Anti - Cyberbullying Policy

ISSR Part 3, Paragraph 10
NMS Standard 12

Recommended review period: Annual
Review by: Acting Vice Principal – Pastoral & Boarding
Date reviewed: September 2019
Next Review: September 2020

St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

1.   Introduction

The College is committed to safeguarding and promoting the well-being of all pupils and as such takes all forms of bullying, including cyberbullying extremely seriously.

Today's children and young people have grown up in a world that is very different from that of most adults. Many young people experience the internet and mobile phones as a positive, productive and creative part of their activities and development of their identities; always on and always there. Above all, information communication technologies support social activity that allows young people to feel connected to their peers.

Technologies can also be injurious and used negatively. When children are the target of bullying via mobiles phones or the internet, they can feel alone and very misunderstood. They may not be able to identify that what is happening to them is a form of bullying, or be confident that the adults around them will understand it that way either. Previously safe and enjoyable environments and activities can become threatening and a source of anxiety.

This policy explains how cyberbullying is different from other forms of bullying, how to respond and combat misuse through a shared responsibility, and how to promote and develop a culture of confident technology users to support innovation, e-safety and digital literacy skills.

St Joseph's College will prevent as far as reasonably practicable, any form of bullying, harassment or victimisation, by having an effective strategy in place which is properly implemented in practice.

This policy and its procedures are in line with DfE Cyberbullying 2014 and Preventing and Tackling Bullying 2014 and Teaching online safety in schools 2019 and also forms part of the schools wider safeguarding strategy and policy and procedures.

2.   Aims

The aims of this policy are to ensure that:
- Implementing a written policy to promote good behaviour amongst pupils, which includes:
  • measures to combat cyberbullying and to promote positive behaviour; [1]
  • to ensure this policy is in line with the college's restraint and reasonable force and arrangements for searching pupils and their possessions policy. [2]

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[1] ISSR Part 3, Paragraph 10
[2] NMS Standard 12, Paragraph 1

- 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

3.   What is Cyberbullying?

Cyberbullying is the deliberate use of ICT/electronic devices particularly mobile phones and the internet to upset someone else.

Cyberbullying – definition:

Cyberbullying can be defined as "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" (Belsey, web site: http://www.cyberbullying.org/). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/ herself.

Cyber-bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

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 ('happyslapping'); and manipulation
- It can be an illegal act

3.1   What is different about Cyberbullying?

Some features of cyberbullying are different from other forms of bullying:

- Cyberbullying can take place at any time and can intrude into spaces that have previously been regarded as safe or personal eg in the home, on holiday or in the Boarding House

- The audience can be very large and reached rapidly. The difficulty in controlling electronically circulated messages means the scale and scope of cyberbullying can be greater than for other forms of bullying. Electronically forwarded content is hard to control, and the worry of content resurfacing can make it difficult for targets to move on.
- People who cyberbully may attempt to remain anonymous. This can be extremely distressing for those being bullied. The person cyberbullying may never be in the same physical space as their target.
- The profile of the bully and target. Cyberbullying can take place both between peers and across generations; teachers have also been targets. Age or status are not important.
- Bystanders can also become accessories to the bullying; for example, by passing on a humiliating image.
- Some instances of cyberbullying are known to be unintentional. It can be the result of not thinking (something sent as a joke may be deeply upsetting or offensive to the recipient) or a lack of awareness of the consequences – for example saying something negative online about another pupil, or friend that they do not expect to be forwarded or viewed outside their immediate group.
- Many cyberbullying incidents can themselves act as evidence. This is one of the reasons why it is important to know how to respond.

3.2 Cyberbullying and the law

The legal issues that may be of relevance in relation to cyberbullying (both of pupils and teachers) are numerous.

- Schools have a statutory duty to make arrangements to safeguard and promote the welfare of the children that are its pupils;
- Schools also owe a common law duty to take reasonable steps to protect the health and safety of their pupils and their employees;
- Certain legal obligations that arise from the contract with parents and with employees may come into play (for example, to have responsibility for the care of pupils; to follow a particular procedure such as a parental complaints procedure or an employee grievance procedure);
- There is of course law relating to confidentiality, data protection and monitoring of electronic communications;
- In some circumstances, the law of defamation might be relevant, given that cyberbullying can include publication of comments about people;
- Discrimination law (including harassment) may also be relevant;
- Some criminal offences may apply, for example harassment under The Protection from Harassment Act 1997;
- Grooming, where an individual meets or travels to meet with an under 16 year old to commit a relevant offence if the individual has communicated with the child twice, is a criminal offence under the Sexual Offences Act 2003;
- There are certain procedural requirements when dealing with parental or employee complaints and instances of pupil misconduct, including the fundamental principles of natural justice;
- Recent legislation may also have a bearing. For example, The Education and Inspections Act 2006 recently introduced a statutory defence to allegations of seizure, retention, etc., where property (e.g., mobile phones) is confiscated in certain circumstances.
- The Education and Inspections Act 2006 outlines some legal powers which relate to Cyberbullying. Head teachers have the power "to such an extent that is reasonable"

to regulate the conduct of pupils when they are off site. This act also provides a defence for school staff in confiscating items such as mobiles phones from pupils.

- Although bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behaviour which could include some cyberbullying activities.

That list is not exhaustive list.

4. Promoting the positive use of technology

The College 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, including permissions, restrictions, sanctions and the management of personal data in line with statutory requirements
- Ensure all staff and children understand the importance of password security and the need to log out of accounts
- filter and monitor inappropriate content and flag accordingly any safeguarding, cyberbullying issues
- provide clear guidance on the use of technology in the classroom and beyond for all users,
- include online safety in staff safeguarding training and the Staff Code of Conduct
- ensure reporting mechanisms are available for all users to report issues and concerns to the school
- provide information to parents and carers in online safety

4. Preventing Cyberbullying

The College recognises that the best way to deal with cyberbullying is to prevent it happening in the first place.

Active management of hardware, software and connectivity and the vigilance of teachers and parents have a significant part to play in the safeguarding and protection of pupils.

The College builds resilience in its students to protect themselves and their peers through education and information.

For the prevention of cyber-bullying, in addition to the measures described above, the College:

- Expects all pupils to adhere to its policy for the safe use of the internet/ E-Safety Policy. The College's IT Department monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- Issues all pupils with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Does not allow the use of mobile phones in classrooms, public areas of the school, or where they may cause annoyance to others; and

- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas or in the bedrooms of boarding houses.

4.1 Pupils use of Mobile Phones

Senior School: Pupils can bring mobile phones into school but they can only be used before and after school and during morning break and lunch break. They must not be on or visible during lessons, or used as translators for EAL pupils unless otherwise directed by staff.

Prep School: Mobile phones are only allowed for children who travel to and from school without a parent. These are only used out of school hours to contact parents. All mobile phones are handed into the receptionist at Prep School Reception on arrival at school and collected at the end of the school day.

Boarding: Boarding pupils have access to mobile phones at all times (apart from during meals and during the school day as mentioned above) as they need to be able to communicate with home, friends, boarding staff. Boarders who persistently do not abide by 'lights out' or who regularly do not get up and ready on time, may have their phone confiscated overnight.

5. Role and Responsibilities

- The College has an Online Safety Lead –Mrs Mychaela Frost, who has received the specific Online Safety Lead training from the Suffolk LSCB to take responsibility for the coordination and implementation of cyberbullying prevention.
- The Principal (CEOP trained).
- The College has 24 hour access to ICT support through a contracted company and two of their staff on campus each day
- The Head of FLW also ensures that the development of students' awareness, knowledge and resilience about E safety forms part of the PSHEE provision across the school

There is no single solution to the problem of cyberbullying. These are key areas the College aims to address:

- Understanding and talking about cyberbullying

  ➢ Awareness of pupils is raised through assemblies, PSHEE and information contained in Study Diaries/Student Planners.
  ➢ Pupils and their parents are made aware of pupils' responsibilities in their use of ICT, and what the sanctions are for misuse, through the College's ICT acceptable use policies.
  ➢ Parents are made aware that the school can provide them with support if cyberbullying takes place out of school. They are also given advice on external agencies such as CEOP, which can support them and general advice to support them being vigilant through Newsletters, Themed evenings and literature sent home.
  ➢ Parents, staff and pupils all have access through their individual 'MyStJos' Portal to relevant online safety advice websites, articles and other media under the Safeguarding tab of their portal page.

- Updating existing policies and practices

The College reviews and updates the school's anti-bullying policy plus other relevant policies. Existing Acceptable Use Policies (AUPs) are reviewed and updated in light of new issues that arise. They are publicised to parents and students and signed by parents and students on acceptance to the College. Records are kept of any incidents of cyberbullying. The College is able to conduct searches of pupils' use of onsite PCs, when investigating cases of potential bullying or other inappropriate behaviour.

- Making reporting cyberbullying easier

The College provides and publicises different ways of reporting cyberbullying, including talking with teachers, parents, peer mentors or contacting support organisations such as CEOP directly. The CEOP Report Abuse icon is on all students' desktops in school and there is an E-safety section on the College's safeguarding log.

- Promoting the positive use of and monitoring technology

The College reviews its ICT curriculum, and provides assemblies to allow pupils to understand safe ways of using technology to support self-esteem, assertiveness, participation and to develop friendships. The material covered and activities promote 'netiquette', e-safety and digital literacy. It is made clear to pupils that there are adults in the College who understand the technologies they use and that their use of the School's network and internet is filtered and monitored.

6.   Responding to Cyberbullying

Cyberbullying is a form of bullying, and therefore the College is equipped to deal with the majority of cases through its existing Anti-bullying policy. This section outlines key steps for staff to take when responding to cyberbullying.

- Support the person being bullied
- Give reassurance that the person has done the right thing by telling someone, and discuss with the relevant Head of School. The incident may then be escalated to the Online Safety Lead, the Acting Vice Principal Pastoral and Boarding and or The Assistant Principal Prep or relevant member of the Senior Leadership Team, or Principal, if required. Parents will be informed.
- Advise on next steps:
    o Make sure the person knows not to retaliate or return the message.
    o Ask the person to think about what information they have in the public domain.
    o Help the person to keep relevant evidence for any investigation (e.g. by not deleting messages they have received, and by taking screen capture shots and noting web addresses of online cyberbullying instances).
    o Check the person understands simple ways to prevent it from happening again, e.g. by changing contact details, blocking contacts or leaving a chatroom.
- The relevant member of staff will then take action to contain the incident when content has been circulated:
    o If the person responsible is known, ask them to remove the content;
    o Contact the host (e.g. the social networking site) to make a report to get the content taken down.
    o Use disciplinary powers to confiscate phones that are being used to cyberbully. Ask the pupil to tell you who they have sent messages on to.

- In cases of illegal content, the Principal may decide to contact the police, who can determine what needs to be kept for evidential purposes.

7.   Investigating incidents and sanctions

Records of cyberbullying should be kept in accordance with the Anti-bullying policy.

Sanctions may be imposed according to the College's Behaviour policy, although technology specific sanctions such as loss of internet access, or loss of the right to bring a mobile phone may be appropriate instead/as well.

6. Staff use of electronic devices is covered in the College's Staff Code of Conduct

References and guidance:

A. "Preventing and Tackling Bullying", DfE, July 2017

B. ISI Handbook for the Inspection of Schools: The Regulatory Requirements, January 2015 (http://www.isi.net/home/)

C. Reference Guide to the key standards in each type of social care service inspected

   by Ofsted (Reference 080117) (http://www.ofsted.gov.uk/)

D. The Early Years Foundation Stage Statutory Framework 2014, (http://www.foundationyears.org.uk/eyfs-statutory-framework/)

E. "Bullying": An ISC Child Health and Wellbeing Working Party Guidance Update Five

F. "Where You are NOT Alone" http://www.bullying.org/

G. "Cyberbullying" A briefing note on the ISBA website by Farrer & Co

H. "Child Protection and New Technologies" - Childnet International http://www.childnet-int.org/

I. "Cyberbullying Guidance: Supporting School Staff" - Childnet International   http://www.childnet-int.org/

J DfE - Cyberbullying: Advice for head teachers and school staff 2014

K DfE Advice for parents and carers on cyberbullying

L Dfe Keeping Children Safe in Education Sept 2019

M DfE Teaching Online Safety in Schools Jun 2019