

Title: Anti-Cyberbullying Policy			
Ref.:	SOP003	Rev.:5	Date: Sept 2019

Anti-Cyberbullying Policy

Rev.	Date	Amendment	Approved By:	Authorised By:
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ANTI-CYBERBULLYING

1 Overview

Everyone in our community has the right to teach and learn in a supportive, caring and safe environment without the 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 people. If we find that a pupil's well-being is compromised by cyberbullying that has taken place either inside or outside school, we will take action to help that pupil. This may mean contacting other parents if we find that their son or daughter is involved.

2 Links to Other School Policies

This policy should be read in conjunction with the following important documents:

- The [Whole School Behaviour Policy](#)
- The Health and Safety Policy
- The [Whole School Child Protection Policy](#)
- The Staff Code of Conduct
- The School Anti-Bullying Policy
- The School Whistleblowing Policy

3 Links to Legislation

- Keeping Children Safe in Education September 2019
- Section 127 of the Communications Act 2003
- The Protection from Harassment Act 1997
- The Communications Act 2003 [Section 127]

4 What is Cyberbullying?

Central to the school's anti-bullying policy is the principle that '*bullying is always unacceptable*' and that '*all pupils have a right not to be bullied.*'

The school recognizes that it must take note of bullying perpetrated outside school, which spills over into school; therefore once aware, we will respond to any cyber-bullying we become aware of carried out by pupils when they are away from the school site.

Cyberbullying is defined as '*an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.*'

Cyberbullying can be a very serious matter and can constitute a criminal offence.

Technology allows the user to bully anonymously or from an unknown location, and at any time. Cyberbullying leaves no physical scars so it is perhaps less evident to a teacher or parent than physical bullying, but it is highly intrusive and the hurt it causes can be very severe.

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5 Types of Cyber-bullying

There are many types of cyberbullying, of which the following are the most common:

- Text messages that are threatening or cause discomfort; also included here is 'bluejacking' (the sending of anonymous text messages over short distances using 'Bluetooth' wireless technology).
- 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.
- Emails - threatening or bullying emails, often sent using a pseudonym or someone else's name.
- Chat room bullying - menacing or upsetting responses to children or young people when they are in a web-based chat room.
- Instant Messaging (IM) - unpleasant messages sent while children or young people conduct realtime conversations online using social media, gaming websites etc.
- Bullying via websites - use of defamatory blogs (web logs), personal websites and online personal 'own web space' sites.
- Sexting - the sharing of naked or 'nude' pictures or vide through mobile phones and/or the internet. This also included underwear shots, sexual poses and explicit text messaging. The use of sexted images in revenge following a relationship breakdown is becoming more commonplace.

We take this bullying as seriously as all other types of bullying, and therefore we will deal with each situation individually.

6 School Procedures

In cases of cyberbullying, as with all bullying, the procedure will fall under the anti-bullying policy.

Pupils are taught through the PSHE programme and Computing lessons:

- To understand how to use these technologies safely and to know about the risks and consequences of misusing them
- What to do if they or someone they know is being cyberbullied to report any problems with cyberbullying. If they do have a problem they
- To talk (either giving their name or anonymously) to a member of staff, their parents, the police, the mobile network (for phone) or their internet service provider (ISP).

The school uses a variety of security tools to ensure that the programs and websites most frequently used for cyberbullying are unavailable on the school network.

Support for parents and pupils of cyberbullying will consist of assessing the harm caused, identifying those involved, and taking steps to repair harm and to prevent a recurrence.

Once the person responsible for cyberbullying has been identified, the school will take steps to change their attitude and behaviour as well as ensuring access to any support that is required.

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7 Responsibilities

It is the responsibility of:

- The Headteacher to communicate this policy to the whole school community including parents, pupils and staff.
- The Headteacher to ensure that disciplinary measures are applied fairly, consistently and reasonably and that a member of the senior management team has been identified to take overall responsibility
- School Governors to take a lead role in monitoring and reviewing this policy at least annually.
- All staff, including: governors, senior management, teaching and non-teaching staff to support, uphold and implement this policy
- Parents/carers to support their children and work in partnership with the school
- Pupils to abide by the Policy

8 Key School Personnel

Bullying falls under the umbrella of ‘Safeguarding’ in school.

The designated member of staff responsible at Yateley Manor for implementing this policy and updating its contents at least annually is:

Simon Head [Deputy Head and DSL]

The School Governor with overall responsibility for Safeguarding at Yateley Manor is:

Jacqueline Davies [Lord Wandsworth College]

9 Staff Training

It is vital that all members of staff receive regular and up-to-date training on this important subject. The school subscribes to the ‘Educare’ package of on-line training and all members of staff completed training on ‘Bullying’ during Spring 2018 and will be completing ‘Refresher’ Training during the Autumn Term 2019. New members of staff will be required to complete this unit following the beginning of their employment. In addition, all members of staff have completed the ‘Peer on Peer’ abuse unit as this is a key component of KCSIE 2018 & 2019. Staff have also received Safeguarding and on-line safety training as part of the Educare programme.

The school is also committed to training all staff, including: teaching staff, support staff and pastoral staff, to identify all forms of bullying and take appropriate action, following the school’s policy and procedures [including recording and reporting incidents]

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10 Advice to pupils (whether at school or elsewhere)

Advice to pupils who are the victims of cyberbullying:

- Remember that bullying is never your fault. It can be stopped and it usually can be replaced with a more constructive and respectful pattern of behaviour.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent.
- Don't retaliate or return the message: if you show that you are angry it will only make the person bullying you more likely to continue.
- Don't give out your personal details online: if you are in a chat room, watch what you say about where you live, the school you go to, your email address, etc.
- Keep and save any bullying emails, text messages or images. These can then be used 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 is plenty of online advice on how to react to cyberbullying. For example, www.kidscape.org and www.wiredsafety.org have some useful tips.

10.1 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 have changed your phone number. To find out how to do this, visit www.wiredsafety.org.
- If the bully persists, you can change your phone number. Ask your mobile service provider.
- 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 cyberbullies. 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 or parent. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you have received.

10.2 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.
- Always tell someone else, such as a teacher or parent.
- Be careful to whom you give your personal details such as your phone number.

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10.3 Emails

- Never reply to unpleasant or unwanted emails.
- Keep any such emails as evidence and tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider.
- Never reply to an email from someone you don't know.

10.4 Web Bullying

If the bullying is on a website (e.g. Bebo or Facebook) tell a teacher or parent, just as 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 of a physical or sexual nature. Your parent or teacher will help you to do this.

Chat rooms and instant messaging:

- Never give out your name, address, phone number, school name or password online
- It is 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 that it might not be people your own age in the chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or a teacher if you are uncomfortable or worried about anything that happens in a chat room.
- Think carefully what you write; don't leave yourself open to bullying.
- Don't ever give out passwords to your mobile or email account.

11 The Law

- The law is on your side
- Cyber-bullying may be at a level where it is criminal in character. It is unlawful to disseminate defamatory information in any media including internet sites.
- Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.
- If we become aware of any incidents of cyber-bullying, we will need to consider each case individually as to any criminal act that may have been committed. The school will pass on information to the police if it feels that it is appropriate or is required to do so.