CYBER-BULLYING POLICY

SCHOOL DIVISION:	WHOLE
POLICY DIVISION:	SAFEGUARDING
POLICY OWNER:	Head of School (Prep)
	Head of School (Senior)
DATE:	September 2018

1. Statement of Intent

1.1. This policy informs practice in the Senior School, Boarding House and Preparatory School.

1.2. Bullying of any kind is unacceptable at Claremont and if harassment does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

1.3. The school recognises that under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety, or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender. We endeavour to educate our pupils to adhere to this Act. Please see also Preventing and Tackling Bullying 2011.

2. What is Cyber-bullying?

2.1. Cyber-bullying is an aggressive intentional act carried out by an individual or group using electronic media repeatedly over time against a victim who cannot defend him or herself. Seven categories of cyber-bullying have been identified:
- Text messages: sending picture or video-clips
- Phone calling
- Emailing messaging
- Defamatory blogs
- Personal websites
- Personal space
- On-line personal polling sites

2.2. These forms of bullying, regardless of whether or not they take place within school time, have a direct impact on the health and happiness of the intended victims. In the event that such bullying emanates from an individual or group within Claremont the perpetrators will be subject to disciplinary action.

3. Cyber-bullying: Counter Tactics

3.1. The advantages of technology are obvious to everyone and, used correctly, are a valuable resource. Sadly there are those with less well-adjusted attitudes who will seek to use these forms of communication to hurt people. The advice provided below is offered by Kidscape, a registered organisation whose purpose is to counteract all forms of bullying. You may wish to visit their website at www.kidscape.org.uk for more information. Another good source of advice is www.childnet.com

4. Procedures

4.1. Clear pointers regarding how to keep safe and how to respond to problems should they arise are outlined below:

4.2. Text/Video Messaging
- **Do not reply to abusive or obscene messaging.** Text (known as SMS or EMS) or video messaging (also known as MMS) should contain nothing offensive.
- **Report a problem.** Your mobile service provider, e.g. Orange, T-Mobile, Vodafone etc. should have a number that you can ring to report abusive messaging. Try their website for details.
- **Be careful of your personal details.** Do not give out your phone numbers without care and do not leave your mobile lying around when you are not about.

4.3. Chat rooms or Instant Messaging (IM)
- Do not give out personal information.
- **Protect your identity.** Give yourself an alias that does not give out anything about your age, gender or location.
- **Think about what you write.** It is very easy for people to get the wrong idea about what you write or how you write it because they cannot hear the tone of voice it may be delivered in.
- **Never respond to abusive posting.** Ignore it or log off. If you do not take time off and calm down you might end up writing something you will regret. This would only escalate the matter.

4.4. Email
- **Never reply.** If you receive a nasty or abusive email (known as being flamed).
- **Do not give them the satisfaction of a reaction.** If it is from someone you think you know, like someone at school, they want some kind of reaction, just like they would if they were standing in front of you and bullying you. Do not give them the satisfaction of replying. This may make them stop bothering you.
- **Find out where the email is coming from if they do not stop.** Using an email client like Outlook or Outlook Express, clicking the right mouse button over the email will reveal lots of details about where and who the email came from.
- **Get your parents involved as early as you can.** They can contact the school or the service provider of the sender of the email. Make a hard copy of the material if you can and retain it as evidence.

4.5. Spamming
- The email can also come from people that you do not know, as email addresses are fairly easy for companies to obtain on the internet, using software called

email harvesters. They are also surprisingly easy for specialists programs to guess.

- **Under no circumstances reply to these types of email.** Even if they have a 'Click here' and 'Stop receiving this email' link – this will just confirm your email address as a real one. The sender can then sell or pass it on to other people and you will be flooded with even more junk and abusive emails.
- You can delete the emails, but if the situation becomes serious, you should save them or print them off so that, if you need to take action, you have some evidence.
- **Learn more about your email program from the 'Help' menu.** You should be able to find details of how you can create folders, email filters and folder routing. This won't stop the emails, but it can help to shield you from them.

4.6. Web
- If the cyber-bully is on a school or community website, do as you would do if the bullying was face to face – tell someone like a form teacher, the child protection officer or your parents.

5. Following up a Complaint of Cyber-bullying

5.1. The school will talk to all those involved and view the evidence, to discover what has occurred. The feelings of the bully and the victim will be explored.

5.2. A resolution will be proposed and worked towards by the victim and the bully. The situation will be kept under review and a central record will be kept of all cyber-bullying incidents.

6. Outcomes

6.1. If the cyber-bullying is offensive, has affected the victim in a negative way and/or is repeated, then school sanctions will be applied e.g. formal warning, suspension or expulsion and banning from I.C.T. systems at school.

7. Advice to Parents

7.1. Monitor the use of the internet at home by requesting to see recent sites used, ask to view the front page of your child's facebook file, keep access to the internet downstairs in an open environment and avoid having a webcam in the bedroom. If your child looks unusually sad or withdrawn, gently enquire about their changed behaviour. Do contact the school or encourage your son or daughter to do the same. They may prefer to speak with a student they trust or a trusted member of staff in the first instance.

8. Prevention

8.1. There is also the opportunity for parents to attend awareness training at Claremont during their child's time at school.

9. Policy Owner

9.1. The policy owners are Head of School (Senior), Deputy Head of Prep School and Head of Boarding.

Policy Owner

9.2.   The policy owners are the Head of School (Prep) and the Head of School (Senior).

10. Issue Date

10.1. Issue date: September 2018.

11. Review Date

11.1. This policy will be reviewed annually. The next review is due in September 2019.

Ratified by WSLT:

Mr E Dickie   **September 2018**
Head of Senior School