POLICY DOCUMENT
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Anti-bullying including cyber bullying

At Luxulyan CP School, we are committed to safeguarding children. The health, safety and emotional well-being of every child are our paramount concern. Our aim is that the children will thrive during their time with us in a safe and happy environment.

Bullying is anti-social behaviour and affects everyone and will not be tolerated. If bullying is identified, it needs to be dealt with quickly. The aim of this policy is to ensure that pupils learn in a supportive and caring environment without fear of being bullied. All members of the school community have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. This policy has been developed in consultation with school staff and pupils.

What is bullying?

Bullying may be defined as "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally." It can hurt an individual by inflicting physical pain or damage their self-esteem.

Types of bullying

Specific types of bullying include:
- bullying related to race, religion or culture
- bullying related to special educational needs and/or disability (SEND)
- bullying related to appearance or health conditions
- bullying of young carers, looked-after children, or otherwise related to home circumstances
- homophobic bullying
- cyber bullying

Bullying can take place between pupils, between pupils and staff, or between staff; by individuals or groups; face-to-face, indirectly or using a range of cyber bullying methods. It can come in many different forms: physical, verbal, emotional, or written.

Responsibilities of stakeholders; how we will reduce bullying and deal with incidents of bullying

We aim to ensure that:

For pupils who experience bullying:
- they are listened to and heard

- if they are being bullied, or if a child suspects or witnesses any bullying towards another pupil, they must report it to an adult immediately
- they are confident in the school's ability to deal with the bullying
- steps are taken to help them feel safe again
- they are helped to rebuild confidence and resilience
- they know how they can get support from others

For pupils who engage in bullying behaviour:
- sanctions and learning programmes hold them to account for their behaviour and help them to face up to the harm they have caused
- they learn to behave in ways which do not cause harm in future because they have developed their emotional skills and knowledge
- they learn how they can take steps to repair the harm they have caused

For staff members:
- all must promote a school climate where bullying and violence are not tolerated and cannot flourish
- all must look for signs of bullying, because not all children who are being bullied will tell someone about it. Signs of being bullied may be a child being sad or withdrawn, anxious or nervous. They may not want to some to school.
- listen to children who have been bullied, take what they seriously and act to support and protect them
- observed instances of bullying, parental complaints about bullying, or reports of bullying from pupils, should be dealt with promptly and effectively
- the school will address bullying through curriculum opportunities such as PSHE sessions and assemblies. It will foster in our pupils self-esteem, self-respect and respect for others. Pupils should be made clear about the roles they can take in preventing bullying, including the role of bystanders. The school has an Anti-Bullying week each year.

For parents:
- they are clear that the school does not tolerate bullying
- they are aware of procedures to use if they are concerned their child is being bullied or does not feel safe to learn, including the school's complaints procedure.
- they have confidence that the school will take any complaint about bullying seriously and investigate/resolve as necessary, and that the school systems will deal with the bullying in a way which protects their child and that they as parents are kept informed.
- they should inform the school of any suspected bullying, even if their child is not involved

Monitoring

The Governing Body, Executive Head teacher, Head of School and/or Policy Co-ordinator will regularly monitor the progress of anti-bullying work and analyse the effectiveness of the policy. This policy will be reviewed annually. In evaluating the success of this policy, key staff will consider:
- the extent to which learners have confidence to talk to staff and others when they feel at risk
- how well learners make a positive contribution to the school community

- learners' growing understanding of their rights and responsibilities, and of those of others
- does the school provide a suitable environment where it is *Safe to Learn*?

Responding to and following up incidents of bullying

All incidents of bullying must be recorded. Staff are required to log key details on the school's Bullying Incident Log, then complete an Incident Report Form giving more detailed information. Teachers should keep a paper version and pass a paper copy onto the Head of School. She will use her discretion as to their level of involvement and to assess whether or not further action needs to be taken.

Bullying outside of school: Cyber Bullying

Cyber bullying is the use of ICT (usually a mobile phone and/or a device connected to the internet) to abuse another person. It can take place anywhere and involve many people. Anybody can be targeted including pupils, parents or school staff. It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, unauthorized publication of private information or images etc.

Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.

Picture/video-clip bullying via mobile devices with cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.

Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.

Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.

Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room or device chat facility.

Bullying through instant messaging (IM) is an Internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online (i.e. MSN, Bebo, Facebook, Facetime, Skype etc.).

Bullying via websites includes the use of defamatory blogs (web logs), personal websites, social media sites (i.e. Facebook, twitter etc.) and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying (e.g. Facebook).

Sexting: Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages.

Procedures to Prevent Cyber bullying:

Mobile phones should not be used in school during the school day.

Staff, pupils, parents and governors to be made aware of issues surrounding cyber bullying.

Pupils and parents will be urged to report all incidents of cyber bullying to the school.

Staff CPD will assist on learning about current technologies and how these can be used and misused by pupils, parents and staff; and how to address this.

Pupils will learn about cyber bullying through PSHE, assemblies, anti-bullying activities, the Computing Curriculum and other curriculum projects.

Parents and pupils will sign an Acceptable Internet Use Agreement and are encouraged to discuss its meaning together.

All reports of cyber bullying will be recorded, investigated, stored and monitored regularly by the Internet Safety Lead and ICT Governor; this information will then be reported to the governors annually. The school uses the SWGFL Incident Response Tool. The school provides a SWGFL Whisper tool on its website where pupils can anonymously report concerns to the school directly.

There will be consequences for bullying behaviour. The consequences will vary according to the severity of the incident but all incidents of bullying will be treated seriously.

Parents will be informed when a Cyber Bullying incident has occurred involving their child.

The police will be contacted in cases of actual or suspected illegal content; the LADO will be contacted where unsuitable material is reported or concerns for a pupil's safety are held following an incident.

Incidents of cyber-bullying will be followed up with advice sessions for the year groups involved.

What can parents do?

It is important that parents and carers ensure that their children are engaged in safe and responsible online behaviour. They should:

- Make sure their child understands how to use these technologies safely and knows about the risks and consequences of misusing them.
- Create an acceptable use policy at home outlining expected use of technologies in the home.
- Encourage their child to talk to them if they have any problems with cyber bullying. If they do have a problem, contact the school, the mobile network, the Internet Service Provider (ISP), or CEOP to do something about it.
- Parental control software can limit who children send emails to and who he or she receives them from as well as what content they can access online. It can also block access to some chat rooms.

- Parental controls on ISP devices can limit the times at which pupils have access to the internet.
- Make it their business to know what their child is doing online and who their child's online friends are; have a shared passwords policy where pupils give access to their accounts to their parents.
- Periodically investigate the files on the computer, the browser history files, and their child's public online activities.
- Search for their child's name online, look at his or her profiles and postings on social media sites, review web pages or blogs.
- Tell their child that they may review his or her private communication activities if they have reason to believe they will find unsafe or irresponsible behaviour.
- Keep technologies i.e. computers, gaming devices, in shared spaces (i.e. the living room) rather than in bedrooms.
- Watch out for secretive behaviour as they approach the computer, such as rapidly switching screens, and for attempts to hide online behaviour, such as an empty history file.
- Make use of advice sent home by school, outlining the latest developments and risks in digital parenting, such as the digital parenting magazine.

What can pupils do?

Pupils are encouraged to remember that bullying is never their fault. They should never ignore the bullying but tell someone they trust, such as a teacher or parent, or call an advice line. Children should try to keep calm and if they are frightened, try to show it as little as possible. Getting angry will only make the person bullying more likely to continue. Pupils being bullied in the following ways should:

Text/Video Messaging
- Turn off incoming messages for a couple of days.
- If bullying persists, change their phone number
- Do not reply to abusive or worrying text or video messages - Mobile service providers have a number to ring or text to report phone bullying.
- Do not delete messages, show an adult.
- Disable location tagging on texts.
- Do not share video messages which give away location or personal details.

Email
- Never reply to unpleasant or unwanted emails.
- Don't accept emails or open files from people they do not know.

Web
- If the bullying is on the school website, children should tell a teacher or parent, just as they would if the bullying was face-to-face. They can use the Whisper tool to report this anonymously if they wish.
- Use the CEOP reporting tool to report concerning content.
- Tell a trusted adult and report the behaviour to the site administrator.
- Do not delete or respond to the message.
- Avoid using location tagging online.

Chat Room & Instant Messaging

- Never give out their name, address, phone number, school name or password online. It's a good idea to use a nickname. Children should not give out photos of oneself either, or photos which give away their location or the school they attend.
- Avoid using location tagging online.
- Do not accept emails or open files from people they do not know.
- Remember it might not just be people their own age in a chat room.
- Stick to public areas in chat rooms and get out if they feel uncomfortable.
- Tell parents or carers if they feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what they write.
- Do not delete unwanted messages immediately, show an adult or the chat room administrator.
- Do not use services designed for older children.

Pupils are encouraged to always tell an adult about any incident of cyber bullying.