



PARKSIDE

COMMUNITY SCHOOL

ANTI-BULLYING POLICY (including Cyber-Bullying)

New Policy

Date of Original Policy: **October 2013**
Member of Staff Responsible: **Mr G Dearman, Director of Pastoral Care**
Review Date: **November 2017**

Approved by SLT on 20 October 2016
Approved by Jean Horton, Chair of Governors on 21 October 2016
Approved by Health & Safety Committee on 14 November 2016 (Min no:14/2016/17.14)
Minutes of H&S approved at Full Governors on 12 December 2016

'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'

Parkside Community School promotes a safe learning environment where everyone feels able to enjoy and achieve and where success is recognised and rewarded. We aim to keep bullying to a minimum so that all students are able to achieve and enjoy.

Please note the term Subject Leaders relates to Faculty Leaders, Core Leaders and Lead Teachers at Parkside School.

**Bullying is unacceptable at Parkside Community School
and will not be tolerated.**



Philosophy

We believe that for everyone to benefit from our learning community, Parkside Community School should be a place where students, staff, volunteers, families and other visitors are made to feel welcome and comfortable and where everyone is treated with respect in an atmosphere free from intimidation.

We believe that all children and young people have the right to protection from harm, neglect and abuse and that their well-being is of paramount importance. Parkside Community School aims to ensure good relationships between, and good behaviour towards, all members of its community and that learning and personal development takes place in a climate of trust, safety and confidence.

The school recognises that it must take note of bullying perpetrated outside school which spills over into school. The school will do what is reasonably practicable to eliminate any such bullying.

The school has a system of rewards which aims to motivate and encourage students as well as helping to build individual self-confidence and self-esteem. Parkside Community School values everyone's unique contribution to our community.

Everyone has a responsibility for safeguarding and promoting the well being of all students and all staff have a duty of care, to ensure our students are protected from harm.

What informs our policy?

This policy takes due regard of the following documents:

Preventing and Tackling Bullying, DfE 2011
Equality Act 2010
Bullying – Don't Suffer in Silence – An Anti-Bullying Pack for Schools"
(64/2000), DfE 2000
Online Safety

Principles

The school will:

Adopt a definition of bullying that is agreed across the school and accepted across the local community.

Have a consistent approach to any bullying incidents that occur.

Raise awareness of bullying and promote positive relationships based on mutual respect.

Seek to involve all stakeholders in the implementation and monitoring of this policy. Promote positive action to prevent bullying through our Personal Development programme and related activities.

Provide support for all members of the school community that may be involved in dealing with an incident of bullying.

Provide appropriate training for both staff and students to support the implementation of the policy across the school.

Ensure fair treatment for all, regardless of age, culture, disability, gender, religion or sexuality, and encourage understanding and tolerance of different social, religious and cultural backgrounds.

Definition of bullying

Bullying is 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 Head Teachers, Staff and Governing Bodies, DfE, October 2014)

There may sometimes be misunderstanding about the meaning of the term 'bullying'. One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of 'bullying'.

Types of bullying

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There are various forms of bullying which include:

- Physical – e.g. hitting, kicking, taking or hiding belongings.
- Verbal – e.g. name calling, insulting, racist remarks, homophobic remarks
- Indirect – e.g. spreading malicious rumours, excluding individuals from social groups, family feuds brought into school.
- Cyber – e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments. (further information for reference in appendix 1)

The lives of students who are bullied are made miserable; they may suffer injury, they may attend erratically, they may lose self-confidence, they are likely to underachieve educationally and socially. Many of the outward signs of bullying can be the same as other indicators of abuse such as:

- non accidental injuries (including self-abuse)
- low self-esteem, unhappiness, fear, distress or anxiety.

If unchecked, others may come to see bullying behaviour as acceptable within the school. It is not unknown for victims to become bullies of younger or more vulnerable students than themselves. Bullying can and frequently does have long term effects on victims which may affect their adult lives.

Roles and Responsibilities

The Headteacher is ultimately responsible for the well-being of all students and staff. All staff, students, parents and governors should be made aware of the policy.

The Director of Pastoral Care with responsibility for student wellbeing has been designated to oversee the safeguarding and well-being of students. Their role includes the following responsibilities:

- To liaise with the Head Teacher on all matters regarding the safeguarding of children.
- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to, through regular training
- To liaise with appropriate staff to ensure the implementation of whole school initiatives to highlight aspects of bullying, including Anti-Bullying Week.
- To ensure the use of appropriate assemblies to highlight aspects of bullying, including Anti-Bullying Week
- To monitor and record all reports of incidents of bullying.
- To ensure the appropriate member of the Pupil Progress Team monitors students involved in bullying and keeps the parents/carers informed.
- To liaise with the police as necessary.

The Leader of ICT and the ICT Network Manager are responsible for the monitoring of the Student Guidelines for Network and Internet Use policy. Students who violate the rules included in this policy will be sanctioned. Students and parents are expected to read and sign the ICT and Digital Publication Consent Form. The policy also makes direct reference to the Online Safety Policy that includes the safeguarding measures related specifically to Cyber Bullying. Students and Parents are expected to review the Online Safety Policy in the school website or alternatively request a copy from the school main reception.

School staff have the following responsibilities:

Staff should be alert to any potential incident of bullying and intervene when instances are noticed. They should also inform students support

Minor incidents of disagreement should be addressed by mentors/subject teachers

Students are expected to show consideration and respect to all members of the school and local community at all times.

Incidents that constitute bullying should be referred to the Pupil Progress Team who will liaise with SLT over action to be taken.

The Pupil Progress Team is responsible for clarifying the facts through thorough investigation and taking statements from the perpetrator, any victims and witnesses.

The Pupil Progress Team, having clarified the facts, will inform all parents / carers of the incident, record the incident and liaise with the Director of Pastoral Care, responsible for student welfare, regarding any sanction.

Bullying is a serious offence in the schools Behaviour Policy and following appropriate investigation and considering the circumstances and history, any of these strategies can be applied:-

- Internal isolation, during break and lunchtime, until investigation completed
- Detention
- Internal Exclusion
- Fixed term exclusion
- Permanent exclusion
- Mediation / Restorative approaches
- Referral for counselling / victim support
- Written or verbal apology

- Parent/carer interview with Pupil Progress Team leading to parental assistance in applying support or strategies or deterrents as necessary
- Continued monitoring of victim/bully individually
- Referral to external agencies through the weekly Multi Agency Meeting
- Police involvement

Students have the following responsibilities:

- Ensuring that previous victims of bullying are not isolated from groups of friends.
- Intervening when someone is being bullied and making it clear to the bully that their actions are disapproved of.
- Informing a member of staff that bullying is happening.
- Encouraging the victim to join in activities and groups.
- Discussion and consideration of bullying issues in Personal Development lessons and Mentor time.
- There is written self-help advice available from Mrs Hodson advising what to do about bullying.

Allegations against staff

Parkside Community School believes that all members of the school community are entitled to protection from bullying. Inappropriate behaviour between students or staff will not be tolerated and any concerns or allegations of impropriety will be dealt with quickly, fairly and sensitively through the Grievance Procedure Policy.

Any staff disclosing information, regarding inappropriate behaviour by colleagues, will be listened to and supported by the senior leadership team, in line with the 'Confidential Reporting Policy'.

Links with other policies

This policy has been developed and evaluated with a view to safeguarding and promoting the wellbeing of all our students.

It links with the following policies which can be read in conjunction:

- Acceptable Use of the Internet and Electronic Communication
- Child Protection and Safeguarding Policy

This policy is a dynamic document and will be updated as new guidance is produced or, in response to research, review or other events that have not previously been covered in depth.

Monitoring of the policy will involve consideration of the following data; any reduction in the number of incidents referred for attention; monitoring individual victims/bullies with a view to improved circumstances; positive feedback from parents, students and staff; monitoring of the willingness in students to report instances of concern; tracking of incidents to inform future decisions on availability of network and infrastructure that can access the internet.

Key Safety Advice For Children & Young People

1. Always respect others – be careful what you say online and what images you send.
2. Think before you send – whatever you send can be made public very quickly and could stay online forever.
3. Treat your password like your toothbrush keep it to yourself. Only give your mobile number or personal website address to trusted friends.
4. Block the bully – learn how to block or report someone who is behaving badly.
5. Don't retaliate or reply!
6. Save the evidence – learn how to keep records of offending messages, pictures or online conversations.
7. Make sure you tell:

an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence;

the provider of the service; check the service provider's website to see where to report incidents;

your school – your form mentor or your College Leader can help you.

Finally, don't just stand there – if you see cyber-bullying going on, support the victim and report the bullying.

How would you feel if no one stood up for you?

Key Safety Advice For Parents & Carers

1. Be aware, your child may as likely cyber-bully as be a target of cyber-bullying. Be alert to your child seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.
2. Talk with your children and understand the ways in which they are using the internet and their mobile phone. See the seven key messages for children (on the left) to get you started.
3. Use the tools on the service and turn on in-built internet safety features.
4. Remind your child not to retaliate.
5. Keep the evidence of offending emails, text messages or online conversations.
6. Report cyber-bullying:
 - Contact your child's school if it involves another student, so that they can take appropriate action.
 - Contact the service provider.
 - If the cyber-bullying is a potential criminal offence, you should consider contacting the police.

The table below explores the range of ways today's technology can be used.

Technology	Great for:	Examples of misuse:
Mobile phone/tablets	Keeping in touch by voice or text, taking and sending pictures and film, listening to music, playing games, going online and sending emails. Useful in emergency situations and for allowing children a greater sense of independence.	Sending nasty calls or text messages, including threats, intimidation, and harassment. Taking and sharing humiliating and/or inappropriate images. Videoing other people being harassed and sending these to other phones or internet sites.
Instant messenger (IM)	Text or voice chatting live with friends online. A quick and effective way of keeping in touch even while working on other things.	Sending nasty messages or content. Using someone else's account to forward rude or mean messages via their contacts list.
Chatrooms & message boards	Groups of people around the world can text or voice chat live about common interests. For young people, this can be an easy way to meet new people and explore issues which they are too shy to talk about in person.	Sending nasty or threatening anonymous messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone they're not in order to get personal information that they can misuse in a range of ways – e.g. by spreading secrets or blackmailing.
Emails	Sending electronic letters, pictures and other files quickly and cheaply anywhere in the world.	Sending nasty or threatening messages. Forwarding unsuitable content including images and video clips, or sending computer viruses. Accessing someone else's account, e.g. to forward personal emails or delete emails.
Webcams	Taking pictures or recording messages. Being able to see and talk to someone live on your computer screen. Bringing far-off places to life or video conferencing.	Making and sending inappropriate content. Persuading or threatening young people to act in inappropriate ways. Using inappropriate recordings to manipulate young people.
Social network Sites	Socialising with your friends and making new ones within online communities. Allowing young people to be creative online, even publishing online music. Personalising homepages and profiles, creating and uploading content.	Posting nasty comments, humiliating images / video. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Groups of people picking on individuals by excluding them. Creating fake profiles to pretend to be someone else, e.g. to bully, harass or get the person into trouble.
Video hosting sites	Accessing useful educational, entertaining and original creative video content and uploading your own.	Posting embarrassing, humiliating film of someone
Virtual Learning Environment	School site, usually available from home and school, set up for tracking and recording student assignments, tests and activities, with message boards, chat and IM.	Posting inappropriate messages or images. Hacking into someone else's account to post inappropriate comments or delete schoolwork.
Gaming sites Consoles & Virtual worlds	Live text or voice chat during online gaming between players across the world, or on handheld consoles with people in the same local area. Virtual worlds let users design their own avatars – a figure that represents them in the virtual world	Name-calling, making abusive / derogatory remarks. Players may pick on weaker or less experienced users, repeatedly killing their characters. Forwarding unwanted messages to other devices in the immediate vicinity.

When & How to Contact the Service Provider:	
<p>Mobile Phones:</p> <p>All UK mobile phone operators have nuisance call centres set up and / or procedures in place to deal with such instances. They may be able to change the number of the person being bullied. Mobile operators cannot bar a particular number from contacting a phone, but some phone handsets do have this capacity. Action can be taken against the bully's phone account (e.g. blocking their account) only with police involvement.</p>	<p>02: ncb@02.com or 202 from an O2 phone or 08705214000</p>
	<p>EE: 0800 956 6000</p>
	<p>Vodafone: 191 from a Vodafone phone or 08700700191 for Pay Monthly customers and 08700776655 for Pay as you Go.</p>
	<p>3: Call 333 from a 3 phone or 08707330333.</p>
	<p>Orange: Call 450 on an Orange phone or 07973100450 for Pay as you Go, or 150 or 07973100150 for Pay Monthly.</p>
	<p>T-Mobile: Call 150 on a T-Mobile phone or 08454125000. Video-hosting sites:</p>
<p>Social networking sites (e.g., Facebook, Twitter, Instagram):</p> <p>It is good practice for social network providers to make reporting incidents of cyber-bullying easy, and thus have clear, accessible and prominent reporting features. Many of these reporting features will be within the profiles themselves, so they are 'handy' for the user. If social network sites do receive reports about cyber-bullying, they will investigate and can remove content that is illegal or break their terms and conditions in other ways. They can delete the account of those who have broken the rules.</p>	<p>How to report on social media.</p>
	<p>Facebook: reports can be made by clicking on a 'Report this post' link located by clicking on the small arrow in the top right hand corner of posts. "Help and Support" can also be located on the options screen. This is the down arrow in the top right of the screen on PCs or the three horizontal arrows on mobile apps.</p>
	<p>Twitter: Tweets can be reported and users blocked by either pressing the small arrow in the top right hand corner of the tweet on the mobile app or by clicking the three dots at the bottoms of the tweet on a PC.</p>
	<p>Instagram: Inappropriate content can be reported by pressing on the small row of circles in the top right hand corner of a post.</p>
<p>Video-hosting Sites:</p> <p>It is possible to get content taken down from video-hosting sites, though the content will need to be illegal or have broken the terms of service of the site in other ways. On YouTube, perhaps the most well-known of such sites, it is possible to report content to the site provider as inappropriate. In order to do this, you will need to create an account (this is free) and log in, and then you will have the option to 'flag content as inappropriate'. The option to flag the content is under the video content itself. YouTube provides information on what is considered inappropriate in its terms of service. See www.youtube.com/t/terms</p>	
<p>Instant Messenger (e.g., Facebook messenger and Windows Live Messenger):</p> <p>It is good practice for Instant Messenger (IM) providers to have visible and easy-to access reporting features on their service. Instant Messenger providers can investigate and shut down any accounts that have been misused and clearly break their terms of service. The best evidence for the service provider is archived or recorded conversations, and most IM providers allow the user to record all messages.</p>	<p>Contacts of some IM providers:</p>
	<p>Windows Live Messenger: When in Windows Live Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse' and there is also an online feedback form at: http://support.msn.com/default.aspx?mkt=en-gb to report on a range of products including Messenger.</p> <p>Facebook Messenger: When in Facebook messenger you can press on the "Me" icon to find an option to "Report a Problem".</p>
<p>Chatrooms, individual website owners / forums, message board hosts: It is good practice for chat providers to have a clear and prominent reporting mechanism to enable the user to contact the service provider. Users that abuse the service can have their account deleted. Some services may be moderated, and the moderators will warn users posting abusive comments or take down content that breaks their terms of use.</p>	