

# Libra

## Policies and Procedures

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Last Review Date 10.06.18

Next Review Due 08.06.19

Mid-year updates

## **Anti-Cyber Bullying**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- School Standards and Framework Act 1998
- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- Education (Independent School Standards) (England) Regulations 2014

The following documentation is also related to this policy:

- Action on Bullying (Estyn 2014)
- Bullying: Effective Action in Secondary Schools (Ofsted)
- Cyberbullying: Supporting School Staff (DCSF)
- No Place for Bullying (Ofsted 2012)
- Preventing and Tackling Bullying - Advice for School Leaders, Staff and Governing Bodies (DfE)
- Safe from Bullying: Guidance for Local Authorities and Other Strategic Leaders on Reducing Bullying in the Community (DCSF)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Behaviour and Discipline in Schools Guidance (DfE)
- Counselling in schools a blueprint for the future: advice for school leaders and counsellors (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe cyber bullying is the use of a mobile phone or the internet to deliberately upset another person by spreading lies and rumours online; by sending or forwarding mean messages via instant messages, text or on social networks; by posting photographs without consent and by tricking others to reveal personal information. Cyber bullying can happen at all times of the day.

We have a responsibility to ensure that cyber bullying does not take place in Libra by ensuring children, school staff and parents understand what it is and how it can be prevented.

We understand cyber bullying is highly intrusive and the hurt it causes can be very severe. As it leaves no physical scars cyber bullying is not easy to detect by a parent or a teacher.

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We acknowledge cyber bullying can take place anywhere and can target children and school staff. There are many types of cyber bullying such as text messages, picture/video clips, mobile phone calls, emails, chat room bullying, instant messaging and the use of websites to convey threats, intimidation, harassment etc.

We have a duty of care to protect children and staff from cyber bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them emotionally. We believe all our safeguarding procedures are in line with current legislation and guidance and that we promote the welfare of all children in our care.

We work hard to prevent cyber bullying by having in place a variety of safeguarding procedures.

We have introduced the equivalent of a 'Green Cross Code' for the internet which tells young people to 'stop, speak, support' when online and aims to encourage them to stop negative behaviour, tell a responsible adult and support victims of bullying.

We are aware that we have the power under the Education Act 2011 to examine the data or files of a mobile phone confiscated from a pupil, and if the material breaches school discipline then the material may be deleted.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

However, a mobile phone containing material suspected to be evidence relevant to an offence or is a pornographic image of a child or an extreme pornographic image, will be handed to the police.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### **Aims**

- To ensure children, school staff and parents understand what cyber bullying is and how it can be prevented.
- To have in place procedures to prevent incidents of cyber bullying.
- To have in place effective procedures to deal with all reported incidents of cyber bullying.
- To work with other schools to share good practice in order to improve this policy.

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### **Responsibility for the Policy and Procedure**

#### **Role of the Headteacher**

The Headteacher will:

- ensure all school staff, children and parents are aware of and comply with this policy;
- work closely with the ICT coordinator to review how the school network is monitored;
- ensure the Acceptable Use Policy outlines how the ICT suite and the Internet should be used;
- provide support and counselling for those children and school staff who may be victims of cyber bullying;
- 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 being the bully;
- confiscate any mobile phone if brought to school;
- contact the police and social services if the cyber bullying is sufficiently severe;
- keep parents informed of the school's actions;
- record and keep all incidents and their outcomes;
- report all incidents to the Directors;
- work with parents in dealing with cyber bullying;
- distribute an information leaflet to parents outlining how they should monitor their child's use of the internet;
- inform parents of any incident of cyber bullying and how it has been dealt with;
- authorise senior members of staff to confiscate mobile phones of pupils and to examine and if necessary delete the data or files if it is felt the material breaches school discipline;
- contact the police if a confiscated pupil's mobile contains evidence relevant to an offence or is a pornographic image of a child or an extreme pornographic image;
- monitor the number of recorded incidents in an academic year;
- monitor the types of cyber bullying that occur in an academic year;
- monitor how swiftly incidents of cyber bullying are dealt with;
- discuss with the school council:
  - Are children aware of this policy?
  - How can cyber bullying be effectively dealt with?
  - How good are school staff in dealing with incidents of cyber bullying?
  - How good are school staff in identifying the symptoms of cyber bullying amongst children?
- give all perpetrators of bullying time to discuss why they have bullied and why their actions were wrong;
- encourage any cyber bully to change their behaviour;
- impose sanctions on any child who continues to cyber bully;
- consider the use of legal powers under the Education Act 2006 that allow him/her to regulate behaviour of children when they are off-site;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

#### **Role of the Coordinator**

The coordinator will:

- work closely with the Headteacher to ensure that:

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- the Acceptable Use Policy is up to date
  - the school network is monitored
  - information is provided for children and parents
- 
- provide guidance and support to all staff;
  - ensure cyber bullying is discussed during staff meetings and inset days;
  - ensure cyberbullying is discussed with children through class discussions;
  - invite children to consider the effects of cyberbullying;
  - help review anti-bullying and child behaviour and discipline policies;
  - ensure all school personnel and pupils use the new internet code of online behaviour of 'stop, speak, support';
  - keep up to date with new developments and resources;
  - review and monitor;

### **Role of School Staff**

School staff will:

- comply with all the afore mentioned aspects of this policy;
- be alert to the dangers of cyber bullying;
- report all incidents of cyber bullying to a member of the Senior Leadership Team;
- ensure that no child has unsupervised access to the Internet;
- regularly remind children of:
  - the safe use of the computers;
  - the Acceptable Use Policy;
  - the need to report any incident of cyber bullying to a member of the school staff;
  - the new internet code of online behaviour of 'stop, speak, support';
- inform children of the dangers of cyber bullying through PSHE, anti-bullying week activities etc;
- be advised:
  - not to give their mobile phone numbers or email addresses to any pupil;
  - not to accept as a 'friend' any pupil past or present on to their Face Book page;
  - not to leave a computer or any other device logged in when they are away from their desk;
  - to ensure their mobile phone or any other device is password protected;
  - to keep a regular check on their online presence band reporting any negative content;
  - to ensure their friends do not share information about them online;
  - to use social media correctly and does not breach their employment code of conduct;
  - to have in place security and privacy settings;
  - not to give out personal contact details;
  - to carry a school mobile when on school educational trips;
  - to use their school email address for school business;
  - to report all incidents of cyber bullying to their line manager;
  - to save all evidence of any online abuse by taking screen shots etc.;
  - to contact the police if any abusive online comments are sexist, of a sexual nature, or constitute a hate crime;

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➤ to request all offensive or inappropriate online content is taken down.

- be advised not to accept as a 'friend' any child at the school on to their FaceBook page;
- seek the views of children in monitoring and evaluating this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Children**

Children will:

- comply with all the afore mentioned aspects of this policy;
- sign an Acceptable Use of ICT contract if it is considered appropriate;
- be encouraged to report all incidents of cyber bullying to a member of the school staff;
- not bring mobile phones to school unless they have prior permission from the Headteacher in which case the phone or other electronic device must be held for the school day in the office;
- be advised:
  - to use the new internet code of online behaviour of 'stop, speak, support';
  - not to take everything to heart;
  - not to give out their own or anybody else's personal information;
  - to be careful what they write and post online;
  - how to block or report people;
  - not to 'like' or share an unkind comment or image;
  - to talk to an adult they trust if something upsets them;
  - to keep a diary of what bullies do including dates and descriptions;
  - to write a letter to their headteacher;
  - not to react but to show bullies that they don't care and often they will lose interest;
  - to save evidence of online bullying;
  - to contact the police if they are being harassed online.
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Senior Leadership team;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Senior Leadership team.

### **Role of Parents**

Parents will:

- be made aware of this policy;

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- comply with this policy;
- sign an Acceptable Use of ICT contract if it is considered appropriate;
- be encouraged to discuss the Acceptable Use of ICT contract with their children;
- report all incidents of cyber bullying involving their child to the school;
- be encouraged not to use their mobile phone when on the school premises especially for the taking of photographs;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school
  - how they can teach their children to use the internet safely by:
    - using the new internet online code of behaviour of 'stop, speak, support' at all times;
    - keeping their password secure and private
    - making sure they use the privacy settings;
    - only adding to their list of friends people they know;
    - not talking to strangers online;
    - showing respect for others by being carefully what they say online;
    - being carefully when sharing photographs and videos;
    - learning how to block an online bully or someone behaving badly;
    - not replying to offending emails, text messages or online conversations;
    - saving evidence of offending emails etc;
    - by reporting any offending emails etc. to a trusting adult;
    - making it clear that it is not acceptable behaviour to message school personnel in any form;
    - knowing that some social media services have a button that once pressed will send report a bullying incident.
  - how they can spot the signs of bullying when their children are:
    - upset or angry after using their mobile phone or using social media;
    - unwilling to talk about or are secretive about what they are doing online or on their mobile;
    - spending more or less time on their mobile phone or online;
    - not wanting to go to school;
    - avoiding meeting their friends;
    - not wanting to go to social events;
    - having difficulty sleeping;
    - displaying low self-esteem.
  - how they can support their child who is being cyber bullied.

### **Recording and Reporting**

- All reported incidents are investigated and dealt with.
- Parents are informed of all events and what actions have been taken.
- Records will be kept of all incidents and their outcomes.

### **Dealing with Cyber Bullying Incidents**

The Headteacher will:

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- deal with all incidents of cyber bullying quickly and effectively;
- impose sanctions as outlined in the school's Anti-bullying Procedures;
- confiscate any mobile phone if brought to school;
- contact the police and social services if the cyber bullying is sufficiently severe;
- keep parents informed of the school's actions

### **Counselling & Support**

- Counselling and support mechanisms are in place to help those who have been bullied.
- All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations, IEP and PEP meetings
- school events
- meetings with school staff
- communications with home such as newsletters

### **Training**

We ensure all school staff have equal chances of training, career development and promotion.

Periodic training will be organised for all school staff so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any child and it helps to promote equality at Libra.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headteacher.

### **Linked Policies**

Promoting Positive Behaviour Management	Safeguarding
Anti-Bullying	School Curriculum Policy
Confidentiality Policy	Complaints Policy
Whistleblowing Policy	Anti-Bullying Procedures

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## Initial Equality Impact Assessment

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Anti Cyber Bullying</b>	As stated above		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Children	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups																		Conclusion							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
			✓			✓			✓			✓			✓			✓			✓			✓		Yes
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓			Yes
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓			Yes

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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### Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	x			
• Policy in line with current legislation	x			
• Coordinator in place	x			
• Nominated governor in place			x	
• Coordinator carries out role effectively	x			
• Headteacher, coordinator and nominated governor work closely	x			
• Policy endorsed by governing body			x	
• Policy regularly discussed at meetings of the governing body			x	
• School staff aware of this policy	x			
• School staff comply with this policy	x			
• Children aware of this policy	x			
• Parents aware of this policy	x			
• Visitors aware of this policy	x			
• Local community aware of this policy			x	
• Funding in place			x	
• Policy complies with the Equality Act	x			
• Equality Impact Assessment undertaken	x			
• Policy referred to the School Handbook	x			
• Policy available from the school office	x			
• Policy available from the school website	x			
• School Council involved with policy development	x			
• All stakeholders take part in questionnaires and surveys			x	
• All associated training in place	x			
• All outlined procedures complied with	x			
• Linked policies in place and up to date	x			
• Associated policies in place and up to date	x			
<b>A statement outlining the overall effectiveness of this policy</b>				
It is effective and suitable for purpose				