Forres Sandle Manor (Non-Academic) Policy

Policy Title	Cyber Bullying
Policy Lead (Appointment (& Initials))	Deputy Head (WP)
Date of Last Review	January 2022
Date of Next Review	July 2022

CYBER BULLYING - SAFEGUARDING AND ICT

Schools have statutory and common law duties to look after the physical and mental health of all its employees and pupils. It is therefore paramount that schools take measures to prevent and tackle bullying of all forms among pupils and staff, whether by pupils, parents or colleagues. Protecting young people and staff in the online world means thinking beyond the school environment. As well as the computer to access the Internet, now many mobile phones and games consoles offer broadband connections. Pupils may be working online in school, at home or in an Internet café. Increasingly pupils will have access to personal devices not covered by network protection and therefore the emphasis needs to be on educating all users as to the risks involved and their obligation to act responsibly while online.

See also:
- [DfE/Sexting in School and Colleges](#)
- E-Safety Policy.
- Social Media Policy
- Acceptable Usage.
- Safeguarding and Child Protection Policy.
- Anti-Bullying Policy.
- Relationships Policy.
- Searching Pupils Policy.

Safeguarding pupils in both the real and virtual world is everyone's responsibility and all staff should be aware of this policy and how to respond to cyberbullying incidents.

All pupils and staff are made aware of the school's Acceptable Use policy and what to do if they have any ICT safeguarding concerns.

COMBATING CYBER-BULLYING

Cyber-bullying can be defined as 'the use of electronic communication to bully a person typically by sending messages of an intimidating or threatening nature.'

Cyberbullying should be understood as a method of bullying rather than a type of bullying. Cyber-bullying takes different forms: threats, unkindness and intimidation, harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages),

vilification/defamation; exclusion or peer rejection, impersonation, unauthorised publication of private information or images and manipulation.

Some cyber-bullying is clearly deliberate and aggressive, but it is important to recognise that some incidents of cyber-bullying are known to be unintentional and the result of simply not thinking about the consequences. What may be sent as a joke may not be received as one, and indeed the distance that technology allows in communication means the sender may not see the impact of the message on the receiver. There is also less opportunity for either party to resolve any misunderstanding or to feel empathy. It is important that pupils, parents and staff are made aware of the effects of their actions.

In cyber-bullying, bystanders can easily become perpetrators, e.g. by passing on or showing to others images designed to humiliate, or by taking part in online polls or discussion groups. They may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. It is important that all pupils are made aware of the part such 'bystanders' - better termed 'accessories' in this context, play. That they are aware that their actions have severe and distressing consequences, and that participating in such activity will not be tolerated, and that they will also face sanctions.

Broadly speaking there are seven areas associated with cyber bullying:
- **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort or passing on 'Sexts'.
- **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. This could also include the passing on of Youth Produced Sexual Images. 'Happy slapping' involves filming and sharing physical attacks.
- **Phone call bullying via mobile phone** uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- **Bullying through instant messaging (IM)** is an internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.
- **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyber bullying. Unlike other forms of bullying, cyber bullying can follow children and young people into their private spaces and outside school hours. Cyber bullies can

communicate their messages to a wide audience with remarkable speed, and can often remain unidentifiable and unseen.

WHAT THE SCHOOL WILL DO TO HELP PREVENT CYBER BULLYING

- We seek to instil values in all members of FSM, which should, ideally, preclude all bullying.
- Pupils, parents and staff will be made aware that protecting everyone against bullying via mobile phone or the internet is an important part of the school's Anti-Bullying & E-safety policies; these policies will be regularly updated, and teachers will have sufficient knowledge to deal with cyber bullying in school.
- The school will offer support to parents how to help their children engage safely and responsibly with social media.
- Pupils will be made aware that cyber bullying committed by FSM pupils outside of school will be treated with the same seriousness as if it were in school.
- Serious sanctions will be used against cyber bullies: in addition to depriving the children access to all forms of communications technologies in school.
- All e-communications used on the school site will be monitored.
- All pupils in Years 3 – 8 will sign a user agreement detailing FSM's expectations regarding ICT use, cyberbullying and any likely sanctions for breach of these.
- Internet blocking technologies against harmful sites will be put in place at school and continually updated. Social networking sites (TikTok, Facebook) etc. will be banned in school and parents will be reminded of the aged restrictions of these sites.
- Parents' permission will be sought before images of children are used in publications seen outside the school; in principle the school will always avoid identifying a child's picture by their full name, for instance on the school website or in local newspapers.
- Through Computing and PSHE lessons specifically but also within the broader curriculum, awareness raising sessions, and information to both pupils and parents, pupils will be taught about the risks of new communications technologies, the consequences of their misuse, and how to use them safely. In essence, these seek to inculcate respect for others, their property and their individuality. We hope these values underpin ordinary curricular lessons too Parents will be sent regular information, especially during Safer Internet Week in February.
- Through advice and guidance given to pupils within their Journals (Year 5 – 8) and through the Boarders' Handbook, pupils will be reminded of our attitude towards bullying, the likely sanctions and what to do if they or someone they know is being bullied.
- Through advice and guidance given to parents in School Policies, Parental Handbooks, letters and Parent Workshops, the school will work with pupils and parents to make sure new communications technologies are used safely, taking account of local and national guidance and good practice.
- FSM will work with police and other partners in education and child protection to a) raise awareness of cyber bullying b) take all reasonable steps to prevent it c) impose appropriate sanctions if it is discovered.

There are particular features of cyber-bullying that differ from other forms of bullying which need to be recognised and taken into account when determining how to respond effectively. The key differences are:

- **Impact**: The scale and scope of cyber-bullying 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 increased invasion of personal space, 24/7 and any-place nature of cyber-bullying.
- **Anonymity**: The person being bullied will not always know who is attacking them.
- **Motivation:** Some pupils may not be aware that what they are doing is bullying.
- **Evidence**: Unlike other forms of bullying, the target of the bullying will have evidence of its occurrence.

POSSIBLE SIGNS OF CYBERBULLYING

It is not always easy to spot the signs of cyberbullying as it can happen all the time, which is a feature that makes it different from other forms of bullying. Be alert to changes in someone's behaviour, for example:

- Being upset after using the internet or their mobile phone.
- Unwilling to talk or secretive about their online activities and mobile phone use. Spending much more or much less time texting, gaming or using social media.
- Many new phone numbers, texts or e-mail addresses show up on their mobile phone, laptop or tablet.
- After texting or being online they may seem withdrawn, upset or outraged.
- Not wanting to go to school and/or avoiding meeting friends and school mates.
- Avoiding formerly enjoyable social situations.
- Difficulty sleeping.
- Low self-esteem.

INVESTIGATION

Information is crucial to dealing with the problem. Those who feel that they are being bullied, or who are witnesses to what they believe is bullying/cyber-bullying, should always tell a member of staff. A 'Who to Talk To' list is present in every teaching or communal room on campus. This gives pupils many options of responsible people that they could turn to for help, including staff, Independent listeners, ISI, Child line and other options.

Advice, support and counselling will be offered to all parties involved, and, if necessary, their parents. While recognising that both victim and bully need help, we do not adopt a 'no blame' position.

If a pupil receives an abusive e-mail or text, they should report the matter to a member of staff as soon as possible. A copy of the e-mail with full headers, plus dates and times should be saved. Staff will investigate all complaints of abuse and take action accordingly.

CONDUCTING A SEARCH OF AN ELECTRICAL DEVICE

- FSM may examine any data or files on an **electrical device** if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electrical device:

  o **In determination a "good reason" to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to harm, to disrupt teaching or break school rules.**

- If inappropriate material is found on the device it is up to the teacher to decide whether they should **delete** the material, **retain** it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

See *Acceptable Usage Policy* for further advice.

PROCESS

- Depending on the nature of the allegation, the case will be taken up either by the tutor, house staff, the deputy head, or a combination of these people. As a rough guide, the more serious the allegation, the more likely it is to involve senior staff and/or the Police.

- Interviews will be conducted fairly, giving all sides the opportunity to state their case, so as to establish the truth in what seldom turn out to be straight forward issues. In all cases, pupils will be warned not to do or say anything that may prejudice their position vis-à-vis the pupil who has been bullied (no revenge/stirring up support among friends, no taking the law into their own hands).

- Except for the most straightforward cases, in which truth has been established and the matter has been resolved swiftly, an interview will be conducted; a pupil would be invited to bring a friend or member of staff to support them in any such interview. This will enable a record to be kept of the interview, and what is said, to be corroborated. Notes, both rough copies and, where necessary, a brief summary and copies of any letters sent to parents will be put on files with cross referencing where appropriate.

- Letters written to parents will detail the nature of the offence and any sanctions imposed, and will set out what improvements FSM expects to be made in behaviour as well as the consequences of failure to improve. Recommendations may be made about visits to the Medical Centre and counselling for everyone involved.

- At the conclusion of the investigation, if appropriate, one of the members of staff involved will contact parents of all pupils directly involved and inform them of action taken. Wherever possible, the identity of "informers" and pupils other than the son or daughter of the parent will not be disclosed.

- In practice, the sanctions applied range from a verbal warning or a ban on use of FSM's computer network, to temporary or permanent exclusion, depending on the gravity of the offence and the pupil's previous record with reference to bullying.

SUPPORT FOR VICTIMS OF CYBERBULLYING

School staff should support all pupils who are bullied and develop strategies to prevent bullying from happening again.

Cyberbullying on social networks can be upsetting and really knock their confidence. Childline has produced guidance for young people on building their confidence after online bullying available at: http://www.childline.org.uk/Explore/Bullying/Pages/Building-confidence-after-online-bullying.aspx

It is also important to involve the child in resolving the issues as this can help to strengthen their self-confidence and restore a sense of emotional safety.

Refer to **FURTHER LINKS, RESOURCES & POLICIES**.

SANCTIONS AGAINST CYBER BULLYING

- In the majority of instances of cyber bullying, whether in or out of school, parents will always be informed and required to attend a disciplinary hearing with their child.
- Material used in cyber bullying e.g. obscene images or messages will always be shown to parents with their child present (in most cases, it is possible to identify the perpetrator of cyber bullying through dialled mobile numbers, e-mail senders' addresses or other means).
- Access to all information technology at school will be denied for an indefinite period at the discretion of the Interim Headmaster.
- Parents will be requested to take the same steps at home.
- The cyber-bully may also be excluded from school for a period of up to three days.
- In extreme cases, and with the approval of a Governor, the cyberbully may be excluded permanently.
- In the most severe cases, it can result in criminal prosecution.

The aim of sanctions is to:
- Help the person harmed to feel safe again and be assured that the bullying will stop.
- Hold the perpetrator to account getting them to recognise the harm caused and deter them from repeating the behaviour.
- Demonstrate to the school community that cyber-bullying is unacceptable and that the school has effective ways of dealing with it, so deterring others from behaving similarly.

When cyber-bullying is investigated, reference will be made to the Acceptable Use Policy. Cyber-bullying will have an impact on the education and wellbeing of the person being bullied, and the physical location of the bully at the time of their action is irrelevant in this. Schools now have broad new powers to discipline and regulate the behaviour of pupils,

even when they are off the school site. These are set out in the Education and Inspections Act 2006. Misconduct of any kind outside of school will be amenable to school discipline if the welfare of another pupil or the culture or reputation of the school are placed at risk.

ADVICE FOR STAFF BULLIED ONLINE
FSM has a duty to support staff and no-one should feel victimised in the workplace. Staff should seek support from the senior management team, and their union representative if they are a member.

- You should never respond or retaliate to cyberbullying incidents. You should report incidents appropriately and seek support from a member of the SLT.
- Save evidence of the abuse; take screen shots of messages or web pages and record the time and date.
- Where the perpetrator is known to be a current pupil or colleague, where possible the case will be dealt with through the school's own mediation and disciplinary procedures.
- Where the perpetrator is known to be an adult, in nearly all cases, the first action will be for a senior staff member to invite the person to a meeting to address their concerns, and if they have a reasonable complaint, to make sure they know how to raise this appropriately. They can request that the person removes the offending comments.
- If they refuse, it should be an organisational decision what to do next – either the school or you could report the matter to the social networking site if it breaches their terms, or seek guidance from the local authority, legal advisers or support from other agencies for example, The UK Safer Internet Centre.
- If the comments are threatening or abusive, sexist, of a sexual nature or constitute a hate crime, you or a representative from the school may consider contacting the local police. Online harassment is a crime.

STAFF TRAINING
In order for the principles and purpose of FSM's policy to be best followed the school will provide effective and regular training. This may take place through In Service training or through out of school courses. All staff are required to take the IAPS on-line Safety module of our IAPS Training by February half term.

FURTHER LINKS, RESOURCES & POLICIES
Further information can be found in the following policies and publications:
- *Cyberbullying Advice for Head teachers and School Staff*
- *DfE: Behaviour and Discipline in Schools Guidance*
- DfE/Sexting in School and Colleges
- Education and Inspections Act *(2006).*
- The Equality Act *(2017).*
- National Minimum Standards for Boarding Schools (2015)
- Every Child Matters: Change for Children in Schools (2004).*
- Every Child Matters: An Overview*.*

- Think you know - *www.**think**u**know**.co.uk/*
- The Anti-Bullying Alliance - *www.anti-bullyingalliance.org.uk/*
- BBC – *www.bbc.co.uk/schools/parents/cyber_bullying*
- Childline – *www.childline.org.uk*
- Childnet – www.digizen.org/cyberbullying
- CEOP – www.ceop.police.uk/
- Internet Matters – www.internetmatters.org/
- The Parent Zone - www.theparentzone.co.uk
- The Parent Zone has established a training programme designed to enable schools and professionals working with parents to deliver their own sessions on internet safety. They also provide innovative resources for schools to help and support parents, particularly around e-safety. - http://www.theparentzone.co.uk)
- Facebook has produced Empowering Educators support sheet specifically for teachers and launched the Bullying Prevention Hub with Yale's Centre for Emotional Intelligence https://www.facebook.com/safety/bullying/
- FSM Anti Bullying Policy (Main Policies file).
- FSM Relationships Policy (Main Policies file).
- FSM Safeguarding Policy (Main Policies file).
- Child Protection Policy (Main Policies file).
- FSM E Safety and Acceptable Usage Policy (Main Policies file).
- FSM Searching Pupils Policy (Main Policies file).
- FSM Complaints Log.

Those items marked * are to be found in the Child Protection file in the School Office.

National standards and guidance can be found through the teacher net website.

CONTACT DETAILS FOR SOCIAL NETWORKING SITES

The UK Safer Internet Centre works with the social networking sites to disseminate their safety and reporting tools.

Social networking site	Useful links
Ask.fm	Read Ask.fm's 'terms of service' Read Ask.fm's safety tips **Reporting on Ask.fm:** You do not need to be logged into the site (i.e. a user) to report. When you move your mouse over any post on someone else's profile, you will see an option to like the post and also a drop down arrow which allows you to report the post.
Burn Note	Read Burn Note's rules Report to Burn Note
Facebook	13+ rating Read Facebook's rules Report to Facebook Facebook Safety Centre
Instagram	Read Instagram's rules Age 16 years Report to Instagram Instagram Safety Centre
Kik Messenger	Read Kik's rules Report to Kik Kik Help Centre
Meow Chat	13+ rating Read Meow chat rules Report to Meow Chat
Secret	12+ rating Read Secret rules Report to Secret
Snapchat	Read Snapchat rules Report to Snapchat Read Snapchat's safety tips for parents
TikTok	13+ rating Read TikTok's rules Report to Tiktok
Tumblr	Read Tumblr's rules Report to Tumblr by email If you email Tumblr take a screen shot as evidence and attach it to your email
Twitter	Read Twitter's rules Report to Twitter
WhatsApp	Read WhatsApp rules 13+ Report to WhatsApp website
Whisper	Read Whisper rules

	Report to Whisper
Vine	Read Vine's rules
	Contacting Vine and reporting
Yik Yak	17+ rating
	Read Yik Yak rules
	Report to Yik Yak
YouTube	Read YouTube's rules
	Report to YouTube
	YouTube Safety Centre

MOBILE PHONES

All UK mobile phone providers have malicious or nuisance call, text or picture message centres set up and have procedures in place to deal with such instances. If you are being bullied they will help you to change your number if necessary. If you want to prosecute the perpetrator contact the police. The mobile provider will work closely with the police and can usually trace malicious calls for them.

SERVICE PROVIDERS

Service provider	From your mobile	Pay as you go	Pay monthly contracts
O2	4445 or 202	08705 678 678	0870 241 0202
Vodafone	191	03333 040 191	03333 048 069
3	333	08433 733 333	08433 733 333
EE	150	0800 956 6000	0800 956 6000
Orange	150	07973 100 450	07973 100 150
T-Mobile	150	07953 966 150	07953 966 150
Virgin	789	0345 6000 789	0345 6000 789
BT	08000 328 751	08000 328 751	

ANTI-CYBERBULLYING CODE FOR PUPILS

<u>Everybody at FSM has the right to enjoy each day free from intimidation, unkind actions or remarks in school.</u>

Being sent an abusive or threatening text message, or seeing nasty comments about you on a website, can be really upsetting. This code gives you seven important tips to protect yourself and your friends from getting caught up in cyber-bullying, and advice on to how to report it when it does happen.

Always respect others: Remember that when you send a message to someone, you cannot see the impact that your words or images may have on the other person. That is why it is important to always show respect to people and be careful what you say online or what images you send. What you think is a joke may really hurt someone else. Always ask permission before you take or post an image of someone.

If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully and even be accused of cyber-bullying yourself. You could also be breaking the law.

Think before you send: It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your teacher, parents or future employer to see that photo?

Treat your password like your toothbrush: Don't let anyone know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember to only give your mobile number or personal website address to trusted friends.

Block the Bully: Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there for a reason!

Don't retaliate or reply: You should never respond or retaliate to cyberbullying incidents. Replying to bullying messages, particularly in anger, is just what the bully wants.

Save the evidence: Learn how to keep records of offending messages, pictures or online conversations. These will help you demonstrate to others what is happening and can be used by your school, internet service provider, mobile phone company, or even the police to investigate the cyber-bullying.

Make sure you tell: You have a right *not* to be harassed and bullied online.

There are people that can help:
- Tell an adult you trust. Remember the 'Are you Happy?' posters.
- You can also call a helpline like Childline on 0800 1111 in confidence.
- Tell the provider of the service you have been bullied on (e.g. your mobile-phone operator or social-network provider). Many websites will have a 'report abuse' icon.
- Tell your school. Your tutor, Matron/House tutor or any member of staff will support you and can discipline the person bullying you.

Finally, don't just stand there. If you see cyber-bullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

<u>REMEMBER! IT IS EVERYONE'S RESPONSIBILITY TO PREVENT BULLYING.</u>