Spalding Monkshouse Primary School

ANTI-CYBER BULLYING POLICY

Review Date: November 2020

Monkshouse 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.

Aims
This policy aims to ensure that:

- Pupils, staff and parents know about cyber bullying and its consequences.
- We have the knowledge, policies and procedures to prevent and, if necessary, to deal with cyber bullying in school or within the school community.
- We monitor the effectiveness of our procedures.

What is cyber bullying?
- Cyber bullying includes sending or posting harmful or upsetting text, images or other messages, using the internet, mobile phones or other communication technology.

There are many specific categories of cyber bullying, including but not limited to:

1. **Exclusion** – The intentional exclusion of an individual to cause upset or distress to an individual; e.g. leaving an individual out of a group chat
2. **Harassment / Outing** - A sustained, constant and intentional form of bullying comprising abusive or threatening messages sent to a child or to a group. It is also a deliberate act to embarrass or publicly humiliate a child or a group through the online posting of sensitive, private or embarrassing information without their consent.
3. **Cyberstalking** – Can refer to the practice of adults using the Internet to contact and attempt to meet with young people for sexual purposes. It is a very dangerous form of cyberbullying and can have serious consequences if something isn't done immediately to stop it.
4. **Fraping** - When somebody logs into someone else's social networking account and impersonates them by posting inappropriate content in their name.
5. **Catfishing / Fake profiles** - Catfishing is when another person steals a child's online identity, usually photos, and re-creates social networking profiles for deceptive purposes. It can also be created in order for a person to hide their real identity with the intention of cyberbullying a child anonymously.
6. **Trickery** - The act of gaining a child's trust so that they reveal secrets or embarrassing information that the cyberbully then shares publicly online.
7. **Trolling** – The deliberate act of provoking a response through the use of insults or bad language on online forums and social networking sites. It is also the act of sending or posting cruel information about a child online, to damage their reputation or friendships with others. In some cases this type of bullying can be a criminal offence.

Technology allows people to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

Young people are particularly good at adapting to new technology. For example, the numerous acronyms used by young people in chat rooms and in text messages (POS – Parents over shoulder, TUL – Tell you later) make it difficult for adults to recognise potential threats. This coupled with the pace that children pick up on the use of new technologies means that the identification of cyber bullying can very difficult. On top of this, the number of apps children can use to communicate with strangers is very high, often requiring no parental consent to use such applications (See appendix 2).

Prevention of Cyber Bullying

Understanding and information
- The designated e-Safety Officer and named governor will oversee the practices and procedures outlined in this policy and monitor their effectiveness.
- Staff will be trained to identify signs of cyber bullying and will be helped to keep informed about the technologies that children commonly use.
- A Code of Advice (see Appendix 1) will be developed, periodically reviewed and communicated to help pupils protect themselves from being caught up in cyber bullying and to advise them on reporting any incidents.
- Pupils will be informed about cyber bullying through curricular and pastoral activities.
- Pupils and staff are expected to comply with the school's Acceptable Computer Use Policy.
- Parents will be provided with information and advice on cyber bullying.
- E-Safety sessions will be taught, termly, from the digital-literacy scheme of work which progressively teaches children about the risks, dangers and signs of cyber bullying.

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 Computer Use Policy will be kept under review as technologies and legislations develop.
- CPD and INSET may be used to help staff develop their own practices and support pupils in safe and responsible use of ICT.
- The school will encourage safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts.
- Children will be taught 5 times annually through the use the SWGfL digital literacy scheme of work.
- Teachers, staff and other adults associated with the school will promote good online etiquette and behaviours by following the given practices themselves.
- 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 of all cyber bullying incidents and will be logged appropriately on an E-Safety logging concern form and passed onto either the E-Safety coordinator or onto the safeguarding leads, based upon what has taken place.

Responding to cyber bullying
Cyber bullying will generally be dealt with through the schools anti-bullying policy. 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.

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:

- 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 police or the Safeguarding Children Officer if images might be illegal or raise child protection issues.
- Requesting a pupil to reveal a message or other phone content or confiscating one. *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.

Evaluating the effectiveness of counter bullying procedures
- Members of staff will report any incidents of cyber bullying to the Head teacher through the use of the E-Safety Logging Concern form.
- The Head teacher/named governor will ensure that an annual review of Cyber Bullying and the Anti-Bullying procedures are carried out.
- The review will take into account comments and suggested areas for improvement from the School Council.

Signed_____ Headteacher on behalf of the Governing Body

Date_____

Anti-Cyber Bullying Policy

APPENDIX 1

Cyber Safety Code
Three Steps to Safety

1. Respect other people - online and off. Work towards being a good digital citizen.
2. If someone insults you online or by phone, stay calm. Ignore them. If it continues, Block/Report as needed.
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.
- Remember, you are in control of walking away from a device to talk to someone.

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 your 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.

Social networking sites, chat-rooms 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.
- 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.

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.

Anti-Cyber Bullying Policy

APPENDIX 2

Media	Age requirement	Areas of concern
Whatsapp messenger	16	All messages, images and attachments are stored by an online database. The concern lies in that the data is encrypted, meaning that no one except the user, recipient, and the application themselves can see what is being sent. The biggest concern here is that there is no control over what is sent or received.
Kik	18 (13 with parental consent)	
WeChat	18 (13 with parental consent	
YouTube	18 (13 with parental consent)	Videos are unrestricted, can be uploaded by anyone and can contain unwanted media; swearing, violence, gore, indecent images etc. The comments section is also unmonitored for the most part, meaning this can become a platform for "trolling" and cyberbullying.
Vine	17	Videos can be sent by anyone and can contain anything. Completely unrestricted media.
Facebook	13	Can be contacted by anyone, join groups without needing approval first. Some media on Facebook can contain swearing, violence, gore, indecent images etc. There is no guarantee who you are talking to is who they say they are, and there is a chance that they may share something that upsets or offends you. Often Facebook will not remove things unless they meet specific criterion. Can be an online platform for cyberbullying or grooming.
Instagram	13	Can be contacted by anyone. Some media on Instagram can contain swearing, violence, gore, indecent images etc. These can also promote a negative body image. Another platform for cyberbullying.
Snapchat	13	Can be sent photos by anyone who knows your username and sent messages. All images and messages are saved by Snapchat and the photos, although deemed to be temporary, can be saved by the recipient.
Tik-Tok (Musical.ly)	13	Social media platform allowing people to share videos of them singing. Can allow the use of comments from strangers and can be used as a form of bullying through the use of dual screen and responses.

Alongside this, it is important to acknowledge the content within games that sets their age limitations by the Games Rating Authority.

- Games are rated for 12-years and over if they include **non-graphic violence to human or animal characters**, a slightly higher threshold of violence to fantasy characters or significant nudity or bad language.
- Games are rated 16-years and over if the depiction of **violence or sexual activity looks the same as it would do in normal life. Drug and tobacco references also trigger the age limit.**
- Games are rated 18-years and over if there is **a "gross" level of violence likely to make the viewer feel a sense of revulsion**.

Although it is not illegal for children below the set age to play these games, it can have a seriously negative impact on their wellbeing and can affect their social and emotional development.

Anti-Cyber Bullying Policy