Anti Cyber Bullying Policy

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Agreed by Staff	November 2019
Agreed by Governors	November 2019
Next Review	September 2020

Head teacher Signature: Date:

Chair of Governors Signature: Date:

At East Herrington Primary Academy, we believe that all people in our community have the right to teach and learn in a supportive, caring and safe environment without fear of being bullied. We believe that every individual in school has a duty to report an incident of bullying whether it happens to themselves or to another person.

WHAT IS CYBER-BULLYING?

Cyberbullying may be defined as 'the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature: children and adults may be reluctant to admit to being the victims of cyberbullying'.

It can take a number of different forms: threats and intimidation, harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages), vilification/defamation, exclusion/peer rejection, impersonation, unauthorised publication of private information/images and 'trolling' (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

However, it differs from other forms of bullying in several significant ways:

- by facilitating a far more extreme invasion of personal space. Cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- the potential for anonymity on the part of the bully. This can be extremely distressing for the victim.
- the potential for the bully to play very rapidly to a larger audience so the scale and scope of cyberbullying can be greater than for other forms of bullying.
- through the knowledge that the data is in the world-wide domain, disproportionately amplifying the negative effect on the victim, even though the bully may feel his/her actual actions had been no worse than conventional forms of bullying.
- the difficulty in controlling electronically circulated messages as more people get drawn in as accessories. By passing on a humiliating picture or message a bystander becomes an accessory to the bullying.
- the profile of the bully and target can be different to other forms of bullying as cyberbullying can take place between peers and across generations. Teachers can be victims and age and size are not important.
- many cyberbullying incidents can themselves act as evidence so it is important the victim saves the information.

There are many types of cyber-bullying. Although there may be some of which we are unaware, here are the more common.

- Text messages – that are threatening or cause discomfort.
- Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
- Mobile phone calls – silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
- E-mails – threatening or bullying e-mails, often sent using a pseudonym or somebody else's name.

- Chat room bullying – menacing or upsetting responses to children or young people when they are in web-based chat room.
- Instant messaging (IM) – unpleasant messages sent while children conduct real-time conversations online using Facebook or Instagram – although there are others.
- Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal "own web space" sites such as YouTube.

At East Herrington Primary Academy, we take this bullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode may result in a simple verbal warning. It might result in a parental discussion. Clearly, more serious cases will result in further sanctions.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

Young people are particularly adept at adapting to new technology, an area that can seem a closed world to adults. For example, the numerous acronyms used by young people in chat rooms and in text messages (POS – Parents Over Shoulder, TUL – Tell you Later) make is difficult for adults to recognise potential threats.

At East Herrington Primary Academy, pupils are taught to:
Understand how to use these technologies safely and know about the risks and consequences of misusing them.

Know what to do if they or someone they know are being cyber bullied.

Report any problems with cyber bullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

East Herrington Primary Academy has:
1. An Acceptable Use Policy (ACP) that includes clear statements about e-communications.
2. Information for parents on: E-communication standards and practices in schools, what to do if problems arise, what's being taught in the curriculum.
3. Links on the school's website to Internet Safety advice and websites for pupils and parents.
4. Support for parents and pupils if cyber bullying occurs by: assessing the harm caused, identifying those involved, taking steps to repair harm and to prevent recurrence.

Roles and Responsibilities

The Head Teacher, who is also the Designated Safeguarding Lead, will take overall responsibility for the co-ordination and implementation of bullying prevention and response strategies. In relation to cyberbullying:
The Head teacher will:

- ensure that all incidents of cyberbullying both inside and outside school are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the school's Anti-Bullying Policy, Behaviour Policy and Child Protection Policy.
- ensure that all staff know that they need to report any issues concerning cyberbullying to the Designated Safeguarding Lead.
- ensure that parents/carers are informed and attention is drawn annually to the anti-bullying policy so that they are fully aware of the school's responsibility relating to safeguarding pupils and their welfare. The Anti-Bullying Policy is available at all times on the school website.
- ensure that all parents/carers and pupils receive regular information and updates on cyberbullying from the school.
- ensure that at the beginning of each term, cyberbullying is revisited as part of the PSHE programme and that pupils know how to report a concern. (Including Childline 0800 11 11 or the thinkuknow website: www.thinkuknow.co.uk).
- ensure that all staff are aware of their responsibilities by providing clear guidance for staff on the use of technology within school and beyond.

The Head of ICT will:
- ensure that all pupils are given clear guidance on the use of technology safely and positively both in school and beyond including how to manage their personal data and how to report abuse and bullying online.
- provide training sessions for parents/carers on online safety and the positive use of technology.
- ensure the school's ICT Acceptable Use Policy is reviewed annually.
- provide annual training for staff on the above policies and procedures.
- provide annual training for staff on online safety.
- Ensure that online safety is included in ICT lessons; building resilience in pupils to protect themselves and others online.
- support teachers in delivering elements of the PSHE curriculum on online safety which builds resilience in pupils to protect themselves and others online.

The IT Network Manager will:
- ensure adequate safeguards are in place to filter and monitor inappropriate content and alert the Designated Safeguarding Lead to Safeguarding issues. The school uses Smoothwall to filter all internet access. Smoothwall records access to prohibited sites which enables the IT Network Manager to report issues immediately to the Designated Safeguarding Lead.
- ensure that visitors to the school are given clear guidance on the use of technology in school. This includes how to report any safeguarding issues to the Designated Safeguarding Lead. Visitors will be given highly restricted guest accounts which will not allow any access to personal data and that any misuse of the system will result in access to the system being withdrawn.

The Business Manager will:
- ensure the school manages personal data in line with statutory requirements. The school is aware of its duties under the Data Protection Act (1998). Careful consideration will be given when processing personal information so that the individual's privacy is respected where it

needs protection. Access to the personal information will only be given to those who need it. The principles of the Data Protection Act will be applied when processing, collecting, disclosing, retaining or disposing of information relating to a pupil or member of staff.

The School Governors will:
- appoint a governor in charge of Safeguarding who will work with the Designated Safeguarding Lead to ensure the policies and practices relating to safeguarding including the prevention of cyberbullying are being implemented effectively. The current governor for Safeguarding is Dr Ian Renwick.

Guidance for Staff

Guidance on safe practice in the use of electronic communications and storage of images is contained in the Staff Code of Conduct. The school will deal with inappropriate use of technology in line with this Code of Conduct which could result in disciplinary procedures. If you suspect or are told about a cyberbullying incident, follow the protocol outlined below:

Computers/iPads

- Ask the pupil to get up on-screen the material in question.
- Ask the pupil to save the material and/or take a screenshot and save this.
- Print off the offending material straight away.
- Make sure you have got all pages in the right order and that there are no omissions.
- Inform a member of the Senior Management team and pass them the information that you have.
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Use of Technology in School

All members of the school community are expected to take responsibility for using technology positively.

Information for Pupils:

If you're being bullied by phone or the Internet

Remember, bullying is never your fault. It can be stopped and it can usually be traced.

Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line.

Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

Don't give out your personal details online – if you're in a chat room, watch what you say about where you live, the school you go to, your e-mail address etc. All these things can help someone who wants to harm you build up a picture about you.

Keep and save any bullying e-mails, text messages or images. Then you can show them to a parent or teacher as evidence.

If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.

There's plenty of online advice on how to react to cyber bullying.   For example, https://www.betterinternetforkids.eu/ and www.wiredsafety.org have some useful tips:

Text/video messaging
You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed your phone number.

If the bullying persists, you can change your phone number. Ask your mobile service provider about this.

Don't reply to abusive or worrying text or video messages. Your mobile service provider will have a number for you to ring or text to report phone bullying.

Visit their website for details.

Don't delete messages from cyber bullies. You don't have to read them, but you should keep them as evidence.

Text harassment is a crime. If the calls are simply annoying, tell a teacher, parent or carer. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

Phone calls
If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off.

Once they realise they can't get you rattled, callers usually get bored and stop bothering you.

1. Always tell someone else: a teacher, youth worker, parent, or carer. Get them to support you and monitor what's going on.

2. Don't give out personal details such as your phone number to just anyone. Never leave your phone lying around. When you answer your phone, just say 'hello', not your name. If they ask you to confirm your phone number, ask what number they want and then tell them if they've got the right number or not. You can use your voicemail to vet your calls. A lot of mobiles display the caller's number. See if you recognise it. If you don't, let it divert to voicemail instead of answering.

3. Don't leave your name on your voicemail greeting. You could get an adult to record your greeting. Their voice might stop the caller ringing again. Almost all calls nowadays can be traced. If the problem continues, think about changing your phone number. If you receive calls that scare or trouble you, make a note of the times and dates and report them to the police. If your mobile can record calls, take the recording too.

E-mails
Never reply to unpleasant or unwanted emails ('flames') – the sender wants a response, so don't give them that satisfaction.

Keep the emails as evidence and tell an adult about them.

Ask an adult to contact the sender's Internet Service Provider (ISP) by writing abuse @ and then the host, e.g. abuse@hotmail.com.

Never reply to someone you don't know, even if there's an option to 'unsubscribe'.

Replying simply confirms your email address as a real one.

Web bullying

If the bullying is on a website (e.g. Facebook) tell a teacher or parent, just as you would if the bullying were face-to-face – even if you don't actually know the bully's identity.

Serious bullying should be reported to the police – for example threats of a physical or sexual nature. Your parent or teacher will help you do this.

Chat rooms and instant messaging e.g. Facebook, Twitter, Instagram, Snapchat

Never give out your name, address, phone number, school name or password on line.

It's a good idea to use a nickname and don't give out photos of yourself.

Don't accept emails or open files from people you don't know.

Remember it might not just be people your own age in a chat room.

Stick to public areas in chat rooms and get out if you feel uncomfortable.

Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.

Think carefully about what you write; don't leave yourself open to bullying.

Don't ever give out passwords to your mobile or email account.

Three steps to stay out of harm's way

1. Respect other people – online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords

2. If someone insults you online or by phone, stay calm - and ignore them

3. 'Do as you would be done by'. Think how you would feel if you were bullied. You're responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.