

All Saints' CEVCP School

Anti-Bullying and Cyberbullying Policy



Inspire Challenge Succeed

Review Frequency	Every 3 years	Approval Level Required	Headteacher
Approved by:	Full GB	Approval Date:	09/02/2017
Signed:		Print Name:	Richard Harding

Aims

This policy has been reviewed in line with Local Authority Advice and Guidance Dealing with Prejudice Related Incidents and our eSafety Policy.

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all our pupils so that they can learn in a relaxed and friendly atmosphere. Incidents of bullying are not common at our school, but can occur from time to time. Bullying of any kind is unacceptable in our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that *anyone* who knows that bullying is happening is expected to tell a member of the teaching or non-teaching staff.

What is Bullying?

- Bullying is the use of aggression or intimidation with the intention of hurting another person.
- Bullying is deliberate and happens more than once.
- Bullying is when someone hurts or upsets you again and again.
- ***Bullying is not when you fall out with a friend.***

Bullying can be:

- **Emotional** – being unfriendly, excluding (deliberately leaving children out), teasing and tormenting (e.g. hiding belongings, threatening gestures and faces) and can be direct and indirect
- **Physical** - pushing, kicking, hitting, punching or any use of violence
- **Written** - in the form of notes, all social media (such as emails and texts)
- **Verbal** - name-calling, sarcasm, spreading rumours, teasing
- **Racist** - racist taunts and name-calling, gestures
- **Sexual** - unwanted/ inappropriate physical contact or sexually abusive comments
- **Homophobic** - because of, or focussing on the issue of sexuality

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Objectives of this Policy

- Governors, Headteacher, teaching and non-teaching staff, pupils, parents and guardians should have an understanding of what bullying is.
- Governors, Headteacher, teaching and non-teaching staff, should know what the school policy is on bullying, and follow it when bullying is reported.
- All members of the school community, pupils, parents and guardians should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school, we take bullying seriously. Pupils, parents and guardians should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Preventing Bullying

In the first instance, we aim to prevent bullying happening by ensuring that positive behaviour is well established. Anti-social or bullying behaviour is not acceptable. When children feel that they are important and belong to a friendly, welcoming and caring school, bullying is far less likely to be a part of their behaviour. An anti-bullying atmosphere is promoted in the following ways:

- Through class discussions as part of the PSHE and Philosophy curriculum.
- Through school-wide Anti-Bullying Weeks and activities
- Through a rigorously taught E-Safety curriculum throughout the school.
- Through Circle Time activities and discussions.
- Through assemblies.
- Through Drama activities such as role-play and storytelling and reading about bullying.
- Through teaching the children strategies that will enable them to deal with bullying behaviour.
- Through active supervision of pupils during breaks, in corridors, cloakrooms, etc. and an awareness of the play activities that they are engaged in.
- Ensuring that the playground meets the play and recreation needs of the children.
- Giving praise and encouragement for pupils who show caring, nurturing and co-operative behaviour.
- All parents/ guardians and pupils to receive a Home-School Agreement when they join the school, and pupils to sign this contract.
- Through regular staff training in anti-bullying and related issues.
- Regularly assessing the issue of bullying throughout the school, in order to monitor the effectiveness of this policy.

Procedures to follow for Parents, Guardians, Pupils and Staff

1. Report bullying incidents to staff. All such reports will be taken seriously.
2. Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher, in the first instance, immediately.
3. Parents must inform school if there have been instances of cyber bullying. Parents are requested to screen shot or photograph the message that has been sent as evidence.
4. If staff witness an act of bullying, they will do all they can to support the child who is being bullied in order to reassure the child and restore self-esteem and confidence.
5. We will speak to the children involved separately and if appropriate, together.

6. Pastoral Support Forms will be completed for each reported incident. Teachers will investigate the matter fully and report back to parents as soon as possible with their findings.
7. We will investigate what has happened and take steps to ensure that behaviour involving bullying is quickly modified.
8. In serious cases of bullying, the incidents will be recorded and parents/ guardians will be informed and may be asked to come in to a meeting to discuss the problem.
9. Observations will be made and a record kept of discussions and meetings.
10. The child will be given an assigned member of staff who will be available at all times should the pupil need someone to talk to.
11. We will speak regularly to the child to check that they have not been bullied again. It may be necessary to check with the pupil concerned at regular intervals throughout the day. We will also contact parents/guardians to check that the child seems happier about the issue when at home.
12. Follow-up discussions in person or on the telephone, with the pupils / parent / guardians / staff as appropriate, will take place after 2 or 3 weeks to check that there is no recurrence.
13. If appropriate, we will work with the child to ensure that in the future they can more readily take control of the situation themselves.
14. We will work with the perpetrator to help them change their bullying behaviour.
15. The bully/bullies will be asked to genuinely apologise. Other sanctions may be enforced.
16. If possible, the pupils will be reconciled.

Parental/guardians have a responsibility to support the school's Anti-Bullying policy and to actively encourage their child/children to behave towards others in a positive way.

Cyberbullying

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), sexting (e.g. sending and receiving sexually explicit messages, primarily between mobile phones) 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.

Cyberbullying and the Law

Bullying is never acceptable and the school fully recognises its duty to protect and to provide a safe, healthy environment for everyone.

Education Law:

- The Education and Inspections Act 2006 (EIA 2006) outlines some legal powers which relate more directly to cyberbullying. Head teachers have the power 'to such an extent as is reasonable' to regulate the conduct of pupils when they are off the school site.
- The Act also provides a defence for staff in confiscating items such as mobile phones from pupils.

Civil and Criminal Law

- There is not a specific law which makes cyberbullying illegal but it can be considered a criminal offence under several different acts including Protection from Harassment Act (1997), Malicious Communications Act (1988), Communications Act (2003) Obscene Publications Act (1959) and Computer Misuse Act (1990).

Preventing Cyberbullying

As with all forms of bullying the best way to deal with cyberbullying is to prevent it happening in the first place. There is no single solution to the problem of cyberbullying but the school will do the following as a minimum to impose a comprehensive and effective prevention strategy:

Roles and Responsibilities

The Headteacher who is also the Designated Safeguarding Lead will take overall responsibility for the co- ordination and implementation of cyberbullying prevention and response strategies.

The Headteacher will:

- ensure that all incidents of cyberbullying both inside and outside school are dealt with immediately and will be investigated fully
- ensure that all policies relating to safeguarding, including cyberbullying are reviewed and updated regularly
- ensure that all staff know that they need to report any issues concerning cyberbullying to the Designated Safeguarding Lead.
- ensure that all staff are aware of the Prevent Duties.

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- provide training (using [Home Office online awareness training module](#)) so that staff feel confident to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to know how to make a referral when a child is at risk. The Headteacher is also the Designated Prevent 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 Policy is available at all times on the school website
- ensure that all parents/carers and pupils are signposted to the eSafety and cyberbullying materials available on the school website. Parents should discuss this information with their children.
- ensure that at the beginning of each term and during all ICT lessons that cyberbullying and staying safe online is discussed and that pupils know how to report a concern. (to someone on their safety circle, Childline 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. All staff should sign to say they have read and understood the Staff Code of Conduct.
- ensure the school's Acceptable Use Policy, Guidelines for Staff and children's use of digital devices and are reviewed annually
- provide annual training for staff on online safety

All teachers 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.
- plan and deliver a curriculum on online safety in computing lessons which builds resilience in pupils to protect themselves and others online.
- Discuss any concerns with the Headteacher

IT Support 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 County Broadband with associated filters in order to ensure that unsuitable content is filtered.

The Senior Office Administrator 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 welfare 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 Welfare is Mrs Kerry Wigg.

Guidance for Staff

Guidance on safe practice in the use of electronic communications and storage of images is contained in the Code of Conduct. The school will deal with inappropriate use of technology in line with the Code of Conduct which could result in disciplinary procedures.

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Inform the Headteacher/ Designated Safeguarding Lead immediately and pass them the information that you have

Computers

- Ask the pupil to get up on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Staff will inform a member of the Senior Leadership 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. As well as training, the following is in place:

- All staff are expected to sign to confirm they have read and understood the Acceptable Use Policy.
- All staff are expected to sign to confirm they have read and understood the Staff Code of Conduct
- All staff are expected to have read and understood Guidelines for Staff when Children are using Digital Devices (Appendix 1)
- All children are expected to have been taken through and understood Children's Use of Digital Devices

Guidance for Pupils

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff on your safety network.

- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/carers or a member of staff at school (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal details or contact information without the permission of a parent/guardian (personal data)
- Be careful who you allow to become a friend online and think about what information you want them to see.
- Protect your password. Do not share it with anyone else and change it regularly
- Always log off from the computer when you have finished or if you leave the computer for any reason.
- Always put the privacy filters on to the sites you use. If you are not sure how to do this, ask a teacher or your parents.
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Always stay in public areas in chat rooms
- The school will deal with cyberbullying in the same way as other bullying. Do not think that because it is online it is different to other forms of bullying.
- The school will deal with inappropriate use of technology in the same way as other types of inappropriate behaviour and sanctions will be given in line with the school's Behaviour Policy.

Guidance for Parents/Carers

It is vital that parents/carers and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Parents/carers must play their role and take responsibility for monitoring their child's online life.

- Parents/carers can help by making sure their child understands the school's policy and, above all, how seriously the school takes incidents of cyber-bullying.
- Parents/carers should also explain to their children legal issues relating to cyber-bullying.
- If parents/carers believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving the offensive text on their computer or on their child's mobile phone) and make sure they have all relevant information before deleting anything.
- Parents/carers should contact the school as soon as possible. Mrs Clare Lamb head@allsaintsprimary.org
- If the incident falls in the holidays the school reserves the right to take action against bullying perpetrated outside the school both in and out of term time.

The school will ensure parents/carers are informed of the cyber-bullying policy and cyberbullying leaflet for children and the procedures in place in the Anti-Bullying Policy to deal with all forms of bullying including cyber-bullying.

e-Safety at Home

Several sites offer helpful advice to parents/carers, particularly with respect to how they can best monitor their child's use of the computer at home. Here are some parents/carers might like to try:

- www.thinkyou.know.co.uk/parents
- www.saferinternet.org.uk
- www.childnet.com
- www.anti-bullyingalliance.org.uk
- www.nspcc.org.uk
- www.cyberangels.org
- <http://www.digizen.org>

The following useful publications are on our website

- [DfE Advice for Parents on Cyberbullying](#)
- [Childnet Cyberbullying Leaflet](#)
- [DfE The use of social media for on-line radicalisation](#)

ALL SAINTS' CEVCP SCHOOL

Guidelines for Staff when Children are using Digital Devices

Mobile Phones

Children may bring phones to school only to enable them to contact parents/carers or be contacted by them at the end of the school day. All phones will be locked away during the school day and returned to pupils at the end of the school day.

They are not to be used during the day and are not to be used for any purpose other than for contacting parents/carers.

Trips out of School

No digital devices are to be taken by children on trips out of school. This includes away tournaments, day trips and extended or overnight trips.

Supervising staff will always have a mobile phone and if required will leave messages with the school and on the message line for parents.

If a child is using a digital device in breach of the above rules, the device should be confiscated and given to the Headteacher, who will return it directly to parents.

Class management of digital devices

Actively supervise the children by constantly moving around the room, continuously monitoring the websites that the children are using.

If a child inadvertently accesses something you or they feel they should not have access to on a school device, shut down the device and make a note of the child's username, the device or workstation location and number along with the date and time of the incident and report this to the Headteacher who will investigate.

Children must request permission before they may print a document.

Banks of mobile devices should be kept in their storage unit when not in use and all devices put on charge in preparation for other users. All devices must be returned at the end of each session.

Information for pupils

General Rules

- Ask permission before using the Internet.
- Only use the school's Wi-Fi connection.
- Only use your own password, not anyone else's.
- Only look at other people's files with their permission.
- Use digital devices only for educational purposes.
- Do not access social network sites.
- Only send polite messages.
- Do not change any system settings or install or run application files without a teacher's permission.
- Check your document carefully and then ask for permission from a teacher before you print.

For your safety

- Keep your password secret.
- At school, only use the Google account
- Do not give your name, address or telephone number to anyone, or arrange to meet anyone
- Report any unpleasant material or messages sent to you and give us any information that will help to protect you and other pupils.

Home-Owned Devices

- You may not use any home-owned device at school to connect to the Internet.
- Mobile phones may only be used for making essential phone calls to your parent/carer at the end of the school day. If you wish to make a call during the day, you must go to the school office.
- You may not take digital devices on trips out of school. This includes away tournaments, day trips, overnight or extended trips. Your teacher will always have a mobile phone and if required will leave messages with the school office.

The school may check your device files. If you break these rules you may not be allowed to use digital devices.