MIDDLETON PARISH CHURCH SCHOOL

Cyber-Bullying Policy

Excellence, Truth & Grace

RATIONALE

The primary purpose of this policy is to ensure that staff, pupils and parents are aware of the nature of nature of cyber bullying, understand how to report incidents and how incidents are dealt with in school.

This policy is available for anybody to read on the Middleton Parish Church School website and should be read in conjunction with the Acceptable Use / E Safety Policy, Child Protection and Safeguarding Policy and alongside any attached guidelines.

Middleton Parish Church School understands that communication technology is increasingly used, amongst pupils, as a communication tool outside of school. As a result, it is important to acknowledge that sometimes, these technologies can be used for unpleasant or illegal purposes. Middleton Parish Church School is committed to educating children and parents to ensure they fully understand how to use technology safely, legally and appropriately. Whilst we recognise that we are unable to control how children use technologies outside of the school, we know that children learn effectively when they feel safe and happy. Cyber bullying can have a very negative impact on emotional well-being and is therefore very much a school concern.

Cyber bullying can take many forms, but can go even further than face to face bullying by invading home and personal space and can target one or more people. It can take place across age groups and spread rapidly, reaching a worldwide audience. It can target pupils, staff and others. It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonisation and unauthorised publication of private information or images intended to cause the target harm and or distress. It can also include messages intended as jokes, but which have a harmful or upsetting effect. Cyber bullying can target any member of the school community. A full list and explanation can be found in the attached guidelines. Appendix 1

Governing Body

The governing body is accountable for ensuring that our school has effective policies and procedures in place; as such they will:

- Review this policy at least annually and in response to any cyber bullying incident to ensure that the policy is up to date and covers all aspects of technology used by pupils to communicate whilst not on the school premises.
- To ensure any cyber-bullying incidents were appropriately investigated and dealt with and ensure the policy was effective in managing those incidents.
- Appoint one governor to have overall responsibility for the governance of e-safety at the school who will:
- Keep up to date with emerging risks and threats through technology use.
- Receive regular updates from the Head teacher in regards to training, identified risks and any incidents.
- Chair the E-Safety Committee

Head teacher

Reporting to the governing body, the Head teacher has overall responsibility for e-safety within our school. The day-to-day management of this will be delegated to a member of staff, the E-Safety Officer (or more than one), as indicated below.

Jenni Ringland (Computing Subject Leader / E-Safety Officer)
Claire Rose (Behaviour Lead)
Helen Majesrski (Designated Safeguarding Officer)
Nadia Matthews (PSHE Subject Leader)

The Head teacher will ensure that:

- The curriculum reflects the needs of pupils to understand the various types of cyber-bullying.
- That pupils know what to do if they feel they are a target of cyber-bullying or recognise that cyber bullying is taking place.
- That parents are updated with relevant information related to ever-changing technologies and the age restrictions attached to apps children are commonly using.
- The designated E-Safety Officer(s) has had appropriate CPD in order to undertake the day to day duties.
- All Cyber Bullying incidents are dealt with promptly and appropriately.

E-Safety Officer

The E-Safety Officer will: -

- Keep up to date with the latest risks to children whilst using technology
- Familiarise him/herself with the latest research and available resources for school and home use.
- Review this policy regularly and bring any matters to the attention of the Head teacher.
- Advise the Head teacher, governing body on all E-safety matters including Cyber Bullying.
- Engage with parents and the school community on E-safety matters at school and/or at home including Cyber Bullying.
- Retain responsibility for the E-safety incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Ensure that the school curriculum adequately supports staff in delivering information on Cyber Bullying
- Ensure that information on Cyber Bullying is available on the school website.

Staff are to ensure that: -

- All details within this policy are understood. If anything is not understood, it should be brought to the attention of the Head teacher.
- Any report of cyber – bullying is reported to the E-safety Officer (and an e-safety incident report is made), or in his/her absence to the Head teacher. If you are unsure the matter is to be raised with the e-Safety Officer or the Head teacher to make a decision.
- They are aware of the signs of cyber bullying
- They are fully aware of the procedures if cyber bullying is reported.
- They use the curriculum to fully teach about cyber bullying and its effects.
- They promote the positive use of technology

Pupils

Pupils are taught through the curriculum about acceptable and appropriate behavior. A 'Good Habits for Children' guidelines sheet is available –Appendix 2

Pupils will ensure that:

- They are responsible for their own choices when communicating online
- They have made their parents / carers aware of what APPs they are using and who they are communicating with online
- They are respectful to all they communicate with online and report any communications which makes them feel uncomfortable

Parents and Carers

Parents play the most important role in the development of their children; as such the school will ensure that parents are provided with the information needed to understand the risks in allowing their children to communicate using technology outside of school. School are unable to monitor any devices used by children outside of school and it is therefore the responsibility of any parent to ensure they are aware of their child's online activity. A 'Good Habits for Parents' information pack is attached. Appendix 3. It is also important to know the signs of Cyber Bullying. Appendix 4

Parents will ensure that:

- They make themselves aware of communications with others on any of their children's devices
- They are aware of any age restrictions of APPs their children are accessing. A list of the most commonly used Apps is attached Appendix 5. However, this is not exhaustive and new APPs become available daily
- They report any incidents of cyber bullying that they become aware of through the appropriate channels
- They talk openly to their children about appropriate communications and any cyber bullying concerns

E-Safety Committee

Chaired by the Governor responsible for e-safety, it is the responsibility of the E-Safety Committee:

- To advise on changes to the e-safety policy.
- To establish the effectiveness (or not) of e-safety training and awareness in the school.
- To recommend further initiatives for e-safety training and awareness at the school.

Established from volunteer pupils, parents, E-Safety Officer, responsible Governor and others as required, the E-Safety Committee will meet on an annual basis or as required, for example after an incident or concern.

Cyber Bullying Incidents

Whenever a report of cyber bullying is made. It is taken seriously by all members of staff. The following procedure is used to investigate any report of cyber bullying:

- Report of cyber bullying incident
- E-Safety officer is notified and e-safety form completed
- Incident is investigated
- Evidence is collated
- Advice sought from external agencies if necessary
- Support and / or consequences considered in line with school behavior policy, including consideration of any previous incidents and the nature of the bullying
- Inform all parties involved of the outcome of the investigation and any subsequent actions
- Consider any further support required by any children involved
- Meet with e-safety committee including school governor for e safety
- Review school systems and processes for dealing with cyber bullying incidents
- Follow up with any identified targets of bullying for well-being check

Head teacher: Jackie Cooke
Chair of Governors: Alison Bailie
Policy reviewed: 14 / 01 / 2021
Policy to be reviewed: January 2022

Appendix 1
Cyber Bullying Explained

App Bullying – Bullying taken place through APPs, which children download to their devices. Many of these APPs have communication functions used by children. However, some APPs have features which mean communication is fleeting and not permanently stored making it difficult to prove what has been said. In other APPs people are able to permanently delete messages allowing conversations to be easily manipulated. Most APPs come with age restrictions for very good reasons.

Only use APPs appropriate for your age.
If someone is targeting you, screen shot any messages. Do not reply back and tell a trusted adult immediately.
Always report cyber-bullying to school.

Text Message – Text message bullying involves sending unwelcome texts that are threatening or cause discomfort

Do not reply to or delete any messages
Always tell a trusted adult
You could turn off the incoming messages on your phone for a few days.
If bullying continues you are able to change your number (contact your service provider)
You can report bullying to your service provider. Visit their website for details.

Picture / Video bullying Via mobile phone – Picture / video bullying involves sharing embarrassing photos or videos of the target. It can also involve sending aggressive or intimidating videos to the target, altering someone's photographs or using photographs to pretend to be them.

Never send a photo of yourself to someone you do not know
Never send a photograph of yourself showing body parts that are usually covered by underwear
Always tell an adult if someone asks you to send pictures or videos of yourself showing body parts that are usually covered by underwear
Remember once a photo or video is sent, it cannot be retrieved and can be sent on to many others very quickly

Phone call bullying via mobile phone – Phone call bullying consists of contacting a target and remaining silent on the phone or threatening and intimidating phone calls. It can also consist of a target's phone being stolen and used to bully or harass others, who then think the phone owner is responsible.

Tell an adult if you are receiving phone calls which make you uncomfortable
Never give out your phone number to someone you don't know
Learn how to block and delete contacts from your phone
You can choose not to answer calls from numbers which are not saved in your contacts list
If your phone is lost or stolen, contact the service provider ASAP to have your phone blocked

Email bullying – Email bullying uses email to send messages designed to cause harm or upset to the target. Messages can be threatening, intimidating, aggressive or abusive and can often be disguised as someone else by using pseudonym email addresses.

Never reply to unpleasant or unwanted emails.
Don't open emails from anyone you don't know
Tell an adult about any unpleasant emails
Do not give your email address to anyone you don't know
Anyone can report abusive emails by emailing abuse@.... And whoever the senders host email is, i.e. abuse@hotmail.co.uk

Online Bullying – Online bullying involves sending abusive messages whilst using social networking sites/ online chat functions and chatrooms. These can be typed messages and even spoken through headsets and microphones. An increasing number of game consoles now offer this feature, meaning children are communicating with others whilst playing video games.

Turn off any games if someone is targeting you
Tell an adult immediately
Play games with your door open so other people can hear what is being said
Only play with other people you know and feel comfortable with
Always use respectful language yourself
Remember, just because someone has a picture, doesn't mean it's real. They could be using someone else's photograph

Bullying through instant messaging – Instant messaging bullying involves sending unpleasant messages whilst communicating in real time. This can be in the form of written and video messages.

Do not communicate with people you do not know

If someone is targeting you, exit immediately and tell an adult
Always use respectful language yourself
Take screen shots as evidence if you can

Bullying via websites – Bullying via websites includes creating websites and blogs designed to spread defamatory information about others

Tell an adult immediately if you see information about yourself, or someone you know, online that you didn't upload or that you know should not be seen by others.
You can contact hosts of APPs such as Facebook to explain that someone is impersonating you
You may need to contact the police

Appendix 2
Good Habits for Children

- If you are a target of bullying it can be stopped and can usually be traced.
- Always use privacy settings
- Always respect others. If you wouldn't say it to someone's face, do not say it online.
- Be careful of what pictures you send of yourself, or someone else. Once a picture or video is sent, you can never take it back.
- Only ever communicate online with people you know and trust.
- Only ever add people you know and trust to friends or follower lists online.
- Always keep personal details such as your name, age, school and location to yourself, use a nickname that doesn't identify you.
- Learn how to block anybody who is causing you to feel worried, frightened or upset and talk to a trusted adult immediately.
- Never retaliate or reply to offending emails, messages or online conversations.
- Save evidence by keeping emails, text messages or taking 'screen shots' and show a trusted adult immediately.
- Never share a password and be sure to change passwords regularly.
- Know how to block and report bullying on the site you are using.
- Think carefully about the things you write and how you behave online. Don't become a bully, even if you think it is a joke, if someone might be hurt or worried about it, don't send it.
- If you feel you need someone to talk to you can phone Childline 08001111
- Look at www.stopcyberbullying.org or www.wiredsafety.org if you would like to find out more about cyber bullying

Appendix 3

Good Habits for Parents

Don't wait for something to happen before you act. If you think your child is a target for cyber bullies or become aware that another child is being targeted, report it to school immediately.

Things to do to preventing cyber bullying

- Be aware of any APPs your children are using to communicate with others on their phones.
- Keep computers and devices in open spaces in the house
- Make yourself aware of the age restrictions of the APPs (See attached list.) Appendix 6
- Talk openly with your child about their online activity and the different forms of cyber bullying. This will ensure children are aware of what is acceptable and unacceptable to say online and know they can discuss any concerns with you.
- Ensure you know how to report bullying online. Most sites have systems to easily block and report unacceptable and inappropriate content.
- Be aware of the signs of Cyber Bullying (See separate sheet) Appendix 5
- Set boundaries such as screen time limits.
- Use parental controls to manage the content of what children are able to access online.
- Check messages to ensure you are fully aware of the content of messages being sent and received online.
- Be aware of the risks of using APPs where anyone can start a communication with your child.

Appendix 4

Signs of Cyber-Bullying

It is not always easy to spot the signs of cyber-bullying. Communication devices and apps now mean that children have the opportunity for constant communication. Be alert to changes in your child's behaviour.

- Being upset after using the internet or a mobile phone.
- Being unwilling to talk or being secretive about online activities and mobile phone use.
- Spending much more or much less time texting / gaming / communicating online.
- New phone numbers, texts, emails showing up on their devices.
- After using devices, being withdrawn, upset or outraged.
- Not wanting to go to school or meet with friends.
- Avoiding situations they have formerly enjoyed.
- Difficulty sleeping.
- Low self-esteem.

If you have any concerns, talk to your child and inform school as soon as possible.

Appendix 5

Age Restrictions for Social Media Platforms

What is the minimum age for account holders on these social media sites and apps?

Under 13
- Roblox
- PopJam
- FaceTime

13+
- Twitter
- Facebook and Messenger
- Viber
- WeChat
- Monkey
- Yubo
- Dubsmash
- Instagram
- TikTok
- Skype
- Google Hangouts
- Reddit
- Snapchat
- Pinterest

16+
- WhatsApp
- Telegram Messenger
- Tumblr

17+
- Line
- Sarahah
- Tellonym

18+ or 13 with parent's permission
- YouTube
- WeChat
- Kik
- Flickr
- Play Store
- Spotify (12 with parental permission)