ANTI- CYBER-BULLYING POLICY AND GUIDELINES

INTRODUCTION

At Cranleigh we believe that everyone in our community has the right to a supportive, caring and safe environment without fear of being bullied. We believe that every individual in School has a duty to report an incident of bullying whether it happens to themselves or to another person. If we find that well-being is compromised by cyberbullying which has taken place either inside or outside School, we will take action to help those involved. This may mean contacting other parents if we find that their son or daughter is involved.

WHAT IS CYBER-BULLYING?

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook, Twitter, Snapchat, Instagram, TikTok etc to harass, threaten, embarrass, intimidate or target a child. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

Cyber=bullying, or encouraging other to cyberbully, is a very serious matter and can constitute a criminal offence.

Technology can allow the perpetrator to bully anonymously or from an unknown location, and at any time, having a deeper psychological impact.

Cyber=bullying leaves no physical scars so it is perhaps less evident to a teacher, parent or co-worker than physical bullying, but it is highly intrusive and the hurt it causes can be very severe.

TYPES OF CYBER-BULLYING

There are many ways of bullying someone online. This may occur between pupils at Cranleigh or may occur between pupils from different schools and for some it can take shape in more ways than one including the following common types:

Harassment: Sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chats, including hashtags. Being explicitly offensive on gaming sites either via chats, voice or video.

Denigration: Sending information about another person that is fake, damaging and untrue. Sharing photos of someone to ridicule, spread fake rumours or gossip. Altering photos/videos of others and posting them online including creating offensive Memes.

Flaming: Purposely using extreme and offensive language to get into online arguments.

Impersonation: Accessing someone's mobile, email or other online account and using the person's online identity to send or post vicious or embarrassing material to/about others. This also includes the making up of fake profiles on social network sites or signing others up for inappropriate mailing lists.

Outing and Trickery: Sharing personal information or private images about another or tricking someone into revealing secrets and forwarding it to others. This can include posting to various "revenge" sites and can constitute a criminal offence.

Cyber Stalking: Repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. These actions may be illegal too.

Exclusion: When others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and very common given its "passive" nature.

Revenge Porn: Revenge Porn is the sharing of private, sexual materials, either photos or videos, of another person without their consent and with the purpose of causing embarrassment or distress. The images are sometimes accompanied by personal information about the subject, including their full name, address and links to their social media profiles. The offence applies both online and offline and to images which are shared electronically or in a more traditional way so includes the uploading of images on the internet, sharing by text and e-mail, or showing someone a physical or electronic image.

Common types of technology platforms used to Cyber-bully include:

- Instant Messaging (IM) – e.g. WhatsApp, Snapchat, Google Chat, House Party
- Social Media – e.g. TikTok, Instagram, Facebook, Twitter, Sarahah. Club House
- Mobile/web cameras for sending photos/videos or streaming
- Email
- Text messages
- Peer-to-Peer technologies e.g. AirDrop or Bluetooth
- Mobile phone calls - silent calls or abusive messages; or stealing the target's phone and using it to harass others, to make them believe the target is responsible.
- Chat rooms, including Google Chat or chat within video calls
- Websites – particularly anonymous sites such as Ask.fm, Formspring or forums such as Reddit "Dark web" websites – these should never be accessed in line with the ICT Policy

Cyber-bullying is bullying; at Cranleigh we take this extremely seriously, dealing with each situation individually and sensitively.

SCHOOL PROCEDURES

In cases of cyberbullying, as with all bullying, the procedure will fall under the anti-bullying policy

Pupils are taught through the PSHE programme:

- to understand how to use these technologies safely and to know about the risks and consequences of misusing them
- what to do if they or someone they know is being cyber-bullied
- to report any problems with cyber-bullying. If they do have a problem they can talk (either giving their name or anonymously) to a member of staff, their parents, the police, the mobile network (for phone) or their Internet Service Provider (ISP). They can also 'Raise a Concern' through the School intranet: https://raiseaconcern.cranleigh.org/login
- the School supports Internet Safety Week and the Anti-Bullying Week, as well as PSHE sessions

The School uses a variety of security tools to ensure that the programs and websites most frequently used for cyberbullying are unavailable or controlled on the school network.

The School has internet filters in place and 'Suspicious Searches' are recorded on the Pastoral Module; the Safeguarding Team triages these daily, and follows up any concerns with House Staff.

Support for parents and pupils of cyberbullying will consist of assessing the harm caused, identifying those involved, and taking steps to repair harm and to prevent a recurrence.

Once the person responsible for cyberbullying has been identified, the school will take steps to change their attitude and behaviour as well as ensuring access to any support that is required.

If the cyberbullying involves pupils from other schools, we will work with the other school to reach a resolution.

If harmful material has been posted online we will ask the bully to remove it. If this is not an option, we will approach the social media site directly or other appropriate bodies such as CEOP in order to have it removed.

ADVICE TO PUPILS (WHETHER AT SCHOOL OR ELSEWHERE)

Advice to pupils who are the targets of cyberbullying: Remember that bullying is never your fault. It can be stopped and it usually can be replaced with a more constructive and respectful pattern of behaviour.

Don't ignore the bullying: Tell someone you trust, a teacher or parent, or call an

advice line. House staff and the Safeguarding Team are especially well placed to

help you.

Report any concerns to the School online: raiseaconcern@cranleigh.org or via the icon on the intranet page

Don't retaliate or return the message: if you show that you are angry it will only make the perpetrator more likely to continue.

Don't give out your personal details online: if you are chatting online, be careful about what you say regarding where you live, the school you go to, your email address, etc.

Keep and save any bullying emails, messages and images or take screenshots of conversations. These can then be used as evidence.

If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.

- Many online platforms and apps allow you to 'block' the user and report them.

HELPLINES:

ChildLine: ChildLine is the UK's free, confidential helpline for children and young people. They offer advice and support, by phone and online, 24 hours a day. Whenever and wherever you need them, they'll be there. Call 0800 1111. They have a designated page for bullying issues that includes a new video about building up your confidence after bullying.

- Direct Gov: Information for young people on cyberbullying, bullying on social networks, Internet and email bullying, bullying on mobile phones, bullying at school, what to do about bullying, and information and advice for people who are bullying others and want to stop.
- EACH : EACH has a freephone Helpline for children experiencing homophobic, biphobic or transphobic bullying or harassment: 0808 1000 143. It's open Monday to Friday 10am-5pm.
- Target Support: They offer support to young people affected by crime. Their Children and Young People's (CYP) Service also deals with cases of bullying; offering advice and working with professionals to ensure young people get the support they need. You can call their Supportline for free on 08 08 16 89 111.
The websites below have lots of information and advice for anyone who has experienced bullying.

WEBSITES:

- The Child Exploitation and Online Protection Centre (CEOP) maintains a website for children and young people, and parents and carers about staying safe online: Think U Know
- Childline: information about bullying
- Kidscape: information for young people
REPORTING CYBER-BULLYING:

If someone makes you feel uncomfortable or upset online, talk to an adult you can trust, such as a relative or a teacher. If you would prefer to talk to someone in confidence you can contact Childline (0800 1111)

- If someone has acted inappropriately online towards you, or someone you know, you can report directly to the Child Exploitation and Online Protection Centre (CEOP). It could be sexual or threatening chat, or being asked to do something that makes you feel uncomfortable or someone asking to meet up.

GENERAL ADVICE

Text/video messaging

You can easily stop receiving text messages for a while by turning off / muting incoming messages for a couple of days. Do not delete messages from perpetrators. You don't have to read them, but you should keep them as evidence.

Don't reply to abusive or worrying text or video messages. Text harassment is a crime. If the calls are simply annoying, tell a teacher or parent. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

If the perpetrator persists, you can change your phone number or account details.

Phone Calls

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once they realise they can't get you rattled, callers usually get bored and stop bothering you.
- Always tell someone else, such as a teacher or parent.
- Be careful to whom you give your personal details such as your phone number.

Emails

- Never reply to unpleasant or unwanted emails
- Keep any such emails as evidence and tell an adult about them
- Ask an adult to contact the sender's Internet Service Provider
- Never reply to an email from someone you don't know

Online Bullying

- If the bullying is on a social media site, tell a teacher or parent, just as if the bullying were face-to-face - even if you don't actually know the bully's identity
- Take screen shots to keep evidence even on sites where messages disappear
- Serious bullying should be reported to the police - for example of a physical or sexual nature. Your parent or teacher will help you to do this
- Check your Privacy settings on each platform to ensure only friends can message you.

Chat rooms, instant messaging and gaming sites

- "Chat Room" is used in a general sense to mean any online space where you can exchange messages with other people.
- Never give out your name, address, phone number, school name or password online
- It is a good idea to use a nickname; and don't give out photos of yourself
- Don't accept emails or open files from people you don't know. Remember that it might not be people your own age in the chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or a teacher if you are uncomfortable or worried about anything that happens in a chat room.
- Think carefully what you write; don't leave yourself open to bullying.
- Don't ever give out passwords to your mobile or email account.

THE LAW

- The law is on your side and can be used to combat cyberbullying
    - The Communications Act (2003)
    - Protection from Harassment Act (1997),
    - Criminal Justice and Public Order Act (1994),
    - Computer Misuse Act 1990
    - Malicious Communications Act (1988)
    - Section 43 of the Telecommunications Act (1984)
- People may be fined or sent to prison.