



ANTI-BULLYING POLICY (INCLUDING CYBER BULLYING)

At Salterford House School (including EYFS) we believe that every single child has the right to learn in a school environment, free from bullying of any kind and in which they feel safe and supported. Bullying of any kind is deemed unacceptable and will always be treated seriously and acted upon.

This policy should be read in conjunction with the Behaviour Policy, the Safeguarding policy (including Prevent) and the Code of Conduct. This policy has been written with due regard made to DfE “Cyberbullying – advice for head teachers and school staff “ 2014, “Preventing and tackling bullying” October 2014/July 2017, Keeping Children Safe in Education 2019, Working Together to Safeguard Children 2019 and Sexual violence and sexual harassment between children in schools and colleges 2018, Teaching Online Safety in Schools 2019.

DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally.

Bullying includes:

Verbal – for example name-calling, taunting, mocking,

Physical – for example kicking, hitting, pushing, taking belongings,

Cyber Bullying – text messaging, sexting, upskirting, prank mobile calls and inappropriate use of social networking site (see Appendix 1)

Emotional – for example excluding people from social groups and spreading hurtful and untruthful rumours

Causing physical or emotional damage (which may cause psychological damage) to a pupil or group of pupils and can be motivated by prejudice on grounds of race, religion, violent extremism or radicalisation, culture, sexual orientation, gender, homophobia including bi-phobic and transphobic comments, disability and special educational needs or because a child is a looked after child or adopted

or is in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.(Also see Appendix 2)

Bullying can seriously damage a young person's confidence and self-worth; it is the responsibility of all staff to actively support children who are being bullied and to act in a supportive and confidential manner if a child approaches them with an allegation of bullying.

Bullying is not when children have the odd argument, fall out or engage in a one off tussle.

Bullying will be treated as a safeguarding / child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. The School will then follow the Safeguarding policy.

OUR AIM

To ensure children have a safe and secure environment where there is an understanding that bullying will not be tolerated.

To encourage and allow all our children the opportunity to be individuals and to express their own opinions without fear of ridicule.

To ensure that both children and parents understand the procedures that will be taken when an incident of bullying takes place.

To ensure that children feel listened to.

PREVENTION

As a school, we are always looking to reduce and eliminate any form of bullying in our community. These listed below is not an exhaustive list but just some of the strategies or approaches that we use:

Through the ethos of the school, incorporating our School Code of Conduct.

Opportunities within the school curriculum – PSHEE, assemblies, workshops, visiting speakers and ICT provision.

Pastoral – through group tutor input and the use of circle time to enable children to both express their views in a safe and controlled environment and to feel that their views and beliefs are valued; engaging children in dialogue on a regular basis.

Ensuring that the school environment is safe and that staff are aware of areas where problems may arise.

Through the on-going training of all our staff. So that the principles of the school policy are understood, legal responsibilities are known, action is defined to resolve and prevent problems and sources of support are known and available.

Openness and communication are often the most powerful ways in which to combat bullying and this should involve all members of the school community.

Having clear disciplinary sanctions which reflect the seriousness of an incident and convey a deterrent effect amongst the school.

Having clear policies communicated to parents, pupils and staff, and creating an environment of good behaviour and respect.

ADVICE TO PARENTS

We place an extremely high value on our relationship with parents we believe that close communication between Home and School can enable us to deal with difficult situations as they arise. Bullying occurs in all schools and places of work from time to time. Parents should be aware that we do not tolerate any form of bullying at Salterford House and we will always respond to reported incidents.

If a child shows any unusual behaviour or attitude, we would ask that parents discuss this with the school immediately. Parent's first line of contact is the child's class teacher who will then liaise and discuss the issues / concerns with the Deputy Head. Similarly, if a child says that they are being bullied or that they know someone who is, parents should let us know swiftly so that we can take immediate / appropriate action. We invite parents to communicate any concerns to us either about their child or others so as to avoid any potential for adults to be Bystanders in children's lives.

ADVICE TO PUPILS

Do not suffer in silence- tell an adult immediately.

If someone is being unkind and making you feel unhappy, you must tell someone. Remember, it may not be bullying but your teachers will help you work through any problems you may have.

If you feel you are being bullied, you must tell someone about it. This does not have to be your Group Tutor or Head of Year but someone who you feel comfortable to be able to talk to and who you trust to support you e.g. Houseparent, subject tutor, games staff, Chaplain etc. Please do not suffer in silence.

Treat everyone in your school with kindness Don't get involved in name calling or gossip.

If you see someone being unkind please tell a teacher or your parents.

And remember, if you know that someone is being unkind and you don't do something to help you are letting the bully get away with it and are being a 'Bystander'.

ADVICE TO ACADEMIC STAFF

Always set a good personal example. Be a good role model for the children and be clear that you will not tolerate bullying.

Be alert for children who appear upset. Look out for those children who are often isolated or the butt of recurrent jokes or banter by their peer groups. Those that have recurring school absences or do not want to come to school. Take action immediately

Be on time for lessons - this can sometimes be a trigger point for low level bullying some areas of the school, such as the playground and changing rooms, should be monitored very closely for sign of bullying

Be vigilant at all times especially around playground and changing room areas or areas of the school where children are not always under direct supervision of staff in unstructured times.

ALL staff should always be watchful for any signs of bruising or other marks on children which are not easily accounted for. If you have any concerns, then please act immediately and see Safeguarding and Child Protection Policy for guidelines.

If you have a concern, always take some form of action. Always raise issues with the Deputy Head or Headteacher.

All staff must be especially vigilant and mindful to those pupils who may appear particularly vulnerable or susceptible to bullying. Such as those pupils with SEN or who require additional pastoral, social or emotional support.

As part of our good practice staff should continue to observe the following objectives;

Being sensitive at all times to the feelings of students and especially to the possibility of bullying

Taking seriously a pupil's request for help

Making time for children to speak to us

Respecting a pupil's individuality, views and circumstances

Recognising the need to counsel both the aggressor and the victim

Sometimes children complain that they are being "picked on" by a teacher and there can occasionally be 'clashes of personality'; staff should not use sarcasm when addressing a pupil. If a member of staff is having problems with a pupil, that information should be shared with the Deputy Head so that it can be seen whether it is an isolated incident or whether it is part of a general picture. If there is a specific complaint from a child or a parent, then this needs investigating by the Head. There should be a written account of a complaint. The member of staff needs to be given an opportunity to be able to respond and communicate their side before any action is taken.

Equally it is true that staff may be subject to bullying from other staff, parents or pupils. Advice and guidance for this can be found in the Cyber bullying section of this policy, school's Whistleblowing Policy and Staff Grievance Procedure.

Recognising that certain methods of control (e.g. the use of sarcasm) and an overbearing manner are inappropriate; also that children learn by example; therefore, any action which could be seen as bullying by a teacher would be unprofessional and totally unacceptable.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

If an incident of bullying is reported, the following procedures should be implemented:

The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved. They will need to make detailed and dated records as verbatim as possible.

All bullying incidents no matter how low level they may appear initially should be recorded (sheet attached in policy) as this information may be vital in the future.

He/she will inform an appropriate member of the pastoral team as soon as possible. This will usually be the Deputy Heads or Head.

The alleged victim will be interviewed on his/her own. The alleged bully, together with all others who were involved, will be interviewed individually and their accounts recorded.

When there is abuse of one or more pupils against another pupil this incident should be treated as a Safeguarding / Child Protection concern when there is a reasonable cause to suspect that a child is suffering or likely to suffer significant harm. Please then refer to Safeguarding policy. If a crime has been committed or there is a likelihood of one being committed and/or the bullying seriousness reaches external agencies (such as police/ children's social care) thresholds the school will refer the matter on whilst supporting the children in school wherever possible. A bullying incident will be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. Also refer to Peer on Peer Abuse Policy.

All staff should be informed. The Head should be copied in in all notes, preferably within 24 hours.

Notes and the completed Bully Record Sheet will be held in the Bullying File. A central bullying log is recorded by Deputy Head. Investigations, actions, outcomes and follow up procedures are shown.

After Care:

The victim will be supported and monitored by the pastoral team, separately from the bully. Strategies and coping methods will be set out which may well involve the deputy head or the head.

The bully will be interviewed at a later stage, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions.

The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.

A way forward, including disciplinary sanctions and counselling, should be planned and preferably agreed.

It is our responsibility to recognise that both the victim and the bully will be in need of pastoral support.

A monitoring and review strategy will be put in place, overseen by Deputy Head, depending on the severity of the incident.

Sanctions: Any form of disciplinary action or sanctions will be in line with the School's Behavioural Policy

Bullying Record Sheet

Names of pupils involved:

Reported by whom:

Victim:

Alleged bully (ies):

Date:

Outline details:

Action taken:

Follow up?

Staff informed:

Signed:

**On completion this form now needs to be passed to the Deputy Head and a copy given to the Head for filing in pupil records.
Attach any other relevant paperwork.**

ADDITIONAL SOURCES OF ADVICE AND INFORMATION

Child Line

08001111 NSPCC 0800 800 5000 <http://www.nspcc.org.uk/>

The Advisory Centre for Education

LC Aberdeen studios, 22, Highbury Grove, London, N5 2DQ.

Tel: 0207704 9822

Helpline 02073548321 (Mon-Fri 2-5pm)

<http://www.ace-ed.org.uk/>

Advice for parents on all school related matters.

Anti-Bullying Campaign

185, Tower Bridge Road, London SE1 2UF

Tel: 02073781446

<http://www.bullyonline.org/schoolbully/links.htm>

Kidscape

2 Grosvenor Gardens, London

Tel: 02077303300

<http://www.kidscape.org.uk/>

Parentline Plus

520 Highgate Studios, 53-79 Highgate Road, Kentish Town, London.

Tel; 08088002222

<http://familylives.org.uk/>

Department for Education (DfE) <http://www.gov.uk/government/organisation/department-for-education/>

For staff:

<http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying>

Appendix 1

CYBER-BULLYING POLICY (On-line bullying)

At Salterford House School (including EYFS) we believe that every single child should be taught how to protect themselves in the online world, including beyond the school environment. This policy works alongside our Acceptable Use and Online Safety Policy, the Behaviour Policy and the Safeguarding policy.

Cyber- bullying (On-line bullying) will be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or is likely to suffer significant harm.

As a school we acknowledge that:

Many mobile devices and games consoles offer broadband connections.

Increasingly pupils have access to personal devices not covered by network protection and therefore the emphasis needs to be on educating all users as to the risks involved and their obligation to act responsibly while online.

Our aim is to:

Safeguard pupils by educating them how to protect themselves in both the real and virtual world and build resilience in this area. We do this through ICT curriculum, PSHEE, assemblies, all lessons where IT is used, visiting speakers and informing parents via updates through newsletters and parent talks. This is everyone's responsibility and all staff should be aware of this policy and how to respond to Online Safety incidents.

Pupils need to be made aware of the school's acceptable use policy and what to do if they have any ICT safeguarding concerns.

Procedures for dealing with Inappropriate/Illegal Internet Access or Material and what to do in the event of discovery of illegal material are detailed in our Safeguarding Policy.

Definition of Cyber-bullying or On-line bullying

Cyber-bullying can be defined as “involves 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”.

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 significant ways from other kinds of bullying: the invasion of home and personal space; the difficulty in controlling electronically circulated messages, the size of the audience, perceived anonymity, and even the profile of the person doing the bullying and their target.

Cyber-bullying takes different forms: threats and intimidation, harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages), vilification / defamation; exclusion or peer rejection, impersonation, unauthorised publication of private information or images and manipulation. If an image is shared / posted without someone's consent then this can be considered to be an act of bullying, especially if it is forwarded to others.

- Some cyber-bullying is clearly deliberate and aggressive, but it is important to recognise that some incidents of cyber-bullying are known to be unintentional and the result of simply not thinking about the consequences. What may be sent as a joke may not be received as one, and indeed the distance that technology allows in communication means the sender may not see the impact of the message on the receiver. In cyber-bullying, bystanders can easily become perpetrators, e.g. by passing on or showing to others images designed to humiliate, or by taking part in online polls or discussion groups. They may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. It is important that pupils are aware that their actions have severe and distressing consequences, and that participating in such activity will not be tolerated.

There are particular features of cyber-bullying that differ from other forms of bullying which need to be recognised and taken into account when determining how to respond effectively. The key differences are:

Impact — the scale and scope of cyber-bullying can be greater than other forms of bullying. Cyber bullying is as serious if not more serious than the other forms of bullying.

Targets and perpetrators — the people involved may have a different profile to traditional bullies and their targets.

Access and Location — the 24/7 and any-place nature of cyber-bullying.

Anonymity — the person being bullied will not always know who is attacking them.

Motivation — some pupils may not be aware that what they are doing is bullying.

Evidence — unlike other forms of bullying, the target of the bullying will have evidence of its occurrence.

Cyber-bullying (On-line bullying) and the Law.

Bullying is never acceptable and the school fully recognizes its duty to protect all of its members and to provide a safe, healthy environment for everyone.

Education Law:

The Education and Inspections Act 2006 (EIA 2006) outlines some legal powers which relate more directly to cyber- bullying. Head teachers have the power “to such an extent as is reasonable” to regulate the conduct of pupils when they are off the school site.

The Act also provides a defence for staff in confiscating items such as mobile devices from pupils.

Civil and Criminal Law:

- There is not a specific law which makes cyber – bullying illegal but it can be considered a criminal offence under several different acts including Protection from Harassment Act (1997), Malicious Communications Act (1988), Communications Act (2003) Obscene Publications Act (1959) and Computer Misuse Act (1990)

Prevention

We seek to instil values in all members of the School, which should, ideally, preclude all bullying. These are reinforced by a PSHEE programme, assemblies in year groups and whole school. As well as our Acceptable Use Policy in ICT, safety is a priority throughout the ICT curriculum as well.. In essence, these seek to inculcate respect for others, their property and their individuality. We hope these values underpin ordinary curricular lessons too.

It is crucial to the School's success in dealing with cyber-bullying that all members of the community are made aware that it is unacceptable and should not be tolerated. It is the responsibility of all members of the community to take action if they are aware of it happening. To remain silent is to condone the action of the bully.

The children are also taught about the threat of violent extremism and radicalisation and what to do if they feel that they have had contact via the internet. The school promotes British values through PSHEE, assemblies and year assemblies.

PROCEDURES FOR DEALING WITH REPORTED CYBER-BULLYING

(On-line bullying)

Roles and Responsibilities:

The Designated Safeguarding Lead and Prevent Lead (DSL) will take overall responsibility for the coordination and implementation of cyber –bullying prevention and response strategies.

The DSL will:

Ensure that all incidents of cyber-bullying both inside and outside of school are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the Anti- Bullying Policy, Behaviour Policy and Safeguarding policy.

Ensure that all policies relating to safeguarding, including cyber-bullying are reviewed and updated regularly.

Ensure that all staff know that they need to report any issues concerning cyber-bullying to the DSL

Ensure that all staff are aware of their Prevent Duties

Provide training so that all staff feel confident to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to make a referral if they believe a child to be at risk of harm. The Head is also the Prevent Lead

Ensure that all parents/carers are fully informed and attention is drawn annually to the Anti- Bullying policy and Cyber-bullying policy by placing it on the Parent Portal and the Anti-Bullying including cyber-bullying policy is always available on the school website or a hard copy available in the school reception.

Takes day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies and documents

Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident

Provides training and advice for staff and pupils

Liaises with any external agencies or authorities if and when necessary

Receives reports of Online Safety incidents and creates and oversees a log of incidents to inform future Online Safety developments

Alongside the ICT Lead oversees the filtering logs and acts on any concerns that these provide

Sends out regular updates to parents on Online Safety issues via emails, newsletter or organising talks

IT Lead will:

Oversee the use of appropriate technologies to filter all internet access plus record any access to prohibited sites. Where access to prohibited sites is detected IT Lead will immediately report this to the DSL.

Guidance for Staff

Guidance on safe practice in the use of electronic communications and storage of images is contained in the Safeguarding and Staff Code of Conduct, AUP and other linked policies. The school will deal with inappropriate use of technology in line with the Code of Conduct and Safeguarding policy which could result in disciplinary procedures. All staff will have online safety as professional development through their safeguarding updates.

Guidance if you suspect or are told about a cyber-bullying incident:

Mobile Phones:

Ask the pupil to show you the mobile phone

Note clearly everything on the screen relating to inappropriate text message or image, to include the date, time and names

Make a transcript of spoken message, record date, times and names

Tell the pupil to save the message/image

Inform the Deputy Head/ DSL as appropriate and pass them the information you have gathered

Computers/Mobile devices:

Ask the pupil to get up on the screen the material in question

Aske the pupil to save the material

Print off the offending material straight away

Make sure you have all the papers in the right order with no omissions

Inform the Deputy Head Pastoral or Online Safety Co-ordinator straight away

The school will then follow its normal anti bullying poliy/ behaviour policy or follow the safeguarding policy if there is a child protection issue

Guidance to pupils

Being sent an abusive or threatening text message, or seeing nasty comments about yourself, family members or friends on a website, can be really upsetting. This code gives you five important tips to protect yourself and your friends from getting caught up in cyber-bullying, and advice on to how to report it when it does happen.

SAFE - Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password. Never retaliate or reply.

MEETING - Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents or carers permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

ACCEPTING - Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

RELIABLE - Someone online might lie about who they are and information on the internet may not be true. Always check information with other websites, books or someone who knows. If you like chatting online, it's best to only chat to your real world friends and family

TELL - Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Next steps:

If a pupil or a friend of a pupil receives an abusive e-mail or text, they should report the matter to a member of staff as soon as possible, who will then alert the Deputy Head.

No matter how upsetting these messages may be children should save the message with a screenshot and should not delete messages.

Depending on the nature of the allegation, the case will be taken up either by the Deputy Head, the Head or a combination of these people. As a rough guide, the more serious the allegation, the more likely it is to involve senior staff and/or the Police.

Interviews will be conducted fairly, giving all sides the opportunity to state their case, so as to establish the truth in what seldom turn out to be straightforward issues.

The Anti-Bullying Policy and procedures will then be followed and written records maintained. All forms of IT abuse will be recorded on a central log held by the Online Safety Co-ordinator. If it is deemed to be Cyber bullying, then it will be recorded on the central bullying log. The school will deal with inappropriate use of technology in the same way as other types of inappropriate behaviour and sanctions will be in line with the school's Behaviour policy

Guidance for Parents/ Carers

It is vital that the school and parents/carers work together to ensure that all pupils understand the serious consequences of anything that might be seen as cyber-bullying.

Parents/carers can help by making sure their children understand the school's policies and understand how seriously the school views these matters

Parents/carers should also explain the legal implications relating to cyber-bullying issues

If parents/carers believe that their child is the victim of cyber-bullying, they should save the offending material and make sure they have all the relevant information before deleting anything

Parents/carers should contact the Deputy Head as soon as possible

If the incident falls in the holidays the school reserves the right to take action against the bullying perpetrated.

ADDITIONAL RESOURCES AND SUPPORT

DFE Teaching Online Safety in School 2019

DFE KCSIE 2019

DfE – Preventing and tackling bullying (July 2017)

DfE – Advice for parents and carers on cyber bullying (Nov 2014)

NSPCC – <http://www.nspcc.org.uk/>

Child Exploitation and Online Protection Centre (CEOP) – <http://thinkuknow.co.uk/>

The use of social media for on-line radicalisation -<https://www.gov.uk/.../the-use-of-social-media-for-online-radicalisation>

The UK Safer Internet Centre –(www.saferinternet.org.uk)

The Prevent Duty Guidance for England and Wales (2015) The Prevent Duty: departmental advice for schools and childcare providers (2015)

www.saferinternet.org.uk

www.childnet.com

www.anti-bullyingalliance.org.uk

www.cyberangels.org