



RIKKYO SCHOOL IN ENGLAND

Anti-Cyber Bullying

Date	Review Date	Designated Teacher	Headmaster
03/03/2024	03/03/2025	Mr M Imada	Dr T Okano

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

<ul style="list-style-type: none"> ▪ Children Act 1989 ▪ School Standards and Framework Act 1998 ▪ Education Act 2002 ▪ Education and Inspections Act 2006 	<ul style="list-style-type: none"> ▪ Equality Act 2010 ▪ Education Act 2011 ▪ Education (Independent School Standards) (England) Regulations 2014 ▪ Data Protection Act 2018
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The following documentation is also related to this policy:

- Action on Bullying (Estyn 2014)
- Bullying: Effective Action in Secondary Schools (Ofsted)
- Cyberbullying: Supporting School Staff (DCSF)
- No Place for Bullying (Ofsted 2012)
- Preventing and Tackling Bullying - Advice for School Leaders, Staff and Governing Bodies (DfE)
- Safe from Bullying: Guidance for Local Authorities and Other Strategic Leaders on Reducing Bullying in the Community (DCSF)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Behaviour and Discipline in Schools Guidance (DfE)
- Counselling in schools a blueprint for the future: advice for school leaders and counsellors (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

This policy document should be read in conjunction with our Anti-Bullying, Pupil Behaviour and Discipline, IT and Safeguarding Policies.

We believe cyber bullying is the use of a mobile phone or the internet to deliberately upset another person by spreading lies and rumours online; by sending or forwarding mean messages



RIKKYO SCHOOL IN ENGLAND

via instant messages, text or on social networks; by posting photographs without consent and by tricking others to reveal personal information. Cyber bullying can happen at any time of the day and in most cases it is anonymous and difficult to monitor.

We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented.

We understand cyber bullying is highly intrusive and the hurt it causes can be very severe. As it leaves no physical scars cyber bullying is not easy to detect by a parent or a teacher.

We acknowledge cyberbullying can take place anywhere and can target pupils and school personnel. There are many types of cyber bullying such as:

Texting	Sending abusive, nasty or threatening text messages to someone is a type of bullying. This could include sharing those texts with other people who might join in the bullying.
Social Networking sites	Social networks such Facebook, Twitter, Tumblr, Instagram, YouTube and many more, can be used in lots of different ways to bully someone.
Sexting	Sexting is when someone takes a sexually explicit picture or video of themselves and then sends it to someone else. Sometimes people who are trying to bully someone may ask for these kinds of images so they can send them on to other people.
Online gaming	Being abusive towards someone or harassing them on an online multiplayer gaming site like Minecraft or Call of Duty is also a kind of online bullying. People may also steal or destroy your belongings or creations in games.
Emailing	Sending abusive emails is a type of bullying. Sometimes those emails might be shared with other people who could join in the bullying. Sending computer viruses or hurtful videos and pictures by email is also online bullying.
Abusive personal info	Sometimes people involved in bullying might post someone else's photos or personal information without that person's permission. This could include pretending to be someone else and writing fake comments or blogs.
Instant messaging (IM) and chatrooms	Sometimes people might get nasty messages when they are using instant messaging or chat rooms. Sending those types of messages using someone else's account without their permission is also online bullying.



RIKKYO SCHOOL IN ENGLAND

Online grooming	This could be if someone is threatening to share a private or naked photo online.
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We have a duty of care to protect pupils and school personnel from cyber bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them emotionally. We believe all our safeguarding procedures are in line with current legislation and guidance and that we promote the welfare of all children in our care and school personnel.

We work hard to prevent cyber bullying by having in place a variety of safeguarding procedures.

We work hard to prevent all forms of bullying from happening and to support children who have been bullied by having in place resilience processes in order to help their recovery. We will provide counselling, engage with parents, if necessary refer to the local authority's children's services or complete a Common Assessment Framework or refer to the Child and Adolescent Mental Health Services. All support will be reviewed and improved if necessary. It is very important to work with parents and to keep them well informed at all stages.

We acknowledge that we have the power under the Education Act 2011 to examine the data or files of a mobile phone confiscated from a pupil, and if the material breaches school discipline then the material may be deleted.

We are aware that a recent study has shown that there has been an increase in the number of incidents of bullying reported in schools which have been caused by online bullying, harassment and problems caused by social media.

We believe that social networks are failing to understand the real scale of the problem. They need to realise that cyberbullying is damaging the mental health of young users and they need to tackle this problem by:

- responding to reports of bullying within 24 hours;
- providing young users clear guidelines on how to behave online;
- taking tougher action on anyone who break the rules

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and

sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.



RIKKYO SCHOOL IN ENGLAND

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

However, a mobile phone containing material suspected to be evidence relevant to an offence or is a pornographic image of a child or an extreme pornographic image, will be handed to the police.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To have in place a safeguarding and child protection policy and related policies that outline clear procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of all children.
- To ensure pupils, school personnel and parents understand what cyber bullying is and how it can be prevented.
- To have in place procedures to prevent incidents of cyber bullying.
- To have in place effective procedures to deal with all reported incidents of cyber bullying.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Headmaster

The Headmaster will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the ICT coordinator to review how the school network is monitored;
- ensure the Acceptable Use Policy outlines how the ICT suite and the Internet should be used;
- provide support and counselling for those pupils and school personnel who may be victims of cyber bullying;
- deal with all incidents of cyber bullying quickly and effectively;



RIKKYO SCHOOL IN ENGLAND

- impose sanctions as outlined in the school's Behaviour policy on any pupil identified as being the bully;
- confiscate any mobile phone if brought to school;
- contact the police and social services if the cyber bullying is sufficiently severe;
- keep parents informed of the school's actions;
- record and keep all incidents and their outcomes;
- report all incidents to the governing body;
- work with parents in dealing with cyber bullying;
- inform parents of any incident of cyber bullying and how it has been dealt with;
- authorise senior members of staff to confiscate mobile phones of pupils and to examine and if necessary delete the data or files if it is felt the material breaches school discipline;
- contact the police if a confiscated pupil's mobile contains evidence relevant to an offence or is a pornographic image of a child or an extreme pornographic image;
- monitor the number of recorded incidents in an academic year;
- monitor the types of cyber bullying that occur in an academic year;
- monitor how swiftly incidents of cyber bullying are dealt with;
- give all perpetrators of bullying time to discuss why they have bullied and why their actions were wrong;
- encourage any cyber bully to change their behaviour;
- impose sanctions on any pupil who continues to cyber bully;
- consider permanent exclusion in the most serious incidents of cyber bullying;
- consider the use of legal powers under the Education Act 2006 that allow him/her to regulate behaviour of pupils when they are off-site;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

Role of the ICT Coordinator

The coordinator will:

- work closely with the Headmaster to ensure that:
 - the Acceptable Use Policy is up to date
 - the school network is monitored
 - information is provided for pupils and parents
- provide guidance and support to all staff;
- ensure cyber bullying is discussed during staff meetings and inset days;
- ensure cyberbullying is discussed with pupils through class discussions;
- invite pupils to consider the effects of cyberbullying;
- help review anti-bullying and pupil behaviour and discipline policies;
- ensure all school personnel and pupils use the new internet code of online behaviour of 'stop, speak, support';
- keep up to date with new developments and resources;



RIKKYO SCHOOL IN ENGLAND

- review and monitor;

Role of School Personnel

School personnel will:

- comply with all the aforementioned aspects of this policy;
- be alert to the dangers of cyberbullying;
- report all incidents of cyber bullying to a member of the SLT;
- ensure that no pupil has unsupervised access to the Internet;
- regularly remind pupils of:
 - the safe use of the IT suite;
 - the Acceptable Use Policy;
 - the need to report any incident of cyber bullying to a member of the school personnel;
- inform pupils of the dangers of cyberbullying through PSHE, collective worship, anti-bullying week activities etc;
- be advised:
 - not to give their mobile phone numbers or email addresses to any pupil;
 - not to accept as a 'friend' any pupil past or present onto their Facebook page;
 - not to leave a computer or any other device logged in when they are away from their desk;
 - to ensure their mobile phone or any other device is password protected;
 - to keep a regular check on their online presence and reporting any negative content;
 - to ensure their friends do not share information about them online;
 - to use social media correctly and does not breach their employment code of conduct;
 - to have in place security and privacy settings;
 - not to give out personal contact details;
 - to carry a school mobile when on school educational trips;
 - to use their school email address for school business;
 - to report all incidents of cyber bullying to their line manager;
 - to save all evidence of any online abuse by taking screen shots etc.;
 - to contact the police if any abusive online comments are sexist, of a sexual nature, or constitute a hate crime;
 - to request all offensive or inappropriate online content is taken down.

Role of Pupils

Pupils will:



RIKKYO SCHOOL IN ENGLAND

- comply with all the aforementioned aspects of this policy;
- sign an Acceptable Use of ICT contract;
- be encouraged to report all incidents of cyber bullying to a member of the school personnel;
- not bring mobile phones to school unless they have prior permission from the Headmaster;
- be advised:
 - not to take everything to heart;
 - not to give out their own or anybody else's personal information;
 - to be careful what they write and post online;
 - how to block or report people;
 - not to 'like' or share an unkind comment or image;
 - to talk to an adult they trust if something upsets them;
 - to keep a diary of what bullies do including dates and descriptions;
 - to write a letter to their Headmaster;
 - not to react but to show bullies that they don't care and often they will lose interest;
 - to save evidence of online bullying;

- be advised to help a friend who is being bullied by:
 - listening to them;
 - supporting them;
 - writing supportive comments;
 - doing things together such as socialising out of school.

- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

Role of Parents

Parents will:

- be made aware of this policy;
- comply with this policy;
- sign an Acceptable Use of ICT contract;
- be encouraged to discuss the Acceptable Use of ICT contract with their children;
- report all incidents of cyberbullying involving their child to the school;
- be encouraged not to use their mobile phone when on the school premises especially for the taking of photographs;
- be invited to attend training organised by the school that deals with:

Safeguarding



RIKKYO SCHOOL IN ENGLAND

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.