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# Bí Cineálta annual review checklist

- [ ] **Confirm the review date and trigger.** Note whether this is the standard calendar-year review or an early review triggered by a serious incident or material change.
- [ ] **Gather evidence of stakeholder input.** Collect records showing how the Board, staff, parents and students were each consulted — survey results, meeting minutes, student council notes, or parent communications.
- [ ] **Review incidents recorded during the year.** Pull together the bullying-behaviour incident records maintained since the last review, including form and type of bullying, location, engagement dates with students and parents, and any engagement with external services.
- [ ] **Assess the effectiveness of prevention and response strategies.** Consider whether the strategies set out in the policy were actually implemented, and whether they worked — this is a specific question the Board must address under Appendix E.
- [ ] **Identify any possible gaps or areas for improvement.** Where the review surfaces a possible gap — for example, in how incidents were recorded, or in how parents were kept informed — note it as a suggested next action for manual review by the Board, rather than treating the checklist itself as the fix.
- [ ] **Update the policy where needed.** Amend the Bí Cineálta policy and, if applicable, the student-friendly version, to reflect anything identified in step 5.
- [ ] **Complete Appendix E in full.** This Department template confirms that all aspects of the annual review have been completed and must be filled in as part of the review, not treated as an optional add-on.
- [ ] **Secure formal Board of Management approval.** The Board must formally approve the reviewed (and, where relevant, updated) policy, and this approval should be minuted.
- [ ] **Complete Appendix F and notify the patron.** Appendix F gives notice that the annual review has taken place; the patron must also be notified separately that the review has occurred.
- [ ] **Publish and notify.** Make the written notification that the review is complete available to school personnel, publish it (or the Appendix F notice) on the school website — or otherwise make it accessible to parents and pupils on request — and provide it to the Parents' Association where one exists. Keep the signed review minutes and completed appendices on file as your evidence trail.

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