



# CHRISTOPHER PICKERING PRIMARY SCHOOL



## Anti Cyber Bullying Policy



*Be the Best you can Be!*

Headteacher: Mrs Jane Marson  
TLR Holder: Mrs Bridget Carter

Date: Spring 2018  
Next Review Date: Spring 2019

All decision making at Christopher Pickering Primary School is informed by the desire to raise:

Standards of achievement  
The quality of teaching and learning  
The continued personal development of pupils and staff  
**and**  
To enjoy learning, working and being together  
Safeguarding Children in our care

**Christopher Pickering Primary School recognise that “...through their day to day contact with pupils and direct work with families, our education staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency.” (Working Together to Safeguard Children 1999).**

## Christopher Pickering Primary School

### Anti-Cyber Bullying Policy

#### **Introduction**

We believe cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel 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.

We acknowledge cyber bullying can take place anywhere and can target pupils and school personnel. 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 pupils 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 Sections 3(5) and 87(1) of the Children Act 1989 and Section 157 of the Education Act 2002 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 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 pupils, school personnel 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.

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

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for ICT;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;

- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils 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 for those pupils and school personnel who may be victims of cyber bullying;
- deal with all incidents of cyber bullying quickly and effectively;
- 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;
- 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 pupils aware of this policy?
  - How can cyber bullying be effectively dealt with?
  - How good are school personnel in dealing with incidents of cyber bullying?
  - How good are school personnel in identifying the symptoms of cyber bullying amongst pupils?
- encourage any cyber bully to change their behaviour;
- impose sanctions on any pupil who continues to cyber bully;
- consider permanent exclusion in the most serious incidents of cyber bullying;
- consider the use of legal powers under the Education Act 2006 that allow him/her to regulate behaviour of pupils 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 ICT Coordinator**

The coordinator will:

- work closely with the Headteacher to ensure that:
  - the Acceptable Use Policy is up to date
  - the school network is monitored
  - information is provided for pupils 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 pupils through class discussions;
- invite pupils to consider the effects of cyberbullying;
- help review anti-bullying and pupil behaviour and discipline policies;
- keep up to date with new developments and resources;
- review and monitor;

### Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;

### Role of School Personnel

School personnel 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 pupil has unsupervised access to the Internet;
- regularly remind pupils of:
  - the safe use of the IT suite;
  - the Acceptable Use Policy;
  - the need to report any incident of cyber bullying to a member of the school personnel;
  -
- inform pupils of the dangers of cyber bullying through PSHE, collective worship, anti-bullying week activities etc;
- be advised not to give their mobile phone numbers or email addresses to any pupil;
- be advised not to accept as a 'friend' any pupil on to their FaceBook page;
- seek the views of pupils 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 Pupils

Pupils will:

- comply with all the afore mentioned aspects of this policy;
- sign an Acceptable Use of ICT contract;
- be encouraged to report all incidents of cyber bullying to a member of the school personnel;
- not bring mobile phones to school unless they have prior permission from the Headteacher;
- 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 Parents

Parents will:

- be made aware of this policy;
- comply with this policy;
- sign an Acceptable Use of ICT contract;
- 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

## 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:

- 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

## 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 website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body.

## Training

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

Periodic training will be organised for all school personnel 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 pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

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

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body.

### Linked Policies

▪ Safeguarding and Child Protection	▪ Good Behaviour Policy	▪ Anti-bullying
▪ Acceptable Internet Use Agreement	▪ ICT	▪ Staff Code of Conduct

## Appendix 1

Victim/s	Class/es

**Characteristics**

Gender	Year / age	Ethnicity	Vulnerable	Other

**Brief summary of alleged incident/allegation:**

**Brief summary of results of investigation:**

**Details of action taken:**

	Date	By Whom
Checked for earlier incident involving same pupil		
Notified parents/carers		
Individual discussion with pupils involved		
Group discussions with pupils involved		
Notified class teacher		
Specific support from staff		
Follow up date set		

**Consequences:**

**Other Relevant Information:**

--

**Report completed by:**

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
--------------	--------------	--------------

**Appendix 2**

**Follow Up Record**

<b>Date</b>	<b>Action Taken</b>	<b>By</b>	<b>Outcomes/Impact</b>

<b>Bullying stopped</b>	<b>Yes / No</b>	
<b>Further action To be taken</b>	<b>By Whom</b>	<b>By When</b>
<b>Any other comments</b>		
<b>Signed</b>	<b>Name</b>	<b>Date</b>
<b>Signed by Phase Leader / Pastoral Leader</b>		

**Appendix 3**  
**Anti- Cyber Bullying Letter to Parent/Carer**

*This may be sent where appropriate.*

Dear Parents/Carer,

Since you reported your concerns over cyber bullying we have been monitoring the effectiveness of the measures put in place to ensure that ( name ) feels safe in school, as discussed on ( date ).

( name ) has reported that all is well and there have been no further incidents.

I am attaching two copies of the follow up questionnaire, one for your information and the other to be completed and returned to school for our records.

The case is now being removed from the 'active' folder and I would ask that you make us aware of any further problems. The measures in place will continue and we will obviously keep a particular eye on (name ) to ensure that s/he remains happy and feels safe.

Your sincerely,

Mrs S.M.McGlinchey  
Headteacher

## Initial Equality Impact Assessment

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

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

Question	Equality Groups															Conclusion										
	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	No
Does or could this policy have a negative impact on any of the following?		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	✓			✓			✓			✓			✓			✓			✓			✓				✓

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
-------------------	---

<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>
J.Marson	Spring 18	GB	January 2018

