



# Cyberbullying Policy

*Written: February 2018*

*Revised: May 2018*

*Review: February 2020*

**'Aiming high'**



*This policy was written by the E-Safety Coordinator, Mr S.Brown (Computing Subject Leader) in consultation with Mr C.Coleman (Director of I.T. systems and Assistant Head teacher of Conyers School)*

*The Designated Safeguarding Lead is Mr D. Hodgson (Headteacher).*

*Our Cyberbullying Policy has been written by the school and seeks to incorporate the current government guidance. It has been agreed by the senior leadership team and ratified by the school governing body in ..... . The Cyberbullying Policy for Bader Primary School will be reviewed every two years, therefore, this policy will next be reviewed in February 2020.*

At Bader, we recognise that technology plays an important and positive role in children's lives, both educationally and socially. We are committed to helping all members of the school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

## **Aims**

The aims of this policy are to ensure that:

- children, staff and parents are educated to understand what cyberbullying is and what its consequences can be.
- knowledge, policies and procedures are in place to prevent incidents of cyberbullying in school or within the school community.
- We have effective measures to deal effectively with cases of cyberbullying we monitor the effectiveness of prevention measures.

## **What is cyberbullying?**

- Cyberbullying is the use of internet connected technologies to deliberately upset, offend, cause emotional distress and often of an intimidating or threatening nature.
- It can invade home/personal space and can involve a greater number of people.
- It can take place across all age groups and school staff and other adults can be targeted.
- It can draw bystanders into being accessories.
- It can include threats and intimidation; harassment or 'cyber-stalking'; vilification/defamation; exclusion or peer rejection; impersonation; unauthorised publication of private information or images ('happy-slapping'); and manipulation.

## **Preventing cyberbullying**

- The headteacher, computing leader, parents, carers, staff and children are responsible for ensuring the monitoring and effectiveness of this policy and will report to the headteacher.
- All staff will be helped to keep up to date with the technologies that children are using through staff meetings.
- The children will be involved in developing and communicating a code of advice for protecting themselves from being involved in cyberbullying and for reporting cases they experience.
- Children will be taught about cyberbullying through assemblies, discussion, anti-bullying Week, PSHE curriculum and events such as E-safety week / World Safer Internet Day.
- Children and staff will sign an Acceptable Use Policy.



- Parents will be asked to sign an Acceptable Use Policy before their children are allowed to use the internet in school and at home.

### **Policies and practices**

The school will:

- Ensure regular review and update of existing policies to include cyberbullying where appropriate.
- Keep good records of all cyberbullying incidents.
- Publicise rules and sanctions effectively – staff handbook / acceptable use policy / Digital consent iPads for Learning - acceptable use agreement / Rules for Responsible internet use (see appendices).
- Promote the positive use of all technologies.
- Make positive use of technology across the curriculum.
- Use CPD opportunities to help staff develop their practice creatively and support children in safe and responsible use.
- Ensure all staff and children understand the importance of password security and the need to log out of accounts.
- Ensure staff can recognise signs and indications of cyberbullying.
- Publicise and promote the message that asking for help is the right thing to do and shows strength and good judgement.
- Provide information on external reporting routes. E.g. Informing parents, carers, teachers or Childline, CEOP.
- Most cases of cyberbullying will be dealt with through the school's existing Behaviour Policy. Some features of cyberbullying differ from other forms of bullying and may prompt a particular response.
- All instances of reported, suspected and proven cyberbullying will be evidenced using the school filtering software. Staff will document all related incidents using CPOMS which will be monitored regularly by the headteacher.
- All systems have a 'Report Abuse' button which can be pressed to alert issues.
- Children are taught, through assemblies and within the Computing Curriculum, to recognise that they are responsible for their own 'digital footprint'. All searches and content viewed online is traceable; school systems cannot block everything - children and parents cannot rely only upon the filtering and school security systems to keep children safe online.

### **Roles and responsibilities**

- The headteacher is responsible for the practices and procedures outlined in this policy and ensuring that their effectiveness is monitored.
- The headteacher is responsible for ensuring that the school maintains details of agencies and resources that may assist in preventing and addressing cyberbullying.
- The headteacher is responsible for reviewing the procedures outlined in the school's E-Safety policy to ensure that pupils protect themselves from cyberbullying online.
- The headteacher is responsible for ensuring that all incidents of cyberbullying are reported and dealt with in accordance with the school's Bullying & Harassment Policy.
- All members of staff are responsible for identifying signs of cyberbullying and staying informed about the technologies that pupils commonly use.
- Teachers are responsible for ensuring that issues surrounding cyber bullying are explored in the curriculum and pupils are aware of how to respect others.



- Pupils, staff and parents/carers are responsible for complying with the Acceptable Use Agreement.

The school recognises that both staff and pupils may experience cyberbullying, and will commit to preventing any instances that may occur by creating a learning and teaching environment which is free from harassment and bullying.

Staff, pupils and parents/carers will be regularly educated about cyberbullying and the importance of staying safe online, in accordance with the school's e-safety policy.

- Teachers will discuss cyberbullying as part of the curriculum, and diversity, difference and respect for others will be promoted and celebrated through various lessons.
- Pupils will be educated about the importance of reporting instances of cyberbullying and will be fully informed of who they should report any concerns to.
- The school will provide opportunities to extend friendship groups, and interactive skills will be provided through participation in special events, e.g. drama productions, sporting activities, etc. Staff will be regularly educated about the signs of cyberbullying in order to promote early identification and intervention.

### **Signs of being cyber bullied**

All members of staff will receive training on an annual basis on the signs of cyberbullying, in order to identify pupils who may be experiencing issues and intervene effectively.

Staff will be alert to the following signs that may indicate a pupil or a member of staff is being cyber bullied:

- becoming withdrawn or shy, showing signs of depression
- becoming extremely moody or agitated
- becoming anxious or overly stressed, displaying signs of aggressive behaviour
- avoiding use of the computer, changing eating and/or sleeping habits
- Avoiding participating in activities they once enjoyed
- Engaging in self-harm, or threatening/attempting suicide
- Changing their group of friends suddenly

Staff will also be alert to the following signs which may indicate that a pupil is cyberbullying others:

- Avoiding using the computer/iPad or turning off the screen when someone is near
- Appearing nervous when using the computer/iPad or mobile phone
- Acting in a secretive manner when using the computer/iPad or mobile phone
- Spending excessive amounts of time on the computer/iPad or mobile phone
- Becoming upset or angry when the computer/iPad or mobile phone is taken away

Parents/carers will also be invited to attend annual training sessions in order to educate them on the signs and symptoms of cyberbullying, and will be advised to report to the headteacher if their child displays any of the signs outlined in this policy.

### **Procedures for dealing with cyberbullying**

Responses to cyberbullying incidents, including the necessary sanctions, will be dealt with in accordance with school policy. Any cyberbullying incidents that involve members of staff will be dealt with in accordance with the school's Anti-bullying Policy and Whistleblowing Policy. Staff are required to report



any concerns to the headteacher, who will investigate the matter and will conduct an appropriate response.

All incidents of cyber bullying, including any concerns, will be recorded and kept by the headteacher.

The headteacher, will arrange a discussion with the victimised pupil in order to gain knowledge about the situation, and will use this to inform a discussion with the pupil who has been accused of cyberbullying. The headteacher, will discuss the incident with any witnesses and will gain evidence of the cyberbullying incident; this may involve text messages, emails, photos, etc., provided by the victim.

The school understands that pupils at primary level, and particularly younger children, may not be aware of their actions and, as such, may not mean to intentionally cyberbully another pupil. The headteacher, will take into account the nature of the cyberbullying incident and the way in which it has been conducted, including if it is evident that it was intentional or if the pupil's age and knowledge of cyberbullying is a contributing factor to the incident, when deciding on the appropriate sanction. If necessary, the headteacher, may decide to involve the police for appropriate response to the cyberbullying incident. If necessary, the headteacher, will liaise with other members of the senior leadership team when issuing an appropriate sanction, such as by removing internet access, monitoring the pupil's internet use, etc., in accordance with the e-safety policy.

### **Support for the pupil being bullied**

The headteacher will discuss the support available with the victim and, therefore, their feelings and requests are paramount to the support provided. The support available includes:

- Emotional support and reassurance from the PlaceToBe and PSA.
- Reassurance that it was right to report the incident and that appropriate action will be taken.
- Liaison with the pupil's parents/carers to ensure a continuous dialogue of support.
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent/carer or a member of staff.
- Advice on other aspects of e-safety procedures to prevent re-occurrence. Discussion with the pupil's parents/carers to evaluate their online habits.
- Age-appropriate advice on how the perpetrator might be blocked online.
- Actions, where possible and appropriate, to have offending material removed.
- Discussion with the pupil's parents/carers on whether police action is required (except in serious cases of child exploitation where the police may be contacted without discussion with parents/carers).

The school will also use additional support, such as involvement with external agencies, where necessary. This policy will be reviewed on an annual basis by the headteacher, who will make any changes necessary, taking into account previous cyberbullying incidents and the effectiveness of procedures, and will communicate changes to all members of staff. ***All members of staff are required to familiarise themselves with this policy as part of their induction programme.***

Please could all staff read and sign the slip below then return to the Headteacher.

**I have read and agree to the Bader Primary School Cyberbullying Policy.**

Signed: \_\_\_\_\_

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

**'Aiming high'**



Policy approved

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Chair of Governors)

**Bader Primary School**

## **Rules for responsible use of the internet and school devices**

*The school has computers, chromebooks, iPods and iPads with internet access to support with our learning.*

*Follow these rules to keep you safe and to ensure respect is shown to others.*

- I will only access the school network with my own login and password, which I will keep to myself.
- I will not access other people's files or accounts.
- I only use websites that my teacher has chosen.
- I will not bring in or use memory sticks from outside school.
- I will only email or share content with trusted people I know, or who my teacher has approved
- The messages I send will be polite, appropriate and responsible.
- I will not give my home address, email address or telephone number to anyone.
- I will not arrange to meet anyone following an email or from a social networking platform.
- I will not open an email/message sent by someone I don't know and report any instances to my teacher or parent.
- I will report any unpleasant or upsetting material or messages sent to me.  
*This report will be made confidentially and would help protect other pupils and myself.*
- I understand that the school may check my accounts and computer files at any time as well as monitoring the internet sites that I visit.
- I use iPads, iPods, chromebooks and school computers safely and with respect for the device.
- I understand that all internet activity is filtered and monitored by school systems at all times.

**'Aiming high'**



- I take good care of all devices; making sure devices are returned for charging or placed in a 'tidy fashion' for the next class.
- I save my learning and log out of my device at the end of each lesson.

### **General advice on protecting yourself online and dealing with Cyberbullying**

To avoid the risk of being exposed to illegal content and protecting yourself online, we recommend the following precautions:

- Do not share your personal information! This includes pictures of you or your family and friends, email addresses, mobile numbers and online IDs.
- Do not arrange to meet strangers! You may have been communicating with people you think you know online, but do you really know who they are?
- Do not open email or links on social networking pages from people you do not know or when you do not recognise the email address
- Similarly, do not open attachments or pictures you receive from unknown people or email addresses
- Ensure you have an effective filter on your PC to stop unwanted content.

*If you are regularly using search engines (such as Google, Bing or Yahoo), you can set each search engine site to a strict level of filtering. This limits what a search will bring up when entering keywords. Check your options with your preferred search engine site. Once you have chosen a search filtering level, check these settings regularly to ensure they have not been amended or switched off.*

- Viewing illegal images online can carry a penalty of up to 10 years in prison in the UK.
- Curiosity is normal on the internet, but being exposed to unwanted and potentially illegal images is not acceptable.
- Child Abuse images reflect just that; abuse of children and as such, should always be reported.
- Did you know that the age of criminal responsibility starts at age 10 in England and Wales!?

### **Some Useful Agencies/Resources**

Websites and resources that offer support guidance and strategies for children, young people, schools and parents/carers to prevent all forms of bullying:

#### **CEOP: (Child exploitation online protection)**

A newly formed government agency that is dedicated to promoting online safety for children who may be vulnerable to sexual exploitation in chat rooms. It works with a number of charities and police across the UK and has a website for secondary age pupils called 'thinkuknow'. [www.ceop.gov.uk](http://www.ceop.gov.uk)

#### **ChildLine**

This provides a 24 hour helpline for children and young people being bullied in the UK. Children and young people can call 0800 1111 to talk about any problem. It is a major charity that is now housed with NSPCC. It provides training in peer support for pupils and schools and has a range of publications and downloadable resources for children, parents and teachers. [www.childline.org.uk](http://www.childline.org.uk)

**'Aiming high'**



### **Kidscape**

Kidscape is committed to keeping children safe from abuse. It is the first charity in the UK established specifically to prevent bullying and child sexual abuse it provides information, good resources and training for children and young people under the age of 16, their parents/carers. It offers a range of courses for professionals. It also provides courses in assertiveness training, ZAP, for children and young people and develops their confidence and skills to resist bullying and forms of abuse. [www.kidscape.org.uk](http://www.kidscape.org.uk)

### **NSPCC**

The NSPCC works tirelessly and promotes public campaigns to stop cruelty to children. There is advice on a number of issues related to bullying, child protection, and abuse. Kids Zone which contains details for their child protection helpline for young people who have problems at home or are being bullied. [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Family and Friends of Lesbian and Gays (FFLAG)**

FFLAG helps parents and families understand accept and support their lesbian gay and bisexual sons/daughters/relatives. FFLAG offers support to local parents groups and contacts, in their efforts to help parents and families understand accept and support their lesbian gay and bisexual members with love and pride. [www.fflag.org.uk](http://www.fflag.org.uk)

### **INSTeD**

This provides consultancies for schools, local authorities and government departments, and for the community and voluntary sector on cultural diversity and race equality. It features stories and storytelling, multifaith education, Islamophobia, Jewish education and Israel Studies. There is a useful section to download for staff training on bullying related to race religion and culture. [www.insted.co.uk/insted.html](http://www.insted.co.uk/insted.html)

### **Parentline Plus**

This is a charity dedicated to support parents on all issues related to parenting and has a very helpful section on bullying. [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

### **Tackling Cyberbullying**

The government has published new guideline on dealing with cyberbullying. The guidelines would help every school tackle bullying in cyberspace with the same vigilance as in the playground but that parents and young people should also understand how to use technologies safely, work with their school to deal with any incidents. The full report of the research into cyberbullying, carried out by Peter Smith and colleagues at the Unit for School and Family Studies at Goldsmith's colleague, can be downloaded at: [www.antibullyingalliance.org.uk/downloads/pdf/cyberbullyingreportfinal23016\\_000.pdf](http://www.antibullyingalliance.org.uk/downloads/pdf/cyberbullyingreportfinal23016_000.pdf)