

**The Kingsley School**  
**Anti-Cyberbullying Policy**  
**Preparatory and Senior School**

**Monitoring and Review**

The effectiveness of this policy is monitored by Heads of Year and the Deputy Head (Pastoral), as well as the Head of Preparatory School, through discussion of individual cases and the record of bullying incidents, and by questionnaires completed by pupils.

It is reviewed annually.

Updated: Summer 2020

Review date: Summer 2021

Mrs C McCullough – Deputy Head

This policy has been written with regard to the DfE guidance: *Cyberbullying; Advice for head teachers and school staff (2014)*, *Advice for parents and carers on cyberbullying (2014)*, along with *KCSIE September 2020*. In addition material from the Anti-bullying Alliance and the Defy – Preventing and tackling bullying: *Advice for head teachers, staff and governing bodies (October 2014)*, Internetmatters and Kidscape have been consulted and integrated. This policy should be read in conjunction with the Safeguarding, Behaviour and Anti bullying policies and the AUP.

## **Introduction**

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

## **Aims and definition**

The aims of this policy are to ensure that:

- we safeguard the pupils in the real and virtual world
- pupils, staff and parents and governors are educated to understand what cyberbullying is and what its consequences can be
- knowledge, policies and procedures are in place to prevent incidents of cyberbullying in school or within the school community
- we have measures to deal effectively with cases of cyberbullying
- we monitor the effectiveness of prevention measures

## **What is Cyberbullying?**

“Cyberbullying is the misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation” (Kidscape). It can involve Social Networking Sites, emails and mobile phones used for SMS messages and as cameras, and can be used to carry out all the different types of bullying; 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. This form of bullying can take place across age groups and school staff and other adults can be targeted. Behaviour that is classed as cyberbullying could include, but is not limited to:

- Abusive comments, unwanted banter, rumours, gossip, harassment and threats made over the internet or using other digital communications – this includes internet trolling and ‘cyberstalking’, exclusion or peer rejection.
- Sharing pictures, videos or personal information without the consent of the owner and with the intent to cause harm and/or humiliation or to make fun. Hacking into someone's email, phone or online profiles to extract and share personal information, or to send abusive or inappropriate content while posing as that person.
- Creating specific websites that negatively target an individual or group, typically by posting content that intends to humiliate, ostracise and/or threaten.

- Blackmail, or pressurising someone to do something online they do not want to do such as sending a sexually explicit image (sexting).
- It can be an illegal act
- Creating 'group chats' which deliberately exclude or isolate students

### **Objectives**

- To provide a caring environment in which pupils develop respect for themselves and others
- To promote and respect the mental and physical wellbeing of all staff and pupils
- To encourage the whole community to be kind, fair and honest and thus develop within them a total rejection of any form of bullying
- To ensure that every member of the school community is aware that cyberbullying will not be tolerated
- To encourage pupils to regard telling as both acceptable and responsible so that any case of bullying is reported and dealt with
- To make sure that pupils and parents know what the school policy is on cyberbullying and what they should do if it arises
- To make sure that all members of staff know what the school policy is on cyberbullying and what they should do if it is reported to them or if they are the victim of it.
- To make sure all members of staff are aware that cyberbullying may occur with pupils of the school, and that it must be dealt with in a way which takes into account the needs of both the victim and the pupil doing the bullying.

### **Whole school strategies to prevent cyberbullying**

Staff will receive training in identifying cyberbullying and understanding their responsibilities in developing e-safety. In this training all staff will be helped to keep up to date with the technologies that children are using.

- The delivery of PSHE and ICT lessons are an important part of preventative strategy and will discuss keeping personal information safe and appropriate use of the internet.
- It is desirable that the pupils will be involved in a response to cyberbullying. They will have a voice through the Student Voice.
- Pupils will be educated about cyberbullying through a variety of means: assemblies, conferences, Anti-bullying Week, projects (ICT, PSHE, drama, English), etc.
- Pupils will sign a Safe and Acceptable Use Policy before they are allowed to use school computer equipment and the internet in school and parents will be encouraged to discuss its contents with their children.

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- Parents will be provided with information and advice on e-safety and cyberbullying via literature, talks, and at Parents' Information Evenings
- Pupils and staff will be involved in evaluating and improving policies and procedures through Head of Year meetings, Year Team meetings and Head of Department meetings and Student Voice.

In addition, the school will promote the positive use of technology through

- Making positive use of technology across the curriculum
- Using training opportunities to help staff develop their practice creatively and support pupils in safe and responsible use
- Ensuring all staff and children understand the importance of password security and the need to log out of accounts

### **What to do if bullying happens**

All pupils (or their parents) are encouraged to tell a member of staff if they are being bullied, or if they know someone else is being bullied. This could be their form tutor, their Head of Year, the Deputy Head, or any member of staff they feel comfortable speaking to, or an older pupil (e.g. a Year 7 mentor or House mentor).

### **Procedures for dealing with cyber bullying**

Most cases of cyberbullying will be dealt with through the school's existing Antibullying Policy and this must remain the framework within incidents of bullying are investigated. However, 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
- intent: some pupils may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying is likely to 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 someone
- Advise the person not to retaliate or reply. Instead, keep the evidence and take it to their parent or a member of staff (in the case of staff they should take it to their line manager or a member of SLT)
- 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 change 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 ask them to remove it. Alternatively, contact the host provider and make a report to get the content taken down.
- In some cases, the person being bullied may be able to block the person bullying from their sites and services. The appendix contains information on what service providers can do and how to contact them.
- In instances where there are siblings, we would advise that they do not become involved in the situation.

### **Supporting the perpetrator**

- When dealing with incidents of cyberbullying, our first priority will be to stop the bullying and support the victim, and secondly to deal with the girl doing the bullying.
- The school employs a variety of strategies when dealing with cases of cyberbullying as outlined in the Anti-bullying policy.

### **Investigation**

- The safeguarding of the child is paramount and staff should investigate in accordance with The Kingsley School Safeguarding Policy.
- Members of staff should contact the Head of Year for the purposes of investigation in the Senior School and the form teacher in the Preparatory School
- All cases will be referred to and logged by the Deputy Head (Pastoral) or the Head of Preparatory School
- Any safeguarding concerns will be referred immediately to the DSL
- Interviews will be held in accordance with the Anti Bullying Policy
- Staff and pupils 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 screenshot of social network pages, print, save and forward to staff whole email messages.

- If images are involved, determine whether they might be illegal or raise child protection concerns. If so, contact the DSL, who may involve the Warwickshire Children's Safeguarding Board, the local police in cases of actual/suspected illegal content, or CEOP <http://ceop.police.uk> identify the bully.
- Any allegations against staff should be handled as other allegations following guidance in Keeping Children Safe in Education September 2020
- Confiscate device(s) if appropriate

### **Working with the bully and applying sanctions**

Sanctions will be applied by the Head of Year, Deputy Head (Pastoral) or Head of Preparatory School as appropriate.

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 school 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 AUP or internet/mobile phone agreements will be applied. In applying sanctions, consideration must be given to type and impact of 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. A key part of the sanction may well involve ensuring that the pupil deletes files.

### **Legal duties and powers**

The school has a duty to protect all its members and provide a safe, healthy environment. Some cyberbullying activities could be criminal offences under a range of different laws including Protection from Harassment Act 1997.

School staff may request a pupil to reveal a message or other phone content and may confiscate a phone (please refer to the Confiscation of Property Policy for further guidance).

If they consider that a mobile phone may contain evidence of bullying or a crime, or the potential of a crime, they may investigate the specific contents relating to that act.

### **Dissemination of information and consultation about this policy**

- Ensure regular review and update of existing policies to include cyberbullying where appropriate
- We will keep good records of all cyberbullying incidents. Heads of Year to log all incidents with the Deputy Head (Pastoral) and all staff to use the iSAMS, (log a concern on Wizard bar) to record information where possible.
- IT technician will keep AUPs under review as technologies develop
- Rules and sanctions will be publicised effectively
- The IT department will use filtering, firewall, anti-spyware software, anti-virus software and secure connections to safeguard the pupils. Though electronic controls alone can never be 100% effective, and pupils should adhere to the AUP guidelines

### **Appendix**

#### **Useful resources**

The Parent Zone and Thinkuknow 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.

Facebook has produced Empowering Educators support sheet specifically for teachers and launched the Bullying Prevention Hub with Yale's Centre for Emotional Intelligence.

#### **Getting offensive content taken down**

If online content is offensive or inappropriate, and the person or people responsible are known, you need to ensure they understand why the material is unacceptable or offensive and request they remove it.

Most social networks have reporting mechanisms in place to report content which breaches their terms. If the person responsible has not been identified, or does not respond to requests to take down the material, the staff member should use the tools on the social networking site directly to make a report.

Some service providers will not accept complaints lodged by a third party. In cases of mobile phone abuse, where the person being bullied is receiving malicious calls and messages, the account holder will need to contact the provider directly.

Before you contact a service provider, it is important to be clear about where the content is; for example by taking a screen shot of the material that includes the web

address. If you are requesting they take down material that is not illegal, be clear to point out how it breaks the site's terms and conditions. Where the material is suspected of being illegal you should contact the police directly.

**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 <b>Reporting on Ask.fm:</b> 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.
BBM	Read BBM rules and safety
Facebook	Read Facebook's rules Report to Facebook Facebook Safety Centre
Instagram	Read Instagram's rules Report to Instagram Instagram Safety Centre
Kik Messenger	Read Kik's rules Report to Kik Kik Help Centre
Snapchat	Read Snapchat rules Report to Snapchat Read Snapchat's safety tips for parents
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
Vine	Read Vine's rules Contacting Vine and reporting

YouTube	Read YouTube's rules Report to YouTube YouTube Safety Centre
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### 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 provider	From your mobile	Pay as you go	Pay monthly contracts
<b>O2</b>	4445 or 202	08705 678 678	0870 241 0202
<b>VodaFone</b>	191	03333 040 191	03333 048 069
<b>3</b>	333	08433 733 333	08433 733 333
<b>EE</b>	150	0800 956 6000	0800 956 6000
<b>Orange</b>	150	07973 100 450	07973 100 150
<b>T-Mobile</b>	150	07953 966 150	07953 966 150
<b>Virgin</b>	789	0345 6000 789	0345 6000 789
<b>BT</b>	751	08000 328 751	08000 328 751

### Some Useful Agencies/Resources

Websites and resources that offer support guidance and strategies for children, young people, schools and parents/carers to prevent all forms of bullying:

<http://anti-bullyingalliance.org.uk/> <http://www.antibullying.net>  
<http://www.antibully.org.uk/bgbullied.htm>  
<http://www.beatbullying.org> <http://www.bullyfreeworld.co.uk/>  
[http://www.bbc.co.uk/schools/parents/cyber\\_bullying/](http://www.bbc.co.uk/schools/parents/cyber_bullying/)  
<http://www.chatdanger.com> <http://www.ceop.gov.uk/>  
<http://www.childline.org.uk>  
<http://www.childnet-int.org>  
<http://www.kidscape.org.uk> <http://www.nspcc.org.uk>  
 CEOP → direct report button on the website