Chigwell School

Staff champion	DJG
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Anti Bullying and Anti Cyber Bullying Policy

This policy is applicable to all Pre Prep, Junior and Senior School pupils including those in the EYFS. The policy sets out the School's strategy to help prevent bullying and cyberbullying which it takes very seriously. The School aims to ensure that it is easy to report bullying and that staff are made aware of the potential for bullying to take place, as well as how to educate pupils about bullying. There is guidance for pupils who may find themselves as victims or witnesses of bullying. Staff who work with boarders should refer to the boarding staff handbook. It has incorporated the advice in Preventing and Tackling Bullying (July 2017) and Cyberbullying: Advice for Headteachers and School Staff (2014).

Most pupils are very happy for most of the time at Chigwell and this is a situation that we are keen to preserve. However, occasionally there may be unhappiness caused by bullying and we will take firm and rapid steps to put a stop to this as soon as we have the relevant information. Most issues can be resolved quickly and parents, pupils and staff should always feel able to raise concerns.

Aims and Objectives

Chigwell School does not tolerate any form of bullying. which is the willful conscious desire to hurt another or put him/her under stress. All members of the School community are expected to play their part in preventing bullying and all have the responsibility to report any incidents of bullying.

The aim of this policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone. It is unacceptable and will not be tolerated. There are criminal laws which apply to harassment and bullying behaviour.

Raising Awareness

Bullying issues will be referred to in:
- assemblies, Church and Chapel
- tutor group meetings
- staff meetings
- appropriate curriculum areas including PSHE lessons
- letters to parents

Pupils will also be taught about their responsibilities when communicating electronically directly by text or e-mail or indirectly via chatrooms, message boards or websites. The dangers inherent in such technology will also be raised.

What is Bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer. It might be motivated by actual differences between children, or perceived differences. Bullying may occur directly or through cyber-bullying (social websites, mobile phones, text messages, photographs and email.)

What is bullying to one person may be a joke to another. It is possible for a group or individual to bully another by thoughtlessness or lack of consideration; what they may think is amusing or a joke may not be received in this way. Indeed, bullying can lead to lasting psychological damage.

The School's teaching and support staff should be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy. Staff will receive training to ensure they:
- understand the School Anti Bullying and Anti-Cyber Bullying Policy
- understand their legal responsibilities
- understand online safety

Bullying Can Be:
- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual/sexist - unwanted physical contact or sexually abusive comments – see the DfE publication 'Sexual Violence and Harassment Between Children in Schools and Colleges' – May 2018
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing, taunting
- Cyber - all areas of internet, such as email and internet chat room misuse, mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities
- Religious - abusive or derogatory comments of a religious nature
- Cultural - abusive or derogatory comments or acts of a cultural nature
- SEND - abusive or derogatory comments about an individual's educational needs
- Disability - abusive or derogatory comments or acts about a person's disability

What is Cyber-Bullying?
The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click. The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

Cyberbullying is often grouped into seven different methods. These include exclusion, harassment, outing (circulating private messages to an unintended wider audience), cyberstalking, masquerading (the bully pretends to be someone else), flaming (intense arguing, using a chat room), pseudonyms (using pseudonyms to keep the real identity of the bully secret), and anonymity (making threatening comments without revealing identity). Further details may be found here: http://www.cyberbullying.info/whatis/types.php
For example, cyberbullying activities might include but are not limited to:
- Unkind or offensive comments on social network site such as Facebook or Twitter
- Text messages – unwelcome texts that are threatening or cause discomfort
- Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed
- Mobile phone calls – silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible
- E-mails – threatening or bullying e-mails, often sent using a pseudonym or somebody else's name
- Chatroom bullying – menacing or upsetting responses to children or young people when they are in web-based chatrooms
- Instant messaging (IM) – unpleasant messages sent while children conduct real-time conversations online

How Can Bullying be Recognised?

Victims of bullying may:
- Be new to the class or school
- Be different in appearance, speech or background from other pupils
- Suffer from low self esteem
- Demonstrate 'entertaining' reactions when bullied, e.g. tantrums, loss of control
- Be more nervous or anxious than their peers
- Be envied for their success in academic or other areas
- Be lesbian, gay, bisexual and transgender (LGBT) pupils

Signs that a pupil is being bullied may include:
- A fear of going to school
- A request to change their route/mode of travel (e.g. asking not to travel on public transport)
- Beginning to do badly in school work
- Arriving home regularly with books/clothes damaged or destroyed
- Having possessions 'go missing'
- Have unexplained bruises, scratches or cuts
- Becoming withdrawn, starting to stammer
- Refusing to say what is wrong
- Becoming emotional, tearful or moody

Bullies may have some of the following characteristics:
- A tendency to be impulsive and have assertive, aggressive attitudes over which they exert little control
- A need to dominate others, especially those who are younger or perceived as weaker
- Behaviour which is anti-social or rule-breaking
- They are often leaders
- A tendency to be below average in popularity (except among their own immediate followers) but not as low in popularity as victims
- A lack of empathy – they do not seem to know what it is like to be a victim and are intolerant of anything that appears weak
- Absence of guilt; they usually feel that the victim in some way 'deserves' the treatment

Prevention of Bullying and Cyber-bullying

Chigwell School does not tolerate bullying in any form. Bullying on the basis of protected characteristics is taken particularly seriously. Pupils, parents and staff are asked to take an active role in its prevention. Everyone in the School Community has a responsibility to report any incidents of bullying.

Chigwell School intends to prevent bullying by:
- Encouraging good behaviour and respect towards other members of the community
- Raising awareness of bullying issues through tutor groups and assemblies
- Encouraging pupils to tell staff and/or use Tootoot
- Enabling easy communication of concerns regarding bullying
- Taking action when incidents arise
- Asking staff to be vigilant in lessons and when on duty outside of lessons or when they are generally around the School
- Discussing incidents at Tutors' and House meetings
- Providing E-Safety Training (Please refer to E-Safety policy for further guidance on how the School manages the School Network and Systems to safeguard pupils and encourage pupils to use technology safely.)
- Expecting pupils to adhere to the E-Safety Policy
- Filtering certain sites in school
- Providing guidance on the use of social networking, cyberbullying and indeed all bullying in PSHE lessons as well as through outside training
- Enforcing the Pupil Mobile Phone Policy
- Imposing disciplinary sanctions for the misuse of attempted misuse of the internet
- Monitoring use of the school network by pupils
- Training staff to understand the principles of this policy, their legal responsibilities, and the needs of all our pupils including those with SEND or who are LGBTQ+

Reporting concerns regarding any form of Bullying

If any member of the School Community (pupils, parents, staff) has concerns about being bullied they may use any of the following channels of communication:

- report the bullying incident to any member of staff
- speak to a Form Tutor or House Tutor
- speak to a praefect (praefects have an induction and as part of this, they are trained to pick and report any issues relating to bullying)
- speak to one of the trained Equality Ambassadors
- arrange to meet with the Chaplain
- email the Chaplain or any member of staff
- use Tootoot
- inform their parents

Procedure To Deal With Bullying

If any member of the School community suspects bullying is taking place, they should:

1. Report the incident(s) to the KS2 senior staff or Head of Third or Head of Fourth Form, or a Senior School Housemaster/Housemistress or the Deputy Head in either the Junior or Senior Schools or the Head in the Pre Prep
2. Details should be recorded in writing on iSAMS and copies recorded on the relevant pupil files
3. Meanwhile, care will be taken to support the victim who will be spoken to by the Head or Deputy Heads of Pre Prep or Junior School, or year head or Housemaster/Housemistress as appropriate
4. If it is confirmed that bullying has taken place, then:
   - The parents of both parties will always be informed
   - The bully and victim may be brought together for an apology and reconciliation
   - If the bullying is serious or continues, the bully's parents will be informed and made aware that bullying must stop
   - An attempt will be made to help the bully (bullies) change their behavior, which may include counselling
   - The bully may be punished with a detention or Headmaster's detention and in serious or repeated cases, suspension or exclusion will be considered. Please see the Behaviour and Sanctions Policy.
5. After the incident(s) have been investigated and dealt with, the Head or Deputies of Pre Prep or Junior School, or year head or Housemaster/Housemistress, will monitor to ensure that problems do not continue
6. Records of bullying incidents are kept by the Deputy Heads in the Pre Prep, Junior and Senior Schools. Incident(s) which are on the basis of protected characteristics are flagged.
7. A bullying record is kept to evaluate the effectiveness of the school approach and to enable patterns to be identified
8. A bullying incident will be treated as a safeguarding concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Such an incident will be reported immediately to the Designated Safeguarding Lead who will make a referral. The Police may be involved. See Child Protection and Safeguarding Policy.

Retaliation

Retaliation does not help any situation and is firmly condemned as unacceptable behaviour.

Raising Awareness

Where necessary staff are given particular training relating to the needs of pupils with particular education needs or disabilities such as Attention Deficit Hyperactivity Disorder or Autism Spectrum Disorder. Staff are also trained in other needs such as mental health, lesbian, gay bisexual and trans-gender pupils and staff. They are made aware that those with disabilities or special educational needs are vulnerable to bullying.

For and on behalf of the Governors
M.E. Punt

APPENDIX 1

Anti-Cyberbullying: Some Advice for Parents

Often cyberbullying by peers takes place on social media platforms such as WhatsApp or Facebook, either following an argument or to draw negative attention to an individual. There is also a risk that young people can be cyber-bullied by people who they have never met in person which is why it is important that they keep personal details and social media profiles private. Cyber-bullying can take place at any time and this can lead to a sense that young people can never escape the abuse.

Some of the following terms may be useful:
- Trolling – deliberately posting abusive comments to someone online (usually in a public forum) in order to provoke a response
- Outing – tricking or convincing someone to share embarrassing information or secrets about themselves and then distributing them online without that person's consent
- Griefer – someone who harasses others during multi-media player gaming in order to irritate or upset them
- Catfish – a person who fabricates an online identity to scam or cyber-bully others anonymously
- Fraped – when someone accesses another person's online account without permission and then pretends to be that person in order to embarrass or humiliate them
- Cyber-stalking – the act of stalking or harassing a victim online, often anonymously
- Happy slapping – recording a physical assault and posting it online
- Baiting out – posting content (usually video) that name and shame promiscuous or disloyal people

What To Do If Your Child Is Being Cyberbullied

- If you have a sense that your child is being cyberbullied, talk to them without judging, but offer support and advice
- Gather evidence of the bullying, particularly screenshots
- Block the bully so that your child and the cyberbully cannot communicate with each other
- Report cyberbullies to the social network or webmasters, so that they can help
- Resist the temptation to retaliate; cyberbullies want a reaction, like all bullies
- Encourage your child to switch his/her privacy settings to share contents with 'friends' only
- Make sure your child adheres to the age limits on social networks, often this is a minimum age of thirteen
- Contact the School or Police if the situation is serious

APPENDIX 2

Anti-Cyberbullying Code for Pupils

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

- **Always Respect Others and Think Before You Send**

Remember when you send or post a message through social media you cannot see the impact that your words or images may have on the other person. That is why it is always important to show respect to people and to think carefully about what you say or what images you send. What you think is a joke may really hurt someone else. You should always ask permission before you take a photo of someone and before sending or posting on the Internet such images. Think carefully when posting an indirect tweet, someone may misinterpret it as being directed at them.

If you receive a rude or unkind message or picture about someone else, do not forward it. You could be assisting a bully, and even be accused of cyberbullying yourself. You could also be breaking the law.

- **Passwords**

Don't let *anyone* know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols and numbers will help stop people hacking into your account and pretending to be you. Do not use the same password for all your Internet activities (this will protect you against cyberbullying, and your account from being used to cyberbully others; using different passwords for different websites is generally a good thing to do).

Remember to only give your mobile number or personal website address to trusted friends.

- **Block The Bully**

Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there for a reason!

- **Don't Retaliate or Reply!**

Replying to bullying messages, particularly in anger, is often what the bully wants.

- **Save The Evidence**

Do not delete the offending messages, pictures or online conversations. Keeping them will help you demonstrate to others what is happening, and can be used by your parents, school, Internet service provider, mobile phone company, or even the Police, to investigate the cyberbullying.

- **Make Sure You Tell**

You have a right not to be harassed and bullied online.

- **There are people who can help:**

Tell an adult you trust, who can help you to report it to the right place, or call a helpline like ChildLine on 0800 1111 in confidence.

Tell the provider of the service that you have been bullied on (e.g. your mobile phone operator or social network provider). Check their websites to see where to report.

Tell the School. Your teacher, tutor, Housemaster or Housemistress can support you.

Finally, don't just keep quiet – if you see cyberbullying going on, support the victim and report the bullying. How would you feel if no-one stood up for you?

APPENDIX 3

Further Advice For Pupils (Phones, Text Messaging, E-mail and Cyberbullying)

1. Preventing harassment by phone
Problems include:
- Silent calls
- Abusive verbal messages
- Insulting and threatening texts
- Stolen identity

If you receive abusive messages, keep a note of the times and dates they are received. Do not reply to them or delete them but tell your parents so that they can make a complaint to the Police. If there are a series of calls or the calls are part of a bigger picture of bullying, then this may amount to harassment which is an offence under the 1997 Harassment Act. BT recommends that you stay calm and try not to show emotion. Do not give your name or phone number when you answer a call, just say "hello".

Every time a mobile phone is switched on or off it sends a signal to the nearest mast and although the caller may have concealed their number from you, this is information which phone companies will have on their system and it is easy for the Police to find out the culprit's phone number. Almost all calls nowadays can be traced.

You can use your voicemail to vet your calls. A lot of mobiles display the caller's number. See if you recognise it. If you don't, let it divert to voicemail instead of answering it. And do not leave your name on your voicemail greeting. You could get an adult to record your greeting. Their voice might stop the caller ringing again.

Never give any information about yourself unless you are certain you know the caller. A telephone answering machine can be useful at home, leave it on all the time and then when the person starts speaking, if you know them, you can pick up the phone. A genuine caller will speak first. A malicious caller will probably hang up.

How phone operators are combating cyberbullying
If you get your service from BT and receive a malicious or nuisance call and would like advice, you can call free on 150 for personal advice and information about how BT can help you tackle the problem. The service is available 8am to 6pm, Monday to Saturday. If the problem continues then contact the BT Nuisance Call Advice Line on 0800 661 441 at any time. This advice line deals exclusively with malicious and nuisance calls and you can speak to an advisor.

All mobile phone companies are taking steps to help tackle cyberbullying. Phone your operator's customer services, tell them the problem and they will either be able to help you straight away or put you through to their nuisance calls department.

2. Preventing harassment by text or video-messaging
- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days. This might stop the person texting you by making them believe you have changed your phone number. If the bullying persists, you can change your phone number. Ask your mobile service provider (such as Orange, O2, Vodafone or T-Mobile).
- Do not reply to abusive or worrying text or video messages. Your mobile service provider will have a number for you to ring or text to report phone-bullying. Visit their website for details.
- Do not delete messages from cyber-bullies. You don't have to read them, but you should keep them as evidence.
- If you are using text chat, make sure your username does not give away your real name.
- 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 have received.

3. Preventing harassment through Social Networks, Chatrooms, Instant Messaging (IM) and Email

- If you receive a nasty or abusive email, **do not reply**. If it is from someone you think you know, like someone at school, they will want some kind of reaction, just like they would if they were standing in front of you and bullying you. Do not give them the satisfaction of replying, and they will probably stop.
- Never reply to someone you don't know, replying simply confirms your e-mail address as a real one. If you regularly receive emails from the same sender you can create an email 'rule' that will filter them into your 'junk' folder. Note that if there is an option to 'unsubscribe', you probably should not use it – it will confirm that you have been receiving (and reading) the emails
- With social networks, chatrooms and instant messaging, give yourself an alias that does not give out anything about your age, gender or location.
- Never give out photos of yourself and be very careful about the photos that you post of yourself on sites such as Facebook or Twitter. Would you be happy if your future employer saw those photos?
- Think about what you write - it is very easy for people to get the wrong idea about what you write or how you write it.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents if you feel uncomfortable or worried about anything that happens in a chat room.
- If you regularly receive unwanted emails from the same source then you might be able to find out from where the e-mail is coming. Using an e-mail client like Outlook or Outlook Express, clicking the right mouse button over an email will reveal lots of details about from where and who the email came. You can then get your parents to contact the school or the service provider of the sender of the email.
- Remember that many people in chat rooms and on social networks are not who they say they are.
- Remember it might not just be people your own age in a chat room.
- You can delete the emails, but if the situation becomes serious, you should save them or print them off so that, if you do need to take action, you have some evidence.
- Avoid webcam with people you do not know.
- Never agree to meet anyone you have met online unless you are sure they are who they say they are, you have discussed it with your parents and meet them in a public place in daylight.

4. Preventing harassment on the Web

- If the bullying is on a school website, tell a teacher or parent, just as you would if the bullying were face-to-face.
- If the bullying is on a website of which you do not know the owner, you can use a specialist search engine which might help you identify who has registered the site. One such search site is http://www.easywhois.com/
- If you see this symbol on the sites that you use, remember that it is your door to internet safety and advice.

Three steps to stay out of trouble

1. Respect other people - online and off. Do not spread rumours about people or share their secrets, including their phone numbers and passwords.
2. If someone insults you online or by phone, stay calm – and ignore them.
3. 'Do as you would be done by.' Think how you would feel if you were bullied. You are responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.