CYBER-BULLYING POLICY

Date Policy Reviewed:	2 January 2020
Date of Next Review:	2 January 2022
Person(s) Responsible for Review:	SLT (Deputy Head Pastoral)

Please also see the school's Anti-bullying Policy

Definition of Cyber-bullying

This is defined as the use of internet (for example, emails, social websites) and/or mobile phones (for example prank calls, text messages, photographs and images) and/or other technologies which result in hurting someone's feelings.
Mr Bill Belsey, the creator of the web site: www.Cyber-bullying.org , defined this unpleasant and particularly intrusive phenomenon in the following terms:

"Cyber-bullying 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."

Cyber-bullying can involve Social Networking Sites, emails and any device with an internet connection such as mobile phones used for SMS messages and as cameras.

The Manor puts the highest priority on pupils' online safety, through this Cyber-bullying Policy, the Anti-Bullying Policy and as part of Safeguarding arrangements.

a. Roles and responsibilities for online safety and the link to the school's safeguarding policy

The responsibility for online safety within the school ultimately lies with the Deputy Head Pastoral, who oversees and ensures that all aspects of the Safeguarding policy are being addressed. There are several other members of staff who also play important roles in embedding online safety within the school:

- the Computing Subject Leaders ensure online safety holds a high profile in the teaching of Computing, as well as providing pupils, parents and staff with information relating to online safety. This may involve inviting outside agencies, such as Childnet International, to the school to offer advice.
- the PSHEE Subject Leaders ensure online safety and issues such as Cyber-bullying are addressed in the PSHEE curriculum.
- the school's IT and Network Manager is responsible for ensuring firewalls are enabled to filter internet usage and monitor pupils' internet use.

b. The use of technology in the classroom and beyond for all users; permissions/restrictions and sanctions

Please also see the school's E-Safety and Acceptable Use Policy for pupils in relation to computing, mobile phones and electronic devices. Information on our technical infrastructure and how this filters and monitors inappropriate content can also be found in Section B (4) of this policy.

Staff monitor pupils' internet use closely in the classroom and in all other areas of the school, giving them specific websites to explore and teaching them how to use a search engine safely and effectively. Pupils are given clear guidance as to what is acceptable when using the internet, both in the classroom and beyond. Pupils are not allowed to access age-restricted websites in school.

If pupils are found to be using the internet in an unacceptable manner, the school's Behaviour and Sanctions policy will be put into action. Staff and parents are aware that issues relating to Cyber-bullying and inappropriate internet use should be reported to the Deputy Head Pastoral. If the school is made aware of any misuse of the internet, the pupils' parents will be informed and an appropriate sanction enforced. Serious misdemeanours, which include any form of Cyber-bullying, will result in suspension or even exclusion from the school. (Please see the Behaviour and Sanctions Policy.)

Mobile Phones (Pupils)

Pupils are banned from bringing mobile phones to school, although pupils on the school buses and minibuses are permitted to have them for safety reasons (for example, to warn a parent that they are delayed on their journey home). They must be handed in to the School Office during the day and collected before the return coach/minibus journey.

For information about use of cameras and mobile phones by parents and staff please see section 6 of The Manor's Safeguarding Policy.

c. Building resilience in pupils to protect themselves and their peers through education and information

The Head, Deputy Head Pastoral and Heads of Computing personally address this issue in assemblies and tell children of the importance of ensuring that any online communication is totally polite. The Computing Subject Leaders and the PSHEE Subject Leaders ensure that the issue of Cyber-bullying is regularly addressed in the curriculum lessons in Key Stages 1 & 2.

A strong emphasis in all aspects of school life is placed on promoting the 'SMART' rules for internet safety (as advised by Childnet International), and regular advice is given to pupils about what to do if they encounter any issues with Cyber-bullying or inappropriate internet use. Pupils are given fictional scenarios involving such issues and are encouraged to consider how they should act, through discussion and drama activities. They key message given to pupils is: if you encounter anything online that you find upsetting, you should tell someone.

Pupils in Key Stage 2 attend talks/training sessions delivered by Childnet International, in which they are introduced to the 'SMART' rules of internet safety. Even pupils in the Foundation Stage are introduced to the idea of online safety, by promoting the message that it is important to ask for help from an adult when using the internet.

The Manor is aware that Sexting is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery.'

All such incidents should be reported to the Designated Safeguarding Lead who will manage these in line with our Safeguarding procedures. The Designated Safeguarding lead will seek immediate advice from MASH as well as the police, if MASH advise us to contact them. The Manor educates pupils about the dangers of sexting through PSHEE and Computing lessons.

d. Staff safeguarding professional development including online safety

Staff are given regular guidance and advice relating to maintaining their own professional 'digital footprint' in order to protect both themselves and their pupils. Guidance on social networking for staff can be found in the Acceptable Use Policy (For Staff). All new teaching and office staff are given guidance on the school's policy on Camera and Mobile Phone use, and the taking, using and storing images of children. They are also made aware of the school's Acceptable Use Policy (For Staff), where clear guidance is given.

Staff training led by Childnet International representatives takes place, giving the most current advice about internet safety issues and cyber-bullying.

e. Reporting mechanisms available to users to report issues and concerns to the school

If staff encounter any inappropriate emails to their school webmail account they are to contact the school's IT and Network Manager who will ensure any further emails from that particular sender are blocked. The Network Manager will also alert all other staff members to the issue.

If a child is the victim of Cyber-bullying, or suspects someone else is, they should report this to a member of staff as soon as possible and follow the general advice given to pupils in this policy. Parents aware of Cyber-bullying or misuse of the internet by a child should inform the Deputy Head Pastoral; teachers should inform their Head of Section, who will inform the The Deputy Head Pastoral who will then investigate the matter in line with our Anti-Bullying Policy. If a teacher suspects that a child has used a mobile phone inappropriately, the teacher or another teacher has the right to examine the mobile phone and report their findings to the Head.

The School has the right to intervene in pupils' emails and websites if they are suspected of being unsuitable. If any websites or pop-ups contain illegal content, the school has the duty to inform CEOP. The school, to such an extent is reasonable, is

obliged to regulate the behaviour of pupils when they are off the school site (which is particularly pertinent when regulating Cyber-bullying).

Parents and pupils sign an age-appropriate 'home-school' contract, agreeing to responsible use of the internet.

f. Informing and educating parents and carers in online safety

We advise parents in letters about the dangers of children using social media sites (the School does not allow them but parents need to monitor their children's online activities at home) and alert them to any inappropriate websites that we feel they should be made aware of. All parents and carers of pupils of any age are invited to our regular talks on internet safety delivered by Childnet International, SWGfL and our own staff. Parents are encouraged to report any concerns regarding inappropriate internet sites or communication to both the school and to the Child Exploitation Online Protection Centre, CEOP. Direct links to this organisation and Childnet International are on the school website and letters are sent to parents drawing their attention to this. Leaflets for parents produced by Childnet International are available in the school office, giving advice on internet safety and Cyber-bullying.

g. The management of personal data in line with statutory requirements

Please see the school's Data Protection Policy.

h. Guidance on official and parental photographs in school

See Safeguarding Policy about parental photographs. Official photographs for sale to parents (e.g. official school/team photographs or Sports Day photographs taken by a recognised company) are permitted and we ensure that the companies involved all have the DBS clearance for the individual photographers used.

i. Shared Information, discussion and co-operation between teachers and parents

Please see Section B of this policy.

The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle Cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones. Separate advice on teachers' powers to search (including statutory guidance on dealing with electronic devices) is available from Childnet International.