



Cyberbullying Policy 2019

Delph Side Primary School believes that everyone in the school community has the right to learn and to teach in a supportive and caring environment without fear of being bullied. 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.

Background

This policy is one of a number of other policies which form part of the school's approach to Safeguarding – Safeguarding and Child Protection, Behaviour Policy, Anti-Bullying Policy, Online Safety and Acceptable Use Policies.

Aims

This policy aims to ensure that:

1. Pupils, staff and parents know about cyber bullying, how it can be combated and its consequences;
2. We have the knowledge, policies and procedures to prevent and, if necessary, to deal with cyber bullying in school or within the school community
3. Reported incidents of cyber bullying are dealt with effectively and quickly.

What is cyber bullying?

Cyberbullying is the use of ICT, particularly mobile phones and the internet, deliberately to upset someone else. It can take place across age groups and target pupils, staff and others. Bullying is not new, but some features of cyberbullying are different from other forms of bullying. These differences include:

- the invasion of home and personal space;
- the audience can be very large and reached rapidly;
- people who cyberbully may attempt to remain anonymous;
- cyberbullying can take place between peers and between generations, with teachers/staff becoming victims;
- some instances can begin unintentionally, eg messages intended as jokes, but which have a harmful or upsetting effect.



Categories of cyberbullying

1. **Text message bullying** – involves sending unwelcome texts that are threatening or cause discomfort.
2. **Picture/video-clip bullying via mobile phone cameras** – used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. “Happy slapping” involves filming and sharing physical attacks.
3. **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.
4. **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.
5. **Chat Room bullying** – involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
6. **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 (i.e. SnapChat Instagram, WhatsApp etc).
7. **Bullying via websites** – includes the use of defamatory blogs (web blogs), 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 cyberbullying.

Prevention of Cyber Bullying

The best way to deal with cyberbullying is to prevent it happening in the first place. Much of the school’s work relating to prevention will not be restricted to cyberbullying, but will be part of the school’s general approach to the prevention of bullying. It will also be addressed as part of the school’s work with pupils on Online Safety.

Assistant Head(leader of Online Safety) will act, as an Online Safety Officer, to oversee the practices and procedures outlined in this policy and monitor their effectiveness. The Online Safety Officer will ensure that the school maintains details of agencies and resources that may assist in preventing and addressing bullying. Pupils and staff at Delph Side Community Primary School are expected to comply with the school’s Acceptable Use Policy.

Education - Children

- Online Safety forms an integral part of our Computing curriculum, with half termly lessons from Active Bytes (our Online Safety planning) for each year group. This ensures that pupils are able to develop the skills to keep them safe online. It is revisited in the curriculum on a regular basis. Opportunities for learning about Online Safety are part of PSHE and reinforced whenever technology is used.

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- Delph Side takes part in the annual Safer Internet Day each February, that focuses on Online Safety, and staff are provided with a list of suitable sites, resources and activities for their year groups. Each term there is an Online Safety assembly for Key Stage 1 and Key Stage 2 and we are responsive to new developments and will discuss issues with children, e.g Addictive Technology and new games such as Roblox and Fortnite.
- As part of the Online Safety teaching children are made aware of the impact of cyberbullying and how to seek help if they are affected by these issues, e.g. talking to a trusted adult in school or parent/carer.
- As part of their Online Safety teaching and PSHE children develop an understanding of the importance of the Acceptable Use Policy and are encouraged to adopt safe and responsible use of ICT both within and outside school.

Staff

- All staff will be given the School Online Safety Policy, Acceptable Use Policy and Cyber Bullying and its application and importance explained.
- Staff will be trained to identify signs of cyber bullying and will be helped to keep informed about the technologies that children commonly use. Online Safety (including cyber bullying) is covered during our Safeguarding training.

Parents

The school offers opportunities for parents/carers and the wider community to be informed about online safety, including cyberbullying through:

- Reference to relevant websites and app guides on our Online Safety page on our website
- Regular promotion of the importance of Online Safety on the schools Facebook page and on Seesaw
- Parents Online Safety Awareness sessions or workshops on Safer Internet Day
- Promotion of external Online Safety resources/online materials
- Parent Online Safety forums
- A partnership approach with parents will be encouraged

Practices and Procedures

The responsibilities of the school and of pupils as set out in the Anti-Bullying Policy apply also to this policy.

- Positive use of ICT will be promoted and the Acceptable Use Policy will be kept under review as technologies develop.
- CPD and INSET may be used to help staff develop their own practices and support pupils in safe and responsible use of ICT.

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- The school will encourage safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts.
- The school will promote the message that asking for help is the right thing to do and all members of the school community will be informed how cyber bullying can be reported.
- Confidential records will be kept, on CPOMS, of all cyber bullying incidents.

Recording and Reporting

- Incidents relating to Cyber Bullying are logged on CPOMS, under the category – Online Safety and Cyber Bullying. These are then dealt with by a Designated Safeguarding Lead, in association with the Online Safety leader. In addition there is also an Online Safety reporting log (available in the staffroom) that can be used.
- These are audited on a regular basis by the Online Safety Leader (see monitoring log in the Online Safety Policy)
- Designated Safeguarding Leads will be informed of any Cyber Bullying incidents involving Child Protection concerns (via CPOMS), which will then be escalated appropriately.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Parents are informed of all events and what actions have been taken.

Dealing with Cyber Bullying Incidents

The Headteacher/Senior Leadership Team will:

- deal with all incidents of cyber bullying quickly and effectively
- impose sanctions as outlined in the school's Behaviour policy on any pupil identified as cyberbullying
- Where applicable parents and other external agencies may be contacted. We will contact the police and social services if the cyber bullying is sufficiently severe

The Local Authority can provide support and assistance in dealing with incidents of cyber bullying and can be contacted by staff and parents. The police will be contacted in cases of actual or suspected illegal content.

Responding to cyber bullying

Cyber bullying will generally be dealt with through the school's anti bullying policy. A cyber bullying incident might include features different to other forms of bullying, prompting a particular response. Key differences might be:

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- **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

Advice will be given about the next steps:

- Make sure that the person knows not to retaliate or return the message
- Ask the person to think about what information they have in the public domain
- Help the person to keep relevant evidence for any investigation
- Check the person understands how to prevent it from happening again eg by changing contact details, blocking contacts or leaving a chat-room
- Take action to contain the incident when content has been circulated:
- If you know who the person is, ask them to remove the content
- Contact the host to make a report to get the content taken down
- Ask the pupil who they have sent messages onto
- In the cases of illegal content, contact the police, who can determine what needs to be
- kept for evidential purposes

Support for the person being bullied

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
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- 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
- Discuss contacting the police in cases of suspected illegal content

Investigation

Again, the nature of any investigation will depend on the circumstances. It may include, for example,

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- Review of evidence and advice to preserve it, for example by saving or printing (e.g. phone messages, texts, emails, website pages)
- Efforts to identify the perpetrator, which may include looking at the media, systems and sites used. Witnesses may have useful information.
- Contact with the Internet Watch Foundation, the police or the Lancashire Safeguarding Children Board Officer if images might be illegal or raise child protection issues
- Requesting a pupil to reveal a message or other phone content. **Staff do not have the authority to search the contents of a phone.**

Working with the perpetrator

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.

Appendices

Appendix 1 – Cyber Safety Code

Appendix 2 – What can you do as a pupil ?

Date: June 2019

Written by: Mr Fyne

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Appendix 1

Cyber Safety Code

Three Steps to Safety

1. Respect other people - online and off. Don't spread rumours about people or share their secrets, including phone numbers or passwords.
2. If someone insults you online or by phone, stay calm. Ignore them, but tell someone you trust.
3. "Do as you would be done by!" Think how you would feel if you were bullied. You are responsible for your behaviour - so don't distress other people or encourage others to do so.

If you are being bullied

It is never your fault. It can be stopped and it can usually be traced.

- Don't ignore the bullying. Don't reply, but do tell someone you can trust, such as a teacher or parent, or call an advice line.
- Try to keep calm. If you seem frightened or angry it will only make the person bullying you more likely to continue.

Text / video messaging

- You can turn off incoming messages for a couple of days.
- If bullying persists you can change your number (ask your mobile phone provider).
- Do not reply to abusive or worrying messages. You can report them to you mobile phone provider.

Email

- Never reply to unpleasant or unwanted messages.
- Don't accept emails or open files from people you don't know.
- Don't delete bullying emails – print them or save them as evidence in a separate folder.

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Social networking sites, chatrooms and instant messaging

- Change privacy settings so you can choose who to be friends with and who can see your profile. Don't add anyone you don't know to your friend list.
- Don't use your real name in chatrooms/online
- Never give out your photo or personal details, like your address, phone number or which school you go to.

Don't post any pictures or videos you wouldn't be happy for your parents or teachers to see. Once they are online they can be copied and posted in other places where you can't get rid of them.

- Keep your passwords private and don't tell anyone, not even your best friend.
- To report suspicious behaviour online and to learn more about keeping yourself safe online visit www.thinkyouknow.co.uk

Always report bullying incidents. Not doing that allows the bully to continue.

That's not good for the victims, for those who witness the incidents or for the bully, who may need help to change their antisocial behaviour.

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Appendix 2 – What can you do as a pupil ?

If you are being bullied, remember bullying is never your fault. It can be stopped and it can usually be traced.

- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent.
- Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

Text/Video Messaging

1. You can turn off incoming messages for a couple of days.
2. If bullying persists you can change your phone number (ask your Mobile Service Provider)
3. Do not 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.

E-mail

1. Never reply to unpleasant or unwanted e-mails
2. Don't accept e-mails or open files from people you do not know

Web

If the bullying is on the school website, tell a teacher or parent, just as you would if the bullying was face-to-face.

Chat Room and Instant Messaging

1. Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname. Do not give out photos of yourself either.
2. Do not accept emails or open files from people you do not know.
3. Remember it might not just be people your own age in a chat room/online
4. Stick to public areas in chat rooms and get out if you feel uncomfortable.
5. Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.
6. Think carefully about what you write – don't leave yourself open to bullying.

ALWAYS TELL AN ADULT