



BENSHAM MANOR *School*

Anti-Bullying/Cyberbullying Policy

Last reviewed: December 2023



Introduction

Bensham Manor School recognises and adopts the advice given in the document, Preventing and Tackling Bullying, Department for Education July 2017. We understand our statutory obligations with regards to pupil behaviour and have established a clear response to bullying and cyberbullying within our school. Bensham Manor School is a Values based school with the belief that "Every Child Matters" is at the forefront of our school. Our ethos is one of high standards of behaviour and our pupils recognise everyone has the right to feel safe and valued. We have a range of strategies in place to prevent bullying and work to ensure that the high level of empathy between our pupils is maintained and is continually developed and reinforced throughout our curriculum.

We work with pupils, our School Council, Parents, Carers and Governors to develop a whole school approach to dealing with all forms of bullying. We also liaise with the wider community such as the School's Police liaison officer and local organisations such as Kidscape in Croydon to prevent and respond to bullying.

What is Bullying?

The Anti-Bullying Alliance highlights the need to define that bullying is not:

- teasing and banter between friends without intention to cause hurt
- falling out between friends after a disagreement or quarrel
- behaviour that all parties consent to or enjoy

Bullying is behaviour by individuals or groups, repeated overtime, that intentionally hurts another individual or groups either physically or emotionally. Bullying can be motivated by prejudice, or difference perceived or real, between peers. Bullying behaviour involves an imbalance of power where the person on the receiving end feels like they can't defend themselves.

There is no legal definition of bullying, but the Department for Education (DfE) defines bullying as behaviour by an individual or group, repeated over time, that is intended to hurt or harm another individual or group, either physically or emotionally. Bullying is often aimed at certain groups, for example because of their race, religion, gender or sexual orientation. The rapid proliferation of new technologies has provided a new medium for bullying, in the form of cyber bullying through social media, gaming, and text messages.

What is Cyberbullying?

Cyberbullying refers to bullying through Information and Communication Technology mediums such as mobile phones, text messages, emails, phone calls, Internet chat rooms, instant messaging, Social Network sites, picture /video clips or the Internet which can be used to deliberately upset another person. Bensham Manor School has a responsibility to ensure that cyberbullying does not take place by ensuring pupils; school personnel and parents understand what it is and how it can be prevented.

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

We acknowledge bullying and cyberbullying can take place anywhere. We also recognise that cyberbullying can happen 24/7. Bensham Manor School reserves the right to discipline pupils for their actions taken off site if they are intended to have an effect on a student, parent or staff member or they adversely affect the safety and well-being of students while in the premises of Bensham Manor School.

Aim

To ensure pupils, school personnel and parents understand what bullying/ Cyberbullying is and how it can be prevented.

To have in place procedures to prevent incidents of bullying and cyberbullying.

To have in place effective procedures to deal with all reported incidents of bullying and cyberbullying

Procedure

When an allegation of Bullying/Cyberbullying is made we will:

Ensure pupil is physically safe and reassured that the school is taking the incident seriously

Gather basic facts about the suspected Bullying/Cyberbullying and identify pupils involved where possible.

Speak to the perpetrator and explain why actions are unacceptable and that they will not be tolerated. In the case of cyberbullying explain why material is offensive and ask for it to be removed. Remind pupils that cyberbullying is a potential criminal offence which may be referred to the police.

If appropriate sit down with victim and perpetrator and discuss actions, ensure the consequences reflect the seriousness of the incident (this may need to be discussed with SLT)

Record incident and outcome, In the case of cyber ---Bullying record/copy the material and date it if possible

Inform Parent/Carer of perpetrator and ensure they understand school does not tolerate Bullying and explain consequences.

Inform the Parent/Carer of the victim and ensure they are aware that we have dealt with the incident swiftly and have resolved the issue in a way that protects the pupil.

Monitor and ensure any further allegations are recorded.

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure pupils, school personnel and parents are aware of and comply with this policy;
- appointed a designated SLT member to promote, and develop strategies to prevent bullying and cyberbullying
- appointed an ICT coordinator to review how the school network is monitored;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

ensure all school personnel, pupils and parents are aware of and comply with this policy;

deal with incidents of Bullying quickly and effectively when referred to her by any member of staff;

provide support for those pupils and school personnel who may be victims of bullying / cyber ---bullying;

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;

monitor the effectiveness of this policy;

annually report to the Governing Body on the success and development of this policy.

Role of the ICT Network Co---Ordinator

The Network Co--Ordinator will:

- Work closely with the Headteacher 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;
- keep up to date with new developments and resources;

- review and monitor;
 - annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all the afore--mentioned aspects of this policy;
- follow procedure when dealing with alleged incidents of bullying/cyberbullying
- ensure that pupils turn off their mobile phones
- ensure that no pupil has unsupervised access to the Internet;
- regularly remind pupils of:
 - ▶ The safe use of the IT suites
 - ▶ The Acceptable Use Policy;
- report any incident of bullying or cyberbullying on My Concern;
- develop pupils' awareness of bullying/ cyberbullying through PSHCE, collective worship, anti--bullying week activities etc.;
- be advised not to give their mobile phone numbers or email addresses to any pupil;
- be advised not to accept as a 'friend' any pupil on to their Facebook page;
- follow the Staff Code of Conduct at all times
- help seek the views of pupils in monitoring and evaluating this policy.

Role of Pupils

Pupils will:

comply with all the afore--mentioned aspects of this policy;
 understand that bullying will not be tolerated
 sign an Acceptable Use of ICT contract;
 follow the code of conduct when using ICT mediums
 be encouraged to report all incidents of bullying/cyberbullying to a member of the school personnel;
 turn off mobile phones at the start of day.

Role of the School Council

The School Council will be involved in:

discussing improvements to this policy during the school year;
 reviewing the effectiveness of this policy with a member of SLT and Governing Body representative.

Role of Parents / Carers

Parents will:

be made aware of this policy;
 encouraged to comply with this policy;
 sign along with their child, an Acceptable Use of ICT contract;
 be encouraged to discuss the Acceptable Use of ICT contract with their children;
 report incidents of bullying/ cyberbullying involving their child to the school.

Recording and Reporting

All reported incidents are investigated and dealt with.

Parents are informed of all events and what actions have been taken.
Records will be kept of all incidents and their outcomes.

Dealing with Bullying / Cyberbullying Incidents

A member of SLT will oversee that:

- all incidents of cyberbullying are dealt with quickly and effectively;
- consequences are imposed as outlined in the school's behaviour policy on any pupil identified as being a bully or involved in bullying behaviour
- mobile phones are confiscated if brought to school and procedures for turning them off are not followed;
- contact the police if the cyberbullying is sufficiently severe;
- check that parents and carers have been informed of the school's actions
- support class teachers if necessary, to ensure all procedures are followed.

Prevention, Counselling & Support

Development of student awareness and promotion of visual prompts to develop awareness of bullying and cyberbullying

Counselling and support mechanisms are put in place to help those who have been bullied. Visual displays/posters of helpline numbers around school. Pupil involvement to develop this.

School personnel will deal with all incidences of alleged bullying/cyberbullying quickly and effectively.

All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed every three years, or when the need arises, and the necessary recommendations for improvement will be made to the Governors in consultation with Pupils, Parents, Staff and Carers.