



BREDON
SCHOOL

Anti-Cyber Bullying Policy

With reference to the following Policies:

ISI Regulatory Requirement Part 3 Paragraph 10 (September 2017)

Preventing and Tackling Bullying (July 2017)

Keeping Children Safe in Education (2018)

Prevent Duty Guidance (July 2015)

Date: August 2018

Review Cycle: Annually

Next Review Date: August 2019

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Children and Child Protection Policy.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:

Peninsula HR Online

Peninsula Business Safe (Health and Safety)

Atlantic Data(DBS)

Educare (online CPD)



BREDON
SCHOOL

Aim:

The School ensures that an effective anti-bullying strategy is drawn up and implemented which applies to all pupils in the school.

The rise and popularity of social media platforms has made it necessary for the creation of a specific policy dealing with cyber bullying.

*This policy works in conjunction with the Sanctions/Rewards/Behaviour and Anti-bullying Policies and all members of the school community are aware of the close relationship between the policies.

Note 1

The Staff Code of Practice and the 6th Form Code of Conduct expects staff and 6th Form students to behave in a manner which promotes good behaviour and prevents bullying.

Bullying in any form is an issue that we all take very seriously at Bredon School. We are aware that victims can become depressed and suicidal, and even take their own lives.

What is Cyber- bullying?

There are many types of cyber-bullying. Although there may be some of which we are as yet unaware, the more common examples are as follows;

- **Text messages** —that are threatening or cause discomfort - also included here is "bluejacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology);
- **Picture/video-clips** via mobile phone cameras - images sent to others to make the victim feel threatened or embarrassed;
- **Mobile phone calls** — silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible. This can also include giving the victim's phone number out to others indiscriminately;
- **Emails** — threatening or bullying emails, often sent using a pseudonym or somebody else's name;
- **Chatroom bullying** — menacing or upsetting responses to children or young people when they are in web-based chatroom;
- **Instant messaging (IM)** — unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger) or Facebook Chat – although there are others.
- **Bullying via websites** — use of defamatory blogs (web logs), personal websites and social networking such as Facebook. Many young people sign



BREDON
SCHOOL

up for social networking sites by not being truthful about their real age, in order to be able to use the system.

At Bredon School, we take technology mediated bullying as seriously as the more conventional types of bullying and, therefore, will deal with each situation individually. An episode may result in a simple verbal warning. It might result in a parental discussion. Clearly, more serious cases will result in further sanctions such as fixed term or even permanent exclusion.

Technology allows the user 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 adept at adapting to new technology, an area that can seem a closed world to adults. 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.

At Bredon School, pupils are taught how to:

- understand how to use these technologies safely and know about the risks and consequences of misusing them.
- know what to do if they or someone they know are being cyberbullied.
- report any problems with cyberbullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

Bredon School has:

- A Home-School agreement that includes clear statements about e-communications. Pupils are asked to sign an acceptable use policy.
- Regular briefing for parents on e-communication standards and practices in schools, what to do if problems arise, what's being taught in the curriculum.
- Support for parents and pupils if cyberbullying occurs by: assessing the harm caused, identifying those involved, taking steps to repair harm and to prevent recurrence.



BREDON
SCHOOL

For pupils:

If you're being bullied by phone or over the internet

Remember, bullying is never your fault. It can be stopped and it can usually be traced.

Don't ignore the bullying. Tell someone you trust, such as a parent, teacher or houseparent, or call an advice line. It is good to tell an adult as soon as it starts happening, so that it can be dealt with quickly.

Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

Don't give out your personal details online - if you're in a chatroom, watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you.

Keep and save any bullying emails, text messages or images. Then you can show them to a parent or teacher as evidence.

If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.

There's plenty of online advice on how to react to cyberbullying. For example, www.kidscape.org and www.wiredsafety.org have some useful tips:

Text/video messaging

You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed your phone number. To find out how to do this, visit www.wiredsafety.org.

If the bullying persists, you can change your phone number. Ask your mobile service provider.

Don't reply to abusive or worrying text or video messages. Your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.

Don't delete messages from cyberbullies. You don't have to read them, but you should keep them as evidence.



BREDON
SCHOOL

Text harassment is a crime. If the calls are simply annoying, tell a teacher, parent or carer. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

Phone calls

If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once they realise they can't get you rattled, callers usually get bored and stop bothering you.

Always tell someone else: a teacher, youth worker, parent, or carer. Get them to support you and monitor what's going on.

Don't give out personal details such as your phone number to just anyone. And never leave your phone lying around. When you answer your phone, just say 'hello', not your name. If they ask you to confirm your phone number, ask what number they want and then tell them if they've got the right number or not.

You can use your voicemail to vet your calls. A lot of mobiles display the caller's number. See if you recognise it. If you don't, let it divert to voicemail instead of answering it. And don't leave your name on your voicemail greeting. You could get an adult to record your greeting. Their voice might stop the caller ringing again.

Almost all calls nowadays can be traced.

If the problem continues, think about changing your phone number.

If you receive calls that scare or trouble you, make a note of the times and dates and report them to the police. If your mobile can record calls, take the recording too.

Emails

Never reply to unpleasant or unwanted emails ('flames') — the sender wants a response, so don't give them that satisfaction. Usually these are sent out automatically by computers, but they can also be sent by individuals. In most email systems, you can mark the emails as SPAM and this usually solves the problem. If the emails return from another source, ask your parent or teacher for advice.

Keep any worrying emails as evidence and tell an adult about them.

Ask an adult to contact the sender's Internet Service Provider (ISP) by writing abuse@ and then the host, e.g. abuse@hotmail.com



BREDON
SCHOOL

Never reply to someone you don't know, even if there's an option to 'unsubscribe'. Replying simply confirms your email address as a real one.

Web bullying

If the bullying is on a website (e.g. Facebook) tell a teacher or parent, just as you would if the bullying were face-to-face – even if you don't actually know the bully's identity. Bullying often occurs on social networking websites, like Facebook. It can take many forms, such as: A "friend" posts a status about you on their page which is unpleasant or embarrassing, a stranger or unwanted individual keeps trying to add you as a contact or a "friend" posts inappropriate things on your own page.

Serious bullying should be reported to the police - for example threats of a physical or sexual nature. Your parent or teacher will help you do this.

Often you can select inappropriate or intimidating comments on many social networking websites (such as Facebook) and report them to Facebook. This will sometimes result in the comments being removed and it is a good first step to take, along with telling your parent or teacher about the comments.

Chat rooms and instant messaging

Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname. And don't give out photos of yourself.

Don't accept emails or open files from people you don't know.

Remember it might not just be people your own age in a chat room.

Stick to public areas in chat rooms and get out if you feel uncomfortable.

Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.

Think carefully about what you write; don't leave yourself open to bullying.

Don't ever give out passwords to your mobile or email account.

Three steps to stay out of harm's way

Respect other people - online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords. If someone insults you online or by phone, stay calm – and ignore them.



BREDON
SCHOOL

'Do as you would be done by.' Think how you would feel if you were bullied. You're responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.

The law is on your side

The **Protection from Harassment Act**, the **Malicious Communications Act 1988** and Section 43 of the **Telecommunications Act** may be used to combat cyberbullying. People may be fined or sent to prison for up to six months.

For staff:

Policy on Managing Images of Children

Scope

This policy has been authorised by the Governors of Bredon School and is addressed to all members of staff and available to parents and pupils on request. The policy relates to the taking, using and storing of images of all pupils in the school:

- on School premises;
- or
- in connection with School activities;
- or
- for other legitimate purposes of the School.

It covers the activities of staff, pupils, parents, and visitors to the School.

In addition, the School has an acceptable use policy which covers the use of electronic and digital equipment including mobile phones. The School's anti-bullying policy also applies.

Images: this expression in relation to pupils includes:

- photographs and digital photographs;
- video or film clips;
- images captured by mobile phones with a 'camera' facility;
- webcams.

Taking images: this expression includes, unless otherwise stated, making, editing, using, exhibiting and storing images of all pupils in the school.

Accessibility: This policy can be made available in large print or other accessible format if required.



BREDON
SCHOOL

Aims

The aims of this policy are:

to promote safety and welfare and respect for others;
to ensure a sensible balance between privacy, creative self-expression and routine collating of information;
to comply with the law and good practice without adhering to unnecessary bureaucratic procedures.

Privacy

No person is authorised to take images of children that:

- might cause embarrassment or distress; or
- are associated with distressing or sensitive issues; or
- are unnecessarily intrusive.

If there is any doubt about these matters, the person wishing to take the image must obtain the written consent of the child's parent(s) and, where the child is of sufficient maturity and understanding, the written consent of the child.

Filming and photography by television or newspaper journalists will take place only with the consent of the Headteacher and under appropriate supervision. When images are taken for publication by television or newspaper journalists, children will only be named if there is a particular reason to do so (for example if they have won a prize) and home addresses will not be given out. If it is expected that the press will be attending school events, this will be indicated in bulletins or on publicity materials.

Promotional material

It is an implied term of the contract for educational services which exists between the School and the parents of a pupil, that photographs of the pupil may be taken and used by the School in accordance with normal custom and practice. Such custom and practice will include: set piece photographs of the School, house, team, music group, theatre cast and snapshots of School activities. It has also been custom and practice for independent schools to use images of their pupils for marketing purposes, such as in prospectuses and promotional videos or displays on its website.

The School's terms and conditions specify that parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure that their child knows this and must write immediately to the Headteacher, requesting an acknowledgement of their letter.

Where a pupil's photograph is used in the School's promotional material, the School will generally avoid using the pupil's name in connection with that photograph.

Taking of images by parents and friends

Parents and friends often wish to take images of their children at school plays and concerts or sporting activities. Courtesy and good manners require that the following



BREDON
SCHOOL

rules are respected:

- visitors who bring a camera on to the School premises may be asked to register it at a table sited near the entrance to the relevant event;
- visitors must use their cameras with consideration and confine their photography to the relevant event;
- if visitors ask whether they can take photographs, they should be reminded that whilst it is permissible under the Data Protection Act 1998 to take photographs for personal use, publication of such images may be unlawful;
- where a play or concert or other event is subject to copyright and performing rights restrictions, visitors will not be permitted to take images, photographs or video film. Official photographs or videos may be available for sale, however.

Seeking consent

Although consent of parent(s) or pupils is not always a legal requirement, the School will seek express prior written consent from pupils or of parents if the pupil is not of sufficient maturity and understanding:

- for use of portrait style images of pupils;
- for use of pupils' images by or with commercial sponsors;
- where a pupil wishes to use images of other pupils as part of coursework;
- where the School might receive a payment or other tangible benefit for allowing the use of a photograph, for example, providing a photograph to the media where the pupil has subsequently become a celebrity.

Where consent is required as above we will obtain such consent from the pupil, provided the pupil is of sufficient maturity and understanding to provide consent. If not, consent will be sought from the parents. Pupils aged 12 and above will normally be considered to be capable of giving or withholding consent.

Photographs as part of pupil records

All pupils have a photograph at the beginning of each academic year which forms part of the pupil's personal record. These images are subject to the Data Protection Act 1998 and will therefore:

- be stored securely;
- not be used for any other purpose without the consent of the pupil or his or her parent(s);
- not be shown, copied or given to any un authorised person.

Mobile phones:

The mobile phone is a useful tool which brings considerable benefits. However, being allowed to bring a phone to school is a privilege and is dependent on its use being considerate to others and not a source of distraction to the owner or others.



BREDON
SCHOOL

Younger boarders (up to and including Y8) will have phones kept safely by houseparents and given out for use in the evening.

Older boarders (Y9 and above) leave their mobile phone switched off in their boarding areas during the school day.

Day pupils. Mobile phones should be handed in to Personal Tutors at the start of the day and collected at the end of the school day.

Day pupils may keep mobiles in their possession because of parental requests for easy communication owing to the possibility of transportation problems.

- Occasionally pupils are allowed phones during the day. They must not be used in lesson time unless authorised (e.g. as a calculator or to listen to music while drawing in Art or on the farm).. As with MP3 players, it is suggested that the phone is named, perhaps by being scratched to the inside of the cover, to show ownership.
- All phones must be kept on “silent” during the day so that lessons are not disturbed.
- Pupils must not take pictures or videos of people without permission or use the phone in anyway to bully or upset others. This could include making threatening calls, sending abusive or unwanted persistent texts or using a phone in any way to distress others as considered unreasonable by staff.

If these rules are broken, the phone will be confiscated for 3 days for first offence and given to the Deputy Head Pastoral (or Head of Boarding if a boarding issue) who will contact home to arrange for return of phone and next steps – likely to include the phone not being brought into school.

Use of cameras and mobile phones with camera facility

Pupils are not allowed to operate mobile phones at all during school hours without the express permission of the member of staff in charge and then only provided they have the permission of those appearing in the image.

All students may only take images with phones or cameras with the express permission of all those appearing in the image. All pupils must allow staff access to images and/or video stored on mobile phones and/or cameras if requested to do so and must delete images if requested.

Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.

With reference to section 4 on promotional material staff members who are authorised to take photographs for marketing and promotional purposes may only use mobile phones with a camera facility, provided they immediately forward the



BREDON

SCHOOL

images upon taking to their own staff email account and the Marketing Manager and delete the images from their own device as soon as is practicable.

Child protection

When publishing images of children in school documents or on the website, care will be taken to minimise the risk of such images being modified to create inappropriate or indecent images. The Designated Officer for Child Protection can give specific advice as requested.

Staff will be mindful of child protection issues and will raise concerns with the Designated Officer for Child Protection if they become aware of anyone:

- taking an unusually large number of images;
- taking images in inappropriate settings such as cloakrooms, toilets or changing areas;
- taking images of children who are apparently unaware that they are being photographed or filmed.

A copy of this policy can be downloaded from the Schools' website and can be made available in large print or other accessible format if required on request.

Periodic amendments will be included in regular Headteacher's newsletters.

Date: August 2018

Review Cycle: Annually

Next Review Date: August 2019

Deputy Head Pastoral