in consultation with the Student Support Team will develop an appropriate plan to support the student and for how their parents will be informed.
- listen to the views of the parents involved as to how best to address the situation
- make a referral to the school Guidance Counsellor.
- suggest/promote Lunchtime club for students to have lunchtime activities to get involved in and to engage with a wider social circle.
- encourage to report further bullying instances
- The school will address the attitudes of bullying within the school community through assemblies, pastoral care, SPHE, Religion and/or any opportunity that may arise.
- Bullying will be incorporated into SPHE lessons.
- If bullying behaviour has had a wider impact on a class group, or year group the school may hold an assembly to discuss positive paths forward with the year group, invite outside agencies in to work with the affected students and to begin to rebuild relationships and trust.
- If the student who is displaying the bullying behaviour continues to display such behaviour, sanctions as per the school's Code of Positive Behaviour will be implemented.

Section D: Oversight

The principal will present an update on bullying behaviour at each board of management meeting. This update will include the number of incidents of bullying behaviour that have been reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year. Where incidents of bullying behaviour have occurred, the principal will also provide a verbal update which will include where relevant, information relating to trends and patterns identified, strategies used to address the bullying behaviour and any wider strategies to prevent and address bullying behaviour where relevant. This update does not contain personal or identifying information. See Chapter 7 of the Bí Cineálta procedures.

This policy is available to our school community on the school's website and in hard copy on request. A student-friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.

Signed: Sister Eileen Kelly Date: 16/10/2025

(Chairperson of board of management)

Signed: Mairead Finnan Date: 16/10/2025

(Principal)



Scoil Pól, Kilfinane

Appendix C: Record of Investigation into Bullying behaviour conducted by Year Head

Name of pupil being bullied		
Name(s) of students involved in bullying incidents		
Year Group of Students		
The form and type of bullying behaviour		
Where and when it took place		
Name of Year Head		
Date investigation commenced		
Date of the initial engagement with the students involved		
<p>Brief Description of bullying and its impact (please provide as much detail as possible including dates)</p> <p>(Who, Why, What, When, Where)</p>		

<p>Has Bullying Behaviour occurred? (Please circle as appropriate)</p>	<p>Is the behaviour targeted at a specific student or group of students</p> <p style="text-align: center;">Yes No</p> <p>Is the behaviour intended to cause physical, social or emotional harm?</p> <p style="text-align: center;">Yes No</p> <p>Is the behaviour repeated?</p> <p style="text-align: center;">Yes No</p> <p><i>If the answer to each of the questions above is Yes, then the behaviour is bullying behaviour and the behaviour should be addressed using the Bí Cineálta Procedures. If the answer to any of these questions is No, then the behaviour is not bullying behaviour.</i></p> <p><i>Note: One off incidents may be considered bullying in certain circumstances. A single hurtful message posted on social media can be considered bullying behaviour as it has a high likelihood of being shared multiple times and thus becomes a repeated behaviour.</i></p>
<p>If bullying behaviour <u>has taken place</u> the remainder of this document should be completed and submitted to the Principal <u>and</u> Deputy Principal. A copy should also be uploaded the Files area of the Care Team on the Staff Portal. The submission of the form should be recorded on VSware.</p> <p>If bullying behaviour has not taken place, the remainder of this form does not need to be completed. The Year head should record on VSware that the investigation has been completed, and bullying behaviour has not occurred as well as other relevant information. The Year Head should submit this document to the Deputy Principal. A copy should also be uploaded the Files area of the Care Team on the Staff Portal.</p>	
<p>Details of contact made with both sets of parents. (Date/Method/Reply)</p>	<p><i>Parents are an integral part of the school community and play an important role, in partnership with schools, in addressing bullying behaviour. Where bullying behaviour has occurred, the parents of the students involved must be contacted at an early stage to inform them of the matter and to consult with them on the actions to be taken to address the behaviour</i></p>

<p>Details of the views of the students and their parents regarding the actions to be taken to address the bullying behaviour</p>	<p><i>A student reporting bullying behaviour may ask that a member of staff does nothing about the behaviour other than “look out” for them. The student may not want to be identified as having told someone about the bullying behaviour. They may feel that telling someone might make things more difficult for them.</i></p> <p><i>Where this occurs, it is important that the member of staff shows empathy to the student, deals with the matter sensitively and speaks with the student to work out together what steps can be taken to address the matter and how their parents will be informed of the situation. It is important that the student who has experienced bullying behaviour feels safe.</i></p> <p><i>Parents may also make schools aware of bullying behaviour that has occurred and specifically request that the school take no action. Parents should put this request in writing to the school or be facilitated to do so where there are literacy, digital literacy or language barriers. However, while acknowledging the parent’s request, schools may decide that, based on the circumstances, it is appropriate to address the bullying behaviour.</i></p>
<p>Details of action taken: (Sanctions Recommended/Applied Strategies employed)</p>	

Contact with outside agencies if appropriate.	
Date of Check in after 20 days	
The effectiveness of the strategies used to address the bullying behaviour and the relationship between the students involved The views of student(s) The views of the parent(s)	
Has the bullying behaviour ceased? The views of student(s) The views of the parent(s)	
Date that it has been determined that the bullying behaviour has ceased	
Further Comment/Recommendation	
Signed: Date:	

If a parent(s) is not satisfied with how the bullying behaviour has been addressed by the school, in accordance with the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools, they should be referred to the school's complaints procedures.

If a parent is dissatisfied with how a complaint has been handled, they may make a complaint to the Ombudsman for Children if they believe that the school's actions have had a negative effect on the student



Appendix D Guide to Providing Bullying Behaviour Update

Guide to providing Bullying Behaviour Update for board of management meeting of Scoil Pól, Kilfinane.

Having reviewed the details of the incidents of bullying behaviour that have been reported since the previous board of management meeting, the principal must provide the following information at each ordinary meeting of the board of management:

Total number of new incidents of bullying behaviour reported since the last board of management meeting.	
Total number of incidents of bullying behaviour currently ongoing.	
Total number of incidents of bullying behaviour reported since the beginning of this school year.	

Where incidents of bullying behaviour have been reported since the last meeting, the update must **include a verbal report** which should include the following information where relevant:

Trends and patterns identified such as the form of bullying behaviour, type of bullying behaviour if known, location of bullying behaviour, when it occurred etc.	
The strategies used to address the bullying behaviour	
Have any serious incidents of bullying behaviour occurred which have had a serious adverse impact on a student.	
Has a parent informed the school that a student has left the school because of reported bullying behaviour	
Any additional support needed from the board of management	
Does the school's Bí Cineálta policy require urgent review in advance of the annual review	

This update should not include any personal information or information that could identify the students involved.

Signed _____

Date_____



Appendix E Review of the Bí Cineálta Policy

The Board of Management (the Board) must undertake an annual (calendar) review of the school's Bí Cineálta policy and its implementation in consultation with the school community. As part of the review, this document must be completed.

Bí Cineálta Policy Review

1. When did the Board 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 date when the Bí Cineálta policy was last adopted by the school.

_____/_____/20____

2. Where in the school is the student-friendly Bí Cineálta policy displayed?

3. What date did the Board publish the Bí Cineálta policy and the student-friendly policy on the school website?

_____/_____/20____

4. How has the student-friendly policy been communicated to students?

5. How has the Bí Cineálta policy and student-friendly policy been communicated to parents

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 received and minuted the Bullying Behaviour update presented by the principal at every ordinary board meeting over the last calendar year? Yes No
9. Has the Board discussed how the school is addressing all reports of bullying behaviour? Yes No
10. Is the Board 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 discussed the effectiveness of the strategies used to prevent bullying behaviour? Yes No
13. How have (a) parents, (b) students and (c) school staff been consulted with as part of the review of the Bí Cineálta Policy?
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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:
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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 policy need to be updated as a result of this review and if so, why?

17. Does the school refer parents to the complaint's procedures if they have a complaint about how the school has addressed bullying behaviour?

Yes No

18. Has a parent 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

Appendix F Notification regarding the board of management's annual review of the school's Bí Cineálta Policy

The Board of Management of Scoil Pól, Kilfinane confirms that 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 of _____.

This review was conducted in accordance with the requirements of the Department of Education's *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools*.

Signed: _____
(Chairperson of board of management)

Signed: _____
(Principal)

Date: _____

Date: _____

Date of next review:



Appendix G Overview of the Bí Cineálta Procedures for preventing and addressing Bullying Behaviour

The following is a guide to the main changes between the requirements of the 2013 *Antibullying Procedures for Primary and Post-Primary Schools* and the requirements of the 2024 *Bí Cineálta procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools*, which replace the 2013 procedures. This is not an exhaustive list.

Chapter 1	Responsibilities of the school community	All members of the school community must work together in partnership to prevent and address bullying behaviour at school.
	Legal basis	Legislation underpinning Bí Cineálta: Children First Act 2015. Harassment, Harmful Communications and Related Offences Act 2020 also known as Coco’s Law.
Chapter 2	What is bullying behaviour?	Updated definition of bullying behaviour based on Cineáltas: Action Plan on Bullying (2022).
	Criminal behaviour	Updated information on when bullying behaviour can be considered criminal behaviour.
	Child protection concerns	Updated information relating to when bullying behaviour becomes a child protection concern.
Chapter 3	Impacts of bullying behaviour	Updated information on how bullying behaviour can impact students who experience bullying behaviour, students who witness the behaviour and students who engage in bullying behaviour.
Chapter 4	Bí Cineálta Policy	<p>Schools must engage with the whole school community to develop their Bí Cineálta policy, using the template in Appendix A.</p> <p>The policy must list preventative strategies that are used including those to specifically prevent cyberbullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment as appropriate.</p> <p>Schools must list specific support strategies for individuals experiencing bullying behaviour, those who witness bullying behaviour and those displaying bullying behaviour. All incidents of bullying behaviour must be recorded.</p> <p>The school principal is required to provide a bullying behaviour update at each ordinary board of management meeting.</p> <p>The school’s Bí Cineálta policy must be reviewed in collaboration with the whole school community once each calendar year and sooner if a serious incident occurs and the board of management determines an urgent review is required.</p>

Chapter 4	Appendix A Bí Cineálta Policy	This template document must be used as a basis for each school’s Bí Cineálta Policy.
	Student-Friendly Bí Cineálta Policy	Every school must develop a student-friendly version of its Bí Cineálta policy and display it where students and the school community can see it.
	Appendix B Student-Friendly Bí Cineálta Policy	This template document can be used by schools as a basis for their student-friendly policy.
Chapter 5	Preventing Bullying Behaviour	<p>Prevention measures are linked to the four areas of Wellbeing Promotion. Importance of fostering a “telling environment” in schools and the role of the trusted adult.</p> <p>Prevention strategies must be provided relating to specific types of bullying behaviour including cyberbullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment, as appropriate.</p>
Chapter 6	Appendix C Guide to Addressing Bullying Behaviour	Guide can be used to address bullying behaviour.
	Remit of the school in addressing bullying behaviour	A school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.
	Requests to take no action	Guidance for schools on how requests by students and parents to “take no action” should be addressed.
	Engagement with students involved in bullying behaviour and their parents	<p>Schools must engage with students who have experienced bullying behaviour to decide the actions to be taken to address the incident of bullying behaviour. Schools must also engage with their parents.</p> <p>Schools must engage with students who have displayed bullying behaviour as well as their parents when deciding actions to be taken.</p> <p>Schools must engage with all involved when reviewing progress and determining whether bullying behaviour has ceased.</p>

Recording Incidents of Bullying Behaviour	All incidents of bullying behaviour must be recorded by the teacher addressing the behaviour.
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Chapter 7	Update to the board of management	<p>Principal must provide an update to the board of management at each ordinary board meeting. This report includes the number of incidents of bullying behaviour reported since the last board meeting, the number of incidents ongoing and the total number reported since the beginning of the school year.</p> <p>The principal must provide a verbal update which will include, where relevant, trends and patterns, the strategies used to address the incidents and whether an urgent review of the policy is needed.</p> <p>The update is to inform discussion at each ordinary board of management meeting regarding the effectiveness of the preventative strategies used by the school and the overall effectiveness of the Bí Cineálta Policy.</p>
	Appendix D Guide to providing bullying behaviour update to the board of management	Guide can be used to assist principals in providing bullying behaviour update to board of management.
	Review of Bí Cineálta Policy	The Bí Cineálta policy must be reviewed once each calendar year, in collaboration with the whole school community, and earlier if the Board determines an urgent review is warranted.
	Appendix E Review of the Bí Cineálta policy.	The Review template must be completed when the Bí Cineálta policy is reviewed.
	Appendix F Notification of Annual Review	The template can be used to notify the school community that the annual review has been completed.

