Cyberbullying Policy

This policy applies to:

Whole College (including EYFS)

Person responsible for the policy:

Deputy Headmaster

Review dates:

Last review Sept 2018

Next review Sept 2019

Introduction

The College recognises that technology plays an important and positive role in children's lives, both educationally and socially. It is committed to helping all members of the College 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.

What is cyberbullying?

- Cyberbullying is the use of ICT deliberately to upset someone else;
- It includes: threats and intimidation; harassment or 'trolling''; vilification/defamation; humiliation; manipulation, whether open or anonymous; exclusion or peer rejection; impersonation; unauthorised use of private information or images; posting without consent.

Why is it dangerous?

- It can be used to carry out all the different types of bullying, and becomes an extension of face-to-face bullying;
- It can also go further in that it can invade home/personal space and can involve a greater number of people;
- It can take place across age groups and school staff and other adults can be targeted;
- It can draw bystanders into being accessories.

Youth Produced Sexual Imagery

Youth Produced Sexual Imagery (YPSI) is the term used to describe the sending of explicit images electronically of someone under the age of 18.

Under the Sexual Offences Act (2003) taking an indecent image of a child (someone under the age of 18) is illegal. It is also illegal to send or keep (be in possession of) such an image. This law applies even to a young person taking and sending an image of themselves, and applies to anyone receiving such an image if they do not delete it immediately. They should also advise someone appropriate (an adult) of their actions. Obviously, any sharing of such images is also illegal. There may also be further legal implications if an older pupil/student requests such pictures of a younger student. This could be viewed legally as 'grooming'.

Pupils/students should be aware that no data is ever completely erased from a computer or phone – should they ever find themselves the subject of a serious investigation into their 'online' behaviour forensic examination of electronic devices will retrieve all deleted images/texts etc. The main concern about YPSI is that once an image is sent by a student it is then beyond their control. Sadly there have been numerous cases of such images then being distributed beyond a school's community with serious and far-reaching consequences.

The requesting of such pictures is not appropriate within our College community. Firstly, it is asking another person to break the law and, most importantly, because such action does not demonstrate the respect and kindness towards others that is expected. If such behaviour is brought to the attention of the College it is likely to result in suspension. Sending or distributing such pictures is illegal and is also likely to lead to suspension.

This will apply to events both during and outside of term time. This community exists 'online' whether we are in school or not.

PREVENTING CYBERBULLYING

Understanding and discussion
- The Deputy Headmaster is responsible for overseeing the practices and procedures outlined in this policy and for monitoring its effectiveness. They will report to the Head;
- Staff will receive training in understanding their social media and appropriate pastoral responses;
- All staff will be helped to keep up to date with the technologies that children are using;
- IT Ambassadors are given an opportunity to support students, staff and parents;
- The students will be involved in developing and communicating a code of advice on protecting themselves from getting caught up in cyberbullying and on reporting cases they experience. They will have a voice through the School Council, IT Ambassadors and Peer Listening;
- Students will be educated about cyberbullying through a variety of means: by invitation speakers and PSHE discussion;
- Pupils and staff agree to an **Acceptable Use of ICT Policy** when they join the College.

Policies and practices
- Ensure regular review and updating of existing policies to include cyberbullying where appropriate;
- Keep good records of all cyberbullying incidents;
- Publicise rules and sanctions effectively.

Promoting the positive use of technology
- Make positive use of technology across the curriculum;
- Use CPD opportunities to help staff develop their practice creatively and support students in safe and responsible use;
- Ensure all staff and children understand the importance of password security and the need to log out of accounts.

Making reporting easier
- Publicise and promote the message that asking for help is the right thing to do and shows strength and good judgement;
- Publicise to all members of the College community the ways in which cyberbullying can be reported;
- Provide information on external reporting routes e.g. mobile phone company, internet service provider, Childline, CEOP 'report it' button.

RESPONDING TO CYBERBULLYING

Most cases of cyberbullying will be dealt with through the College's existing **Anti-bullying Policy** and **Behaviour & Conduct Policy** (as set out in the Student Handbook). Some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:
- Impact: the scale and scope of cyberbullying can be greater than other forms of bullying;
- Targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets;
- Location: the 24/7 and anywhere nature of cyberbullying;
- Anonymity: the person being bullied will not always know who is bullying them;

- Motivation: some students may not be aware that what they are doing is bullying and encourages pupils to join in when they might not normally do so;
- Evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence;
- It is possible that a member of staff may be a victim and these responses apply to them too.

Support for the person being bullied
- Offer emotional support; reassure them that they have done the right thing in telling; help them understand how to deal with the situation;
- Advise the person not to retaliate or reply. Instead, keep the evidence and take it to their parent or a member of staff;
- Advise the person to consider what information they have in the public domain;
- Unless the victim sees it as a punishment, they may be advised to make some changes e.g. mobile phone number;
- If hurtful or embarrassing content is being distributed, try to get it removed from the web. If the person who posted it is known, ensure they understand why it is wrong and tell them to remove it. Alternatively, contact the host provider and make a report to get the content taken down;
- Confiscate mobile phone, ask student to delete the offending content and say who they have sent it on to;
- Contact the police in cases of actual/suspected illegal content;
- In some cases, the person being bullied may be able to block the person bullying from their sites and services.

Investigation
- Staff and students should be advised to preserve evidence and a record of abuse, save phone messages, record or save-and-print instant messenger conversations, print or produce a screen-grab of social network pages, print, save and forward to staff whole email messages. If necessary, confiscate devices to protect the victim and retain evidence;
- If images are involved, determine whether they might be illegal or raise child protection concerns. If this is the case, confiscate the device and contact the DSL. Do not view the images;
- Identify the bully;
- Any allegations against staff should be handled following guidance in the **Safeguarding Policy** under *Dealing with Allegations of Abuse Against Staff.*

Working with the bully and applying sanctions
The aim of the sanctions will be:
- to help the person harmed to feel safe again and be assured that the bullying will stop;
- to hold the perpetrator to account, getting them to recognise the harm caused and deter them from repeating the behaviour;
- to demonstrate to the College community that cyberbullying is unacceptable and that the school has effective ways of dealing with it, so deterring others from behaving similarly.
- Sanctions for any breaches of the **Acceptable Use of ICT Policy** will be applied and range from confiscation to exclusion;
- In applying sanctions, consideration must be given to the type and impact of the bullying and the possibility that it was unintentional or was in retaliation;
- The outcome must include helping the bully to recognise the consequence of their actions and providing support to enable the attitude and behaviour of the bully to change.

Evaluating the effectiveness of prevention measures
- Use the College Council and other appropriate forums to hear the children's point of view;
- Identify areas for improvement and incorporate children's ideas;
- Conduct regular evaluations;
- IT Ambassadors advise staff on sites where unpleasantness has been reported as well as educate staff, students and parents.

Legal duties and powers
- The College has a duty to protect all its members and provide a safe, healthy environment;
- Head teachers have the power 'to such extent as is reasonable' to regulate the conduct of pupils when they are off-site or not under the control or charge of a member of staff. (Education and Inspections Act 2006);
- College staff may request a pupil to reveal a message or other phone content and may confiscate a phone; they may not search the contents of the phone unless the Deputy Headmaster or Headmaster agrees;
- Staff may confiscate equipment and return to the HoMM for fuller investigation;
- Some cyberbullying activities could be criminal offences under a range of different laws including Protection from Harassment Act 1997, Communications Act 2003 and Sexual Offence Act 2003.

This policy should be read in conjunction with the following additional College policies and Government guidance:

- **Behaviour and Conduct**
- **Anti-Bullying**
- **Acceptable Use of ICT, Mobile Phones and Other Electronic Devices**
- **Safeguarding and Welfare**

- **DfE guidance on Cyberbullying:**
  https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf
- UKCCIS guidance on Sexting:
  https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf