



Low Moor C. of E. Primary School

Aiming for Excellence

CYBER BULLYING POLICY

Reviewed and Approved by: Strategic Planning Committee

Date of meeting: 21st June 2018

Signature:-

Position: Chair of Strategic Planning Committee

Date:-

Next review date: June 2019

LOW MOOR C. of E. PRIMARY SCHOOL – CYBER BULLYNG POLICY

1. Introduction

- 1.1. Low Moor C of E Primary understands that everyone in the school deserves to learn and to teach in a supportive and caring environment, without fear of being bullied or harassed.
- 1.2. We are committed to helping all members of the school community to benefit from information and communication technology, whilst understanding its risks, and to equip children with the knowledge and skills to be able to use it safely and responsibly.
- 1.3. At Low Moor C of E Primary communication technology is an integral part of the school curriculum. It is therefore important to acknowledge that such technologies can be used for unpleasant or illegal purposes. The school recognises the existence of cyber bullying and the severity of the issue.
- 1.4. We are committed to:
 - Educating pupils, staff and parents about cyber bullying and its consequences.
 - Providing a productive and healthy learning environment.
 - Providing a robust policy in order to prevent and, if necessary, deal with any cyber bullying issues should they arise at school or within the school community.
 - Developing and improving the policies and procedures around cyber bullying through regular evaluation and review.
 - Providing a strong anti-bullying policy and acting upon it where bullying arises.
- 1.5. This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community.

2. Roles and Responsibilities

- 2.1. As cyber bullying is an important aspect of strategic leadership within the school, the Headteacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.
- 2.2. The named online safety coordinator (incorporating cyber bullying) in our school is Martyn Lord, Deputy Headteacher, who has been designated this role as a member of the senior leadership team.

- 2.3. All members of the school community have been made aware of who holds this post.
- 2.4. It is the role of the online safety coordinator to keep abreast of current issues and guidance through organisations such as Bradford Council, DfE, CEOP (Child Exploitation and Online Protection) and Childnet.
- 2.5. Senior Management and Governors are updated by the Headteacher/online safety coordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

3. Understanding Cyber Bullying

- 3.1. Cyber-bullying is an aggressive, intentional act carried out by a group or an individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.
- 3.2. Cyber bullying includes sending or posting harmful or upsetting text, images or other messages using the internet, mobile phones or other communication technology.
- 3.3. It can take many forms, but can go even further than face-to-face bullying by invading home and personal space and can target more than one person.
- 3.4. It can take place across age groups and target pupils, staff and others.
- 3.5. It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images.
- 3.6. It can include messages intended as jokes, but which have a harmful or upsetting effect.
- 3.7. Cyber bullying may be carried out in many ways, including the following:
 - Sending threatening, intimidating or upsetting text messages
 - The use of mobile phone cameras to make threatening or embarrassing pictures and video clips which cause distress, fear or humiliation
 - Making silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible
 - Sending threatening or bullying emails, possibly via a pseudonym or in someone else's name
 - Hijacking or cloning e-mail accounts

- Making threatening, abusive, defamatory or humiliating remarks in chat rooms or online gaming
- The use of mobile/tablet apps – for example, Snapchat, whatsapp, Instagram etc. to cause distress, fear or humiliation.
- Sending unpleasant messages through instant messaging services
- Posting unpleasant or defamatory information to blogs, personal websites and social networking sites (for example Facebook, Twitter)

3.8. In some of the above cases, this type of bullying may constitute a criminal offence.

4. Prevention of Cyber Bullying

- 4.1. The school recognises that both staff and pupils may experience cyber bullying, and will commit to preventing any instances that may occur by creating a learning and teaching environment which is free from harassment and bullying.
- 4.2. The Deputy Headteacher will act as the online safety coordinator, to oversee the practices and procedures outlined in this policy and monitor their effectiveness.
- 4.3. The online safety coordinator will ensure that the school maintains details of agencies and resources that may assist in preventing and addressing bullying.
- 4.4. Staff, pupils and parents will be regularly educated about cyber bullying and the importance of staying safe online.
- 4.5. Teachers will discuss cyber bullying as part of the curriculum, and diversity, difference and respect for others will be promoted and celebrated through various lessons.
- 4.6. Pupils will be educated about the importance of reporting instances of cyber bullying and that asking for help is the right thing to do. They will be fully informed of who they should report any concerns to.
- 4.7. Staff will be regularly educated about the signs of cyber bullying in order to promote early identification and intervention. They will be helped to stay informed about the technologies that children regularly use, by self study and regular updates.
- 4.8. Pupils will be informed about cyber bullying through curricular and pastoral activities.

- 4.9. Pupils and staff are expected to comply with the school's ICT Acceptable Use Policy.
- 4.10. The responsibilities of the school and of pupils as set out in the Anti-Bullying Policy apply also to this policy
- 4.11. Positive use of ICT will be promoted and the ICT Acceptable Use Policy will be kept under review as technologies develop.
- 4.12. CPD and INSET will be used to help staff develop their own practices and support pupils in safe and responsible use of ICT.
- 4.13. As a school we use technology successfully to promote and personalise learning. During all activities, staff model and inform pupils about safe ways to use technology.
- 4.14. The school encourages safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts.
- 4.15. All cyber bullying incidents, including any concerns, will be recorded on the Child Protection Online Management System (CPOMS)

5. Cyber bullying development for pupils

- 5.1. Pupils will be advised on cyber bullying through regular curricular, assemblies, outside agencies and pastoral activities.
- 5.2. Both pupils and staff are required to comply with the Acceptable Use Agreement and Online Safety Rules.
- 5.3. At Low Moor C of E Primary School, we teach our pupils that if they believe they or someone they know is the victim of cyber-bullying, they must speak to an adult as soon as possible. This person could be a parent/carer, or a member of staff at school.
- 5.4. Pupils are taught:
 - Do not answer abusive messages but save them and report them
 - Do not delete anything until it has been shown to your parents/guardian 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
 - Never reply to abusive e-mails
 - Never reply to someone you do not know

- Stay in public areas in chat rooms

6. Cyber bullying development for parents

- 6.1. It is vital that parents and the school work together to ensure that all pupils remain safe and are aware of the serious consequences of getting involved in anything that might constitute cyber-bullying.
- 6.2. Staff will inform parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying. Each academic year, an online safety assembly/workshop will be held for parents to ensure they are kept informed of the latest developments in this area.

7. Signs of being cyber bullied

- 7.1. Staff will be alert to the following signs that may indicate a pupil is being cyber bullied:
 - Becoming withdrawn or shy
 - Showing signs of depression
 - Becoming extremely moody or agitated
 - Becoming anxious or overly stressed
 - Displaying signs of aggressive behaviour
 - Avoiding use of the computer
 - Changing eating and/or sleeping habits
 - Avoiding participating in activities they once enjoyed
 - Engaging in self-harm, or threatening/attempting suicide
 - Changing their group of friends suddenly
- 7.2. Staff will also be alert to the following signs which may indicate that a pupil is cyber bullying others:
 - Avoiding using the computer or turning off the screen when someone is near
 - Appearing nervous when using the computer or mobile phone
 - Acting in a secretive manner when using the computer or mobile phone
 - Spending excessive amounts of time on the computer or mobile phone
 - Becoming upset or angry when the computer or mobile phone is taken away
- 7.3. Parents will also be invited to attend training sessions and will be advised to report to the headteacher/online safety coordinator if their child displays any of the signs outlined in 7.1 and 7.2. of this policy.

8. Responding to Cyber Bullying

- 8.1. At Low Moor C of E Primary, cyber bullying is considered as serious as any other form of bullying. Cyber bullying issues are dealt with in an appropriate manner dependent on the severity and frequency of the issue.
- 8.2. Cyber bullying will generally be dealt with through the school's anti-bullying policy with appropriate sanctions being administered. However, a cyber bullying incident might include features different to other forms of bullying, prompting a particular response. Key differences might be:
 - Impact: possibly extensive scale and scope
 - Location: the anytime and anywhere nature of cyber bullying
 - Anonymity: the person being bullied might not know who the perpetrator is
 - Motivation: the perpetrator might not realise that his/her actions are bullying
 - Evidence: the subject of the bullying will have evidence of what happened

9. Investigation

- 9.1. The nature of any investigation will depend on the circumstances.
- 9.2. Staff are required to report any concerns to the online safety coordinator/headteacher, who will investigate the matter and will conduct an appropriate response.
- 9.3. The online safety coordinator/headteacher will arrange a discussion with the victimised pupil in order to gain knowledge about the situation, and will use this to inform a discussion with the pupil who has been accused of cyber bullying.
- 9.4. The online safety coordinator/headteacher will discuss the incident with any witnesses and will gain evidence of the cyber bullying incident; this may involve text messages, emails, photos, etc., provided by the victim.
- 9.5. The school understands that pupils at primary level, and particularly younger children, may not be aware of their actions and, as such, may not mean to intentionally cyber bully another pupil.
- 9.6. The online safety coordinator/headteacher will take into account the nature of the cyber bullying incident and the way in which it has been conducted, including if it is evident that it was intentional or if the pupil's

age and knowledge of cyber bullying is a contributing factor to the incident, when deciding on the appropriate sanction.

- 9.7. If necessary, the online safety coordinator/headteacher may decide to involve the police for appropriate response to the cyber bullying incident.

10. Support for the person being bullied

10.1. As with any form of bullying, support for the individual will depend on the circumstances. Examples include:

- Emotional support and reassurance that it was right to report the incident and that appropriate action will be taken
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Liaison with the pupil's parents to ensure a continuous dialogue of support
- Advice on other aspects of the code to prevent re-occurrence
- Advice on how the perpetrator might be blocked from the individual's sites or services
- Actions, where possible and appropriate, to have offending material removed
- Advice to consider changing email addresses and/or mobile phone numbers
- Discussion with the pupil's parents on whether police action is required (except in serious cases of child exploitation where the police may be contacted without discussion with parents).

10.2. The school will also use additional support, such as involvement with external agencies, where necessary.

11. Working with the perpetrator

11.1. Work with the perpetrator and any sanctions will be determined on an individual basis, in accordance with the Anti-Bullying Policy, with the intention of:

- Helping the person harmed to feel safe again and be assured that the bullying will stop.
- Holding the perpetrator to account, so they recognise the harm caused and do not repeat the behaviour.

- Helping bullies to recognise the consequences of their actions and facilitating change in their attitude and behaviour.
- Demonstrating that cyber bullying, as any other form of bullying, is unacceptable and that the school has effective ways of dealing with it.

11.2. Parents of the pupils involved in an incident will be notified.

12. Links to Other Policies

- Online Safety and Acceptable Use Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Behaviour and Discipline Policy
- P.S.H.E.e. Policy

13. Reviewing this Policy

- 13.1. There will be an on-going opportunity for staff to discuss with the online safety coordinator any issue of online safety that concerns them.
- 13.2. This policy will be reviewed annually and consideration given to the implications for future whole school development planning.
- 13.3. The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way.

APPROVED