



Cambridge International School

Anti-Bullying and Cyber-Bullying Policy

Policy written by Philippa Mills:

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Review date:

September 2018

This Policy has been reviewed and approved by: Nick Rugg as Director of Schools, Europe, and nominated representative of the Governors

The School's Ethos

“At Cambridge International School we aim to provide a supportive and disciplined environment in which children are encouraged to pursue high academic and personal goals as happy and secure individuals”. The policy reflects the school ethos and the curriculum. Its emphasis is on helping children to take responsibility for their own behaviour and caring for others. Educational elements are also included in assemblies, projects, drama, stories, literature, historical events, current affairs and discussion of differences between people and the importance of avoiding prejudice based language.

Cambridge International School seeks to have effective procedures for dealing with bullying and demonstrate that concerns raised by children or parents will be taken seriously. This is a whole-school policy, which includes EYFS through to Year 11, as well as the holiday club/play scheme.

This policy should be read in conjunction with the E-Safety Policy, the Behaviour Policy, the Safeguarding and Child Protection Policy (including Prevent) and the Code of Conduct.

Aims

- To raise awareness amongst pupils that we must respect all people no matter what their beliefs or persuasions are.
- To raise awareness amongst pupils and parents about bullying behaviour and that they should report bullying, including when they find themselves as by-standers.
- To raise awareness about the school's attitude to bullying behaviour via the anti-bullying policy.
- To challenge attitudes about bullying type behaviours and help build an anti-bullying ethos in school.

- To raise awareness that hurtful behaviour in young children can develop into bullying in older children and that psychological damage can even result in suicide.
- To prevent pupils being subjected to radicalisation (as part of the Prevent duty of all schools, following the Counter-Terrorism and Security Act 2015 – see Safeguarding Policy and Anti-Terrorism Policy).
- To foster a positive caring atmosphere.
- To ensure good supervision in all areas of the school at all times so far as is reasonably practical, including off site visits and activities and holiday clubs/play scheme
- To raise staff awareness by involving them in training.
- To talk openly about bullying with the children so that they can understand the feelings of someone who is being bullied and learn to deal with bullying.

Objectives

- All governors, staff, parents and pupils have an understanding of what bullying is.
- All governors, teachers and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- Pupils and parents should be assured that they will be supported, and given appropriate counselling, if necessary, when bullying is reported.

Bullying is defined as behaviour, which is:

- Deliberately hurtful to others (physical, mental or through exclusion).
- Repeated over time.
- Difficult for those being bullied to defend themselves against such attacks.
- This includes racist, cultural, sexist and homophobic bullying, bullying on the basis of being lesbian, gay, bisexual or transgender, and cyber-bullying e.g. via mobile phones, text messaging, websites, photographs and e-mail, or disability discrimination.
- Because they are adopted or a carer.
- Frightening someone into doing something they do not want to do.
- Invading someone's personal space to make him/her feel uncomfortable or unhappy.
- Taking or damaging someone's property.
- Spreading rumours about someone.
- Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. (Preventing and Tackling Bullying, Advice for Principal Teachers, Staff and Governing Bodies, DfE, October 2014, p. 6)

Cyber Bullying

Cyber bullying is perpetrated via a technological medium, e.g. using social media. It can be an extension of 'face-to-face' bullying, with technology providing the bully with another route to harass their target. However, it differs in several ways from other kinds of bullying because of the invasion of home and personal space and the size of the audience, and that it can take place at any time of the day. It takes different forms:

- threats and intimidation
- harassment
- cyber stalking, e.g. repeatedly sending unwanted texts, defamation
- exclusion or peer rejection
- impersonation
- circulation of private information or images

Research into cyber bullying indicates that it is a feature of many young people's lives. Cyber bullying can extend into non-school time. We advise parents to contact the police if this is the case. Cambridge International School should be informed of the details if the incident is likely to have repercussions in school. Cyber bullying, like all other forms of bullying, should be taken very seriously. It is never acceptable.

Responsibilities

Early Years to Year 3

Children are asked to

- Say "don't do that" / "stop" / "leave me alone" if someone does something they don't like.
- Tell an adult, i.e. a teacher, classroom assistant, helper, lunchtime or aftercare supervisor or parent if someone's behaviour is hurtful to them.
- To step in to help children in distress or tell an adult (i.e. not to ignore it).

Parents are asked to

- Tell their child's teacher or member of staff if their children are telling them about hurtful behaviour in school.

Staff will

- Record the incident and report it to the Principal, if children hurt other children the school, having ascertained the full facts
- Ensure that perpetrators make a meaningful apology, and help children to plan how they can put things right
- Sanction them by taking them to the Principal or member of the Senior Management Team
- Monitor the situation to prevent it happening again, by supervising areas and times where incidents could happen covertly.

Year 3 and above

The Anti-Bullying Reporting Chain

- The victim should speak to a friend (a student volunteer may act as a mediator giving verbal information), who will then inform the Form Tutor. Alternatively, the Form Tutor may be spoken to directly. All incidences are recorded (on a 'Record of Incidents of Bullying' form, a copy of which will be held centrally by the Principal for monitoring purposes and to evaluate the effectiveness of the approach adopted, or to enable patterns to be identified. A further copy will be added to the pupil's file.) Both the bullied and the bully are spoken to by the appropriate Form Tutor(s) and the Principal is informed. It should be made clear that the bully's behaviour is unacceptable, and dependent upon the nature of the event, parents may be informed at a very early stage. The victim must be aware that action has been taken against the bully, and they are encouraged to develop strategies if they find themselves in similar situations outside the school. Vigilance is taken by staff members at all times, especially during movements between buildings and during lunch and break times.
- If incidences reoccur the parents will be invited to a meeting with the appropriate Form Tutor and Principal and the bully's future within the school will be reviewed.
- The Principal and/or DSL have received training as to what constitutes a child protection issue, as far as bullying is concerned, i.e. any bullying that puts the child at personal, mental or physical risk.
- The threshold for reporting a bullying issue to external agencies (e.g. police, social care) is known by all staff. This includes all issues where a child is at risk of further bullying, particularly outside the school area, or where the bullying involves a criminal act.
- Records of any incidents of bullying are kept centrally by the school to evaluate the effectiveness of the approach adopted or to enable patterns to be identified. The **number** of incidents is available for parents to be seen.

Staff Guidelines

The Bully

- Make the bully aware that their behaviour is unacceptable.
- Explain clearly and precisely what behaviour is causing distress to the victim.
- Discuss the difference between assertive and aggressive behaviour.
- Make the bully aware of the consequences if bullying continues.
- Discuss ways by which the bully must change their behaviour.
- Always inform the Principal.
- Monitor the bully's behaviour over the next few weeks.
- Whatever the cause, bullying is usually a signal that the bully also needs help.

Strategies

- Pupils are encouraged to talk to peers and teachers who can then give feedback. Teachers support in a confidential manner.
- All pupils undergo training into the effects of bullying and its prevention.
- Curriculum areas, such as English and Drama, provide opportunities to explore relationships with bullying as the theme.

- Creating an inclusive environment and a school, which builds on positive self-image and commends good and appropriate behaviour in all areas and ages.
- Ensuring staff are trained on how to watch for signs, react to and deal with instances of bullying or suspected bullying. This needs to include training on the needs of the pupils, including those with special educational needs or disabilities.
- Having comprehensive Internet security, with the appropriate filters.
- Teaching children how to stay safe in the online and real world.
- Senior Management, teachers and pupil groups regularly present 'Anti-Bullying Assemblies'.
- Our key message will always be prevention, by teaching pupils that everyone in our school has the right to feel safe and happy, and that bullying of any kind will not be tolerated.

Exclusion *

Parents may be required, during or at the end of a term, to remove a pupil, without refund of fees, temporarily or permanently from the school if, after consultation with a parent, the Principal of Section is of the opinion that the conduct of the pupil has been unsatisfactory.

These sanctions will be imposed in severe or persistent cases of bullying.

*The school will inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admission register on certain grounds, e.g. when the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded. The school recognises that it must do this as soon as the grounds for deletion are met and in any event before deleting the child's name. (Regulation 8(1)(d),(e),(g),(i) and (m) and 12(3) of The Education (Pupil Registration) (England) Regulations 2006, and see also KCSIE 2015).

Evaluation and Assessment

By the Principal, Senior Management Team and class teachers. To be read in conjunction with the Behaviour & PSHEE policies. Source document: 'Preventing and Tackling bullying, Advice for Principal teachers, Staff and Governing Bodies', DfE October 2014.

Cyber-Bullying

CIS embraces the advantages of modern technology in terms of the educational benefits it brings, however, the school is mindful of the potential for bullying to occur. Central to the School's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and

that 'bullying is always unacceptable'. The School also recognises that it must 'take note of bullying perpetrated outside School which spills over into the School'.

Definition of Cyber-Bullying

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself. By cyber-bullying, we mean bullying by electronic media such as:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include, but not limited to Facebook, Bebo, Youtube and Ratemteacher

Legal Issues

Cyber-bullying is generally criminal in character. There are laws that apply to cyberspace:

- It is unlawful to disseminate defamatory information in any media including internet sites.
- Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

Policy

CIS educates its pupils both in the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through PSHEE, Computing lessons and assemblies, continue to inform and educate its pupils in these fast changing areas.

CIS trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. CIS endeavours to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the Computer Room, or any other location within the school which may from time to time be used for such work, without a member of staff's permission. Where

appropriate and responsible, CIS audits ICT communications and regularly reviews the security arrangements in place.

Whilst education and guidance remain at the heart of what we do, CIS reserves the right to take action against those who take part in cyber-bullying.

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times.
These acts may also be criminal acts.
- CIS supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- CIS will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.
- CIS will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.
- All members of the School community are aware they have a duty to bring to the attention of the Principal any example of cyber-bullying or harassment that they know about or suspect.

Guidance for Staff

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

When asking to look at content on a student's personal device it is good practice to do so with 2 adults present and inform the parents as soon as possible.

Mobile Phones

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Inform a member of the Senior Leadership team and pass them the information that you have
- If possible and with the pupils agreement a screen capture image may be able to be sent to the staff's school email account, this should only be sent from the student's school email account. Use of other transfer systems such as SMS, Bluetooth, etc., to a personal phone or device of a staff member is not allowed.

Computers

- Ask the pupil to get up on-screen the material in question.
- Ask the pupil to save the material.
- Print off the offending material straight away.
- Make sure you have got all pages in the right order and that there are no omissions.
- Inform a member of the Senior Leadership team and pass them the information that you have.
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.
- If possible and with the student's agreement a screen capture image may be able to be sent to the staff's school email account, this should only be sent from the student's school email account.
- Use of other transfer systems such as SMS, Bluetooth etc. to a personal phone to device of the staff member is not allowed.

Guidance for Pupils

- If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff at CIS.
- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/guardian or a member of staff at CIS (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails or messages in chat rooms or other social media
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance for Parents

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. CIS informs parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously CIS takes incidents of cyber-bullying
- Parents should also explain to their children legal issues relating to cyber-bullying

- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact the school as soon as possible. A meeting can then be arranged with a member of the Senior Leadership Team
- If the incident falls in the holidays CIS reserves the right to take action against bullying perpetrated outside the school which spills over into the school.

E-Safety at Home

Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site:

www.nextgenerationlearning.org.uk/safeguarding-learners/Safeguarding-learners-content/Parents-and-carerscarers

ICT Code of Conduct

This is displayed prominently in the ICT Room and the Code of Conduct is explained and discussed with pupils in assemblies, PSHEE classes and ICT classes.

National Bodies

Further support and guidance may be obtained from the following:

- www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyber-bullying

The following information can be downloaded from the above website:

- Safe to Learn: *Embedding anti-bullying work in schools* (2007):
- Cyber-bullying Guidance and Resources. Safe to Learn
- Cyber-bullying Summary Leaflet
- www.antibullying.net/cyber-bullying1.htm for an Information Sheet for Teachers and other Professionals who work with Young People
- www.becta.org.uk for information on safeguarding learners
- Beatbullying Rochester House London SE19 2AT 020 8771 3377 www.beatbullying.org
- Anti-Bullying Alliance National Childrens Bureau 8 Wakley Street London EC1V 7QE 020 7843 1901 www.anti-bullyingalliance.org.uk

Useful Publications/ Contacts for Parents:

- The Anti-Bullying Alliance
- Kidscape

Cyber bullying

- ChildNet International (www.childnet.com)
- CEOP's Thinkuknow website (www.thinkuknow.co.uk).
- Digizen (www.digizen.org)
- UK Council for Child Internet Safety: Advice on Child Internet Safety
- The UK Safer Internet Centre: www.saferinternet.org.uk
- DfE The use of social media for on-line radicalisation

The Designated Safeguarding Lead and Prevent Strategy Lead in CIS until 30 November 2017 is: Mrs Angela Spaxman AFSpaxman@cischool.co.uk

After this date it will be the Principal, Mrs Philippa Mills Pmills@cischool.co.uk

The Deputy Designated Safeguarding Lead in CIS is:

Ms Marie Ransome – Mransome@cischool.co.uk

The person responsible for safeguarding in EYFS in CIS is:

Ms Marie Ransome – Mransome@cischool.co.uk