

# CROESYCEILIOG SCHOOL

## YSGOL CROESYCEILIOG

### Cyber-bullying Policy



**“Learning, Respect, Ambition”**

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*“At Croesyceiliog School, we strive to provide enriching and engaging learning opportunities, in and out of the classroom, to develop the skills, knowledge and attributes needed to lead successful lives. We learn together to become kind citizens that respect others and make positive choices. Our ambition is to ignite a passion for lifelong learning.”*

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## Cyber-bullying Policy

<b>Author</b>	Croesyceiliog School
<b>Consultees</b>	All staff, students and parents of Croesyceiliog School
<b>Name of school staff responsible for maintaining the policy</b>	Mrs H. Rawle-Jones
<b>To be read in conjunction with</b>	Relationships Policy, Anti-Bullying Policy, Vulnerable Learners Policy, ALN policy, Safeguarding Policy, Strategic Equality Plan, Acceptable Use Agreement and Education Workforce Council Good Practice Guide Positive Working Relationships
<b>Date policy formally approved by Governing Body</b>	
<b>Review date</b>	
<b>Signed by Headteacher</b>	
<b>Signed by Chair of Governing Body</b>	

### 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

The aims of this policy are to ensure that:

- We safeguard the pupils in the real and virtual world
- Pupils, staff and parents 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 effective measures to deal effectively with cases of cyberbullying
- We monitor the effectiveness of prevention measures

## **What is Cyberbullying?**

### **Cyberbullying – definition**

*“Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.”*

Cyberbullying can involve Social Networking Sites, emails and mobile phones used for SMS messages and as cameras. In addition;

- It 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
- It can take place across age groups and school staff and other adults can be targeted
- It can draw bystanders into being accessories
- It includes: threats and intimidation; harassment or ‘cyberstalking’; vilification/defamation; exclusion or peer rejection;
- Impersonation; unauthorised publication of private information or images (‘happy-slapping’); and manipulation
- It can be an illegal act.

### **Preventing cyberbullying**

#### **Understanding and discussion**

- Key staff will receive training in identifying cyberbullying and understanding their responsibilities in developing e-safety.
- The delivery of PSE and Year 9 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 School Council.
- Pupils will be educated about cyberbullying through a variety of means: assemblies, Anti-bullying Week, projects (ICT, PSE, 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.

#### **Policies and procedures**

- Ensure regular review and update of existing policies to include cyberbullying where appropriate
- Croesyceiliog School will keep records of all cyberbullying incidents. Heads of Year to log all incidents with the Behaviour & Safeguarding Assistant Head
- Publicise rules and sanctions effectively.
- The IT department will use filtering, firewall, anti-spyware software, anti-virus software and secure connections to safeguard the pupils.

## **Promoting the positive use of technology**

Croesyceiliog School will;

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

## **Making reporting easier**

- Pupils may contact any member of staff when they are concerned about a bullying issue
- Ensure staff can recognise non-verbal signs and indications of cyberbullying with regular safeguarding training.
- Publicise and promote the message that asking for help is the right thing to do and shows strength and good judgement
- Publicise to all members of the school community the ways in which cyberbullying can be reported
- Provide information for all students including reassurances about 'whistleblowing' and the appropriate way of informing appropriate staff or parents about incidents they have witnessed
- Provide information on external reporting routes e.g. mobile phone company, internet service provider, Childline, CEOP or the NSA

## **Evaluating the effectiveness of prevention measures**

- Identify areas for improvement and incorporate pupil ideas derived from The School Senedd
- It is desirable to conduct an annual evaluation including a review of recorded cyberbullying incidents.

## **Responding to cyber bullying**

Most cases of cyberbullying will be dealt with through the school's existing Anti-bullying Policy and this must remain the framework within which 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 will 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)

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.

## **Investigation**

The safeguarding of the child is paramount and staff should investigate in accordance with the Safeguarding Policy

Members of staff should contact the Leader of wellbeing/ Director of Wellbeing for the purposes of investigation

All cases will be referred to and logged by the Wellbeing and Equity Assistant Head

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

Any allegations against staff should be handled as other allegations following guidance in Keeping Children Safe in Education July 2015

Confiscate device(s) if appropriate

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

Sanctions will be applied by the Leader of wellbeing, The Director of Wellbeing or Wellbeing and Equity Assistant Head 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 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
- School staff may request a pupil to reveal a message or other phone content and may confiscate a phone.
- Some cyberbullying activities could be criminal offences under a range of different laws including Protection from Harassment Act 1997.