THE ASTLEY COOPER SCHOOL

ANTI BULLYING POLICY

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Aims

As an inclusive school which aims to provide opportunities for students of all abilities, it is crucial to provide a learning environment and community which enables each student to feel happy, safe and valued so that they can enjoy learning and achieve to their full potential. Bullying is a whole school issue which requires a consistent approach from all stakeholders. Preventative action is also highly important if bullying is to be tackled effectively.

At The Astley Cooper School we aim to:

- Create a positive and safe learning environment for all students so they can achieve to their potential.
- Ensure that all staff can identify and respond to bullying behaviour consistently across the school.
- Educate and support students in making decisions which do not deliberately harm or upset others and prevent them from feeling happy and safe in school.
- Raise awareness among students and parents about the signs of bullying behaviour so they know what action to take if a student is being bullied.

What is bullying?

- Bullying is behaviour which either intends to, or deliberately causes, significant distress.
- Behaviour which is repeated, or which has a significantly negative impact on the target.

It can take many forms such as:

- Verbal – name calling, insulting others, pushing, making offensive remarks, racist or homophobic remarks, making threats.
- Physical – hitting, kicking, taking others' belongings
- Emotional – deliberately excluding others, spreading nasty stories or rumours about someone. Intimidation and harassment.
- Written – passing hurtful notes about others, offensive and threatening graffiti or other written material.
- Sexual – unwanted and inappropriate physical contact or sexually abusive comments.
- Cyber – sending inappropriate and cruel text or video messages, emails or instant messages which are designed to cause harm or offence; encouraging others to participate in spreading harmful text messages, instant messages and emails; setting up websites or contributing to content on social networking sites which aim to embarrass, upset or hurt individuals or groups of individuals; manipulating photographs and images to harm another person; harassing another student with repeated and offensive phone calls; using social networking sites to abuse another students' personal information or posts without the owner's consent.

The following groups are particularly vulnerable to bullying and all stakeholders should pay particular attention to this:
- LGBT students
- Disabled students
- Students belonging to religious groups
- Ethnic minority students
- Travellers
- Students with special educational needs or G&T students
- Students who are overweight, looked after children, students from socially and economically deprived backgrounds, young carers.

Signs and Symptoms of Bullying

- Student does not want to come to school, pretending to be ill, attendance starts to decrease
- Lack of eye contact from student
- Student starts to withdraw from normal activities in school
- Minimising windows on their computer screen. This could be an indication that malicious emails or messages have been received
- Personality changes e.g becoming less sociable, lack of confidence, tearful, irritable, hypersensitivity, mood swings, loss of humour
- Changes to eating habits
- Withdrawing from social situations – not spending time with friends, alone at break and lunchtimes.
- Doesn't answer their phone or reply to texts when they normally would
- Negative outlook
- Poor concentration, panic attacks, forgetfulness, fatigue, stress
- Low self-confidence and self-esteem. Lack of self-worth.
- Self-harming and threatening suicide
- Changing their normal route to and from school
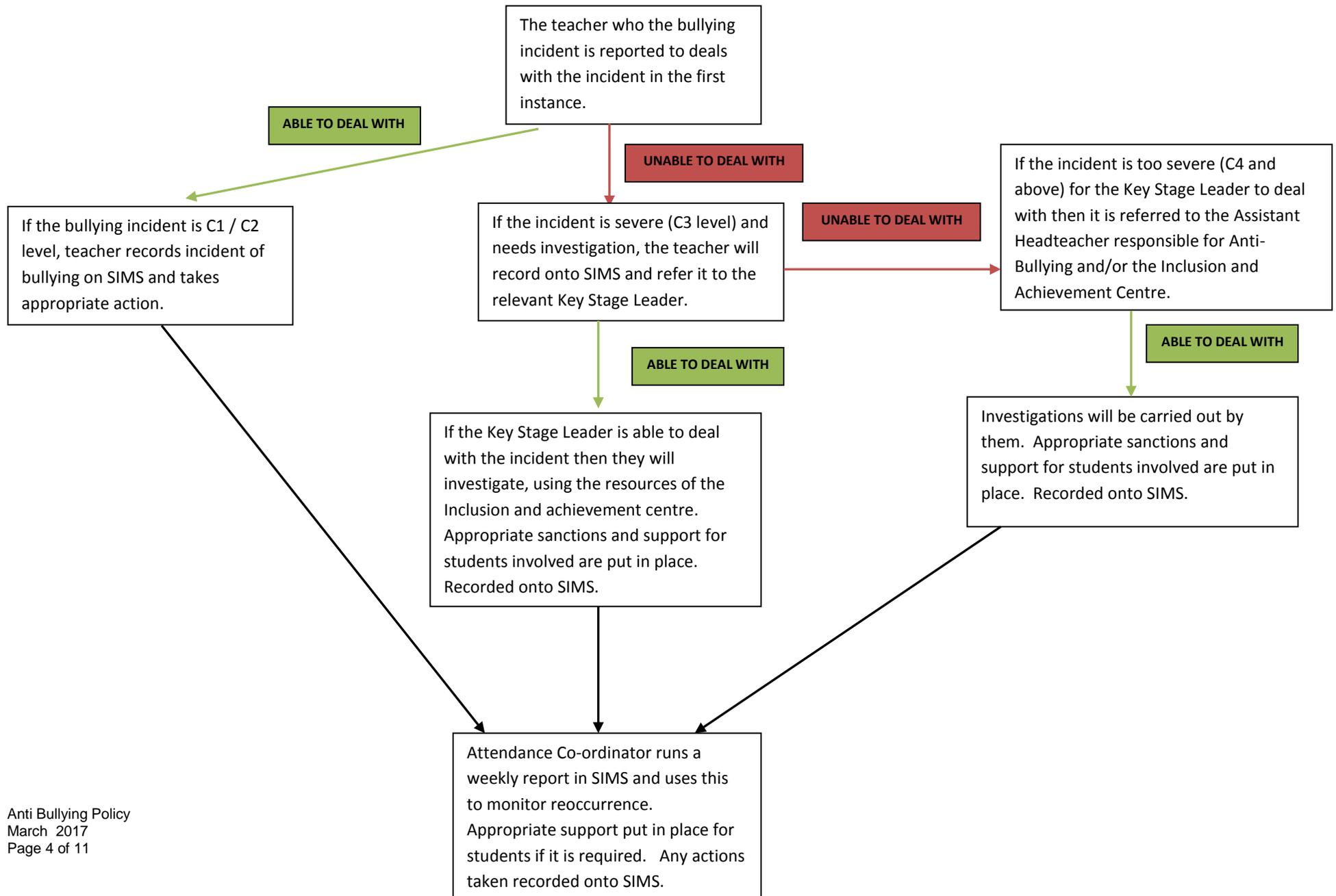- Increasing reliance on alcohol and drugs

Preventative Action

At The Astley Cooper School, every member of the school community has a role to play in preventing bullying and creating a safe and positive learning environment for all students.

Action will be taken to prevent bullying in the following ways:
- Promoting and maintaining an ethos that encourages respect for others, regardless of each other's differences.
- Educating students on how to recognise 'bullying behaviour', helping them to understand the effects of 'bullying behaviour' and modelling appropriate and respectful behaviour through PSHE, tutor time, the mentoring system and assemblies. Make students aware of how to report bullying.
- Training staff on how to identify, deal with, and respond to bullying. This should be regularly updated in line with changes to the policy.
- Duty team leaders will ensure appropriate and effective supervision of areas of the school which are vulnerable to bullying.
- Ensuring that students adhere to school policy on mobile phones in lessons.
- Ensuring that parents/carers are aware of the signs and symptoms of bullying and know how to respond if an incident of bullying occurs.
- Teachers should arrive promptly to lessons to prevent any incidents of bullying occurring when they are not there.
- Raising awareness of anti-bullying campaigns through participation in Anti-Bullying Week and rewarding students for positive behaviour.
- Utilising mentors where appropriate.
- Communicating with appropriate members of staff e.g form tutors, progress leaders, counsellors etc.
- Having clear procedures for responding to bullying. These should be regularly evaluated.
- Promoting the positive and safe use of technology and e-safety

Procedures for dealing with incidents of bullying

The teacher who the bullying incident is reported to deals with the incident in the first instance.

ABLE TO DEAL WITH

UNABLE TO DEAL WITH

If the bullying incident is C1 / C2 level, teacher records incident of bullying on SIMS and takes appropriate action.

If the incident is severe (C3 level) and needs investigation, the teacher will record onto SIMS and refer it to the relevant Key Stage Leader.

UNABLE TO DEAL WITH

If the incident is too severe (C4 and above) for the Key Stage Leader to deal with then it is referred to the Assistant Headteacher responsible for Anti-Bullying and/or the Inclusion and Achievement Centre.

ABLE TO DEAL WITH

ABLE TO DEAL WITH

If the Key Stage Leader is able to deal with the incident then they will investigate, using the resources of the Inclusion and achievement centre. Appropriate sanctions and support for students involved are put in place. Recorded onto SIMS.

Investigations will be carried out by them. Appropriate sanctions and support for students involved are put in place. Recorded onto SIMS.

Attendance Co-ordinator runs a weekly report in SIMS and uses this to monitor reoccurrence. Appropriate support put in place for students if it is required. Any actions taken recorded onto SIMS.

Sanctions and support for students involved in bullying

The response and sanctions put in place for aggressors will depend on the severity of the incident, the length of time for which it has been occurring, and the impact on the victim. A range of sanctions may be applied.

Appropriate support for the victims and aggressors may include:
- Restorative justice
- Monitoring report
- Behaviour contract
- Monitoring booklet
- Mentoring
- Counselling
- The use of the Inclusion and Achievement Unit
- PSP
- Referrals to external agencies

Dealing with incidents of bullying of staff members

Staff who feel bullied by another member of staff/adult should:
1. Discuss concerns directly with that member of staff (where possible)
2. Discuss with their line manager
3. Report it writing to their line manager / Headteacher / Chair of Governors as appropriate*

Line manager to investigate and take action as appropriate.
* where incident involves line manager, refer to that person's line manager.

Staff who feel bullied / targeted by student(s)

1. Discuss incident(s) immediately with line manager and/or appropriate Key Stage Leader.
2. Record and keep any evidence.
3. Line manager to decide on appropriate action in conjunction with the targeted member of staff.

Actions may include:
- Meeting with student(s) and parents(s)
- Involvement of external agencies, including the police.
- Rearrangement of the student's timetable.
- Exclusion

Examples of unacceptable bullying of staff include:
- Any form of unauthorised photography or videoing of staff in lessons
- Abusive / personal comments via social media (e.g Facebook, Youtube etc), any other website
- Abusive / personal comments inside or outside of school

Any incidents of bullying behaviour towards staff by students is never acceptable and will be dealt with swiftly and firmly by the school.

Useful websites and resources

Anti-Bullying Alliance:
http://www.anti-bullyingalliance.org.uk/

Beat Bullying:
http://www.beatbullying.org/

Cybermentors:
http://www.cybermentors.org.uk/

Childnet:
http://www.childnet.com/default.aspx

Chat Danger: Guidance on how to stay safe on the internet:
http://www.chatdanger.com/

Kidscape:
http://www.kidscape.org.uk/

Dealing with Bullying: Advice for Parents and Carers

Signs and Symptoms of Bullying

- Student does not want to come to school, pretending to be ill, attendance starts to decrease.
- Falling behind on school work.
- Lack of eye contact
- Student starts to withdraw from normal activities in school
- Minimising windows on their computer screen. This could be an indication that malicious emails or messages have been received.
- Your child doesn't want you to know who they have been on the phone to or what they have been doing on the internet.
- Your child talks about wanting to change their phone number.
- Not wanting to use the computer anymore.
- Personality changes e.g becoming less sociable, lack of confidence, tearful, irritable, hypersensitivity, mood swings, loss of humour
- Changes to eating habits
- Withdrawing from social situations – not spending time with friends.
- Doesn't answer their phone or reply to texts when they normally would
- Negative outlook
- Poor concentration, panic attacks, forgetfulness, fatigue, stress
- Low self-confidence and self-esteem. Lack of self-worth.
- Self-harming and threatening suicide
- Changing their normal route to and from school
- Increasing reliance on alcohol and drugs

Supporting your child - General Advice

- Talk to your child without getting upset. Clarify with them what they have said to you so you show that you have understood what they have said.
- Reassure them that being bullied is not their fault.
- Never tell your child to hit others or shout names back as this can make the situation worse.
- Don't dismiss what they have said: it has probably taken them a long time to build up the courage to talk about the problem.
- Contact us at school so we can investigate the problem.
- Keep any evidence and do not reply.

Supporting your child - Cyberbullying

- Talk to your child about how they use their phone and the internet.
- Talk to them if they seem distressed after using their phone or the internet.
- Make use of safety features online. Most social networking sites have a facility for reporting abuse.
- Do not delete any evidence. If your child has been harassed with texts and emails then save the evidence and DON'T REPLY.
- Encourage your child to write down what has happened and when it occurred.
- As a last resort, the network provider can change your child's mobile number.
- Contact us at school so we can investigate the problem.

If you suspect your child might be a bully:

- Discuss their behaviour with them and ask them to consider how their actions might be making others feel and how they would feel if this was happening to them or someone they care about.
- Try to find out if something has happened which has caused them to start bullying someone else.
- Make them aware of how serious the situation is. The school and the police could become involved if it does not stop.
- Ask them to stop the bullying behaviour and encourage them to try to make amends.
- Monitor their online activity and mobile phone usage. Move their computer into a room where you can see what they are doing. Take away their internet access and mobile phone if you suspect that they are using these to hurt others.
- Contact us at school if support is needed. We can help to investigate the problem.

Advice for Parents and Carers: How Can Technology Be Used and Misused?

Technology:	Great for:	Examples of misuse:
Mobile phones	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, harassment. Taking and sharing humiliating 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 and 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.
Email	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 Environments (VLEs)	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 and 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 represent 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.

Advice for Parents and Carers: When and How to Contact Service Providers

Diagram reproduced courtesy of Childnet International, 'Cyberbullying: A whole school community issue' for the DCSF.

Mobile phones:

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.

Contacts:

O2: ncb@o2.com or 08705214000.

Vodafone: 191 from a Vodafone phone or 08700700191 for Pay Monthly customers and 08700776655 for Pay as you Go.

3: Call 333 from a 3 phone or 08707330333.

Orange: Call 450 on an Orange phone or 07973100450 for Pay as you Go, or 150 or 07973100150 for Pay Monthly.

T-Mobile: Call 150 on a T-Mobile phone or 08454125000.

Social networking sites (e.g., MySpace, Bebo, Piczo):

It is good practice for social network providers to make reporting incidents of cyberbullying 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 networking sites do receive reports about cyberbullying, they will investigate and can remove content that is illegal or breaks their terms and conditions in other ways. They can delete the accounts of those who have broken the rules.

Contacts of some social network providers:

Bebo: reports can be made by clicking on a 'Report Abuse' link located below the user's profile photo (top left-hand corner of screen) on every Bebo profile page. Bebo users can also report specific media content (i.e. photos, videos, widgets) to the Bebo customer services team by clicking on a 'Report Abuse' link located below the content they wish to report.

MySpace: reports can be made via the 'Contact MySpace' link, which is accessible at the bottom of the MySpace homepage (http://uk.myspace.com), and at the bottom of every page within the MySpace site.

Piczo: reports can be made within the service (there is a 'Report Bad Content' button at the top of every member page). At the bottom of the home page and on the 'Contact Us' page there is a link to a 'Report Abuse' page. The 'Report Abuse' page can be found at:

http://pic3.piczo.com/public/piczo2/piczoAbuse.jsp

Video-hosting sites:

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 section 5C.

Instant Messenger (e.g., Windows Live Messenger or MSN Messenger):

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.

Contacts of some IM providers:

MSN: 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 MSN Messenger.

Yahoo!: When in Yahoo! Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse'.

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.

Dealing with Bullying: Advice for Students

Information on this page reproduced courtesy of Childnet International, 'Cyberbullying: A whole school community issue' for the DCSF.

Cyberbullying

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 teacher or the anti-bullying coordinator can help you.

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

Information in this box reproduced courtesy of Childnet International, 'Cyberbullying: A whole school community issue' for the DCSF.

What should I do if I experience bullying at ACS?

1. Report it to a teacher you trust e.g Form Tutor or Key Stage Leader. If it occurs in a lesson then please tell the subject teacher.
2. Keep a record of anything which has happened.
3. Keep any evidence – don't delete anything and do not reply to nasty or malicious texts and messages.

Keep evidence of cyberbullying by saving messages and MSN conversations.

Don't reply Never retaliate or reply if you've been sent a nasty message. Block the bully and report it to an adult you can trust.

Report it Most websites and mobile phone operators have a place where you can report abuse.

Always respect others Be careful what you say and what you send. Messages and images can be made public and could stay online forever.

Protect your online accounts and your mobile phone with a password – don't share it with anyone!

Tell someone
- tell a teacher or an adult you can trust
- call ChildLine on 0800 1111 or go to www.cybermentors.org.uk

See it   Get help   Stop it

Reproduced courtesy of the Anti-Bullying Alliance

Dealing with Incidents of Staff Cyberbullying: Advice for Staff

Below is some recommended guidance from Childnet International:

- Staff should never retaliate to, i.e. personally engage with, cyberbullying incidents. They should report incidents appropriately and seek support.

- Keep any records of the abuse – text, emails, voice mail, web site or instant message. Do not delete texts or emails. Take screen prints of messages or web pages, and be careful to record the time, date and address of the site.

- Staff should inform the appropriate person (for example, their department or year head, or the designated member of senior management) at the earliest opportunity.

- Where the perpetrator is known to be a current pupil or co-worker, the majority of cases will be dealt with most effectively by the school's own mediation and disciplinary procedures.

- Although the technology seemingly allows anonymity, there are ways to find out information about where bullying originated. However, it is important to be aware that this may not necessarily lead to an identifiable individual. For instance, if another person's phone or school network account has been used, locating where the information was originally sent from will not, by itself, determine who the bully is. There have been cases of people using another individual's phone or hacking into their IM or school email account to send harmful messages.

- If a potential criminal offence has been committed and the school is not able to identify the perpetrator, the police may issue a RIPA (Regulation of Investigatory Powers Act 2000) request to a service provider, enabling them to disclose the data about a message or the person sending a message.

- Monitoring and confiscation must be appropriate and proportionate. Parents, employees and learners should be made aware in advance of any monitoring (for example, of email or internet use) or the circumstances under which confiscation might take place.

- The designated member of the Leadership Team should contact the police where it appears that a law has been broken – for example, where death threats, assault, or other racially motivated criminal offences are involved. Where a potential criminal offence has been identified, the school should ensure that any internal investigation does not interfere with police inquiries. School staff are of course able to report incidents directly to the police.

- There have been cyberbullying incidents where pupils have made unfounded, malicious claims against staff members. It is of course critical to take every claim seriously and investigate it thoroughly. In cases where an allegation is made that an employee or volunteer has: behaved in a way that has harmed or may have harmed a child; possibly committed a criminal offence against or related to a child;

School Employee Unions and Professional Associations

The following are members of the DCSF's Cyberbullying Taskforce:

- **Association of School and College Leaders (ASCL)**
  Phone: 0116 2991122
  Web: www.ascl.org.uk

- **Association of Teachers and Lecturers (ATL)**
  Phone: 020 7930 6441
  Web: www.atl.org.uk

- **National Association of Head Teachers (NAHT)**
  Phone: 01444 472472
  Web: www.naht.org.uk

- **NASUWT**
  Phone: 0121 453 6150
  Web: www.nasuwt.org.uk

- **National Governors' Association (NGA)**
  Phone: 0121 643 5787
  Web: www.nga.org.uk

- **National Union of Teachers (NUT)**
  Phone: 020 7388 6191
  Web: www.teachers.org.uk

- **Unison**
  Phone: 0845 355 0845
  Web: www.unison.org.uk

- **Voice: The Union for Educational Professionals**
  Phone: 01332 372 337
  Web: www.voicetheunion.org.uk

Teacher Support Network
Phone: 08000 562 561
Web: www.teachersupport.info

Samaritans
Phone: 08457 90 90 90
Email: Jo@samaritans.org

Information on this page reproduced courtesy of Childnet International, 'Cyberbullying: A whole school community issue' for the DCSF.

Dealing with Incidents of Staff Cyberbullying: Advice for Staff

Preventative Action

- Regularly review your security settings if you use social networking sites. Check search engines to check what images and information is associated with your name.
- Be aware of how you present yourself online and who can see what you post. If you post videos, photos or personal information online then think about whether you would be happy for a potential employer, colleague or student to see this.
- Ensure you know who can view content you post and how to restrict it. If you are not sure how to restrict content you post then assume it is in the public domain.
- If you find that you have been misrepresented online then ask for this post to be removed. If it is work-related then see your line manager immediately.
- Serious incidents of cyberbullying should be reported as soon as possible to your line manager.

Getting Offensive Content Removed

- Ask that the person who has posted this content to take it down.
- If the person who has posted the malicious content is unknown then SLT should contact the host e.g social networking site to make a report and ask for it to be taken down.
- If your personal identity is compromised then you will need to prove your identity and lodge a complaint with the service provider.
- The police should be contacted if illegal content is posted.

Mobile phones

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.
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O2: ncb@o2.com or 08705214000.
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www.bebo.com/Safety.jsp.
Facebook: Reports can be made by clicking on the 'Report' link located on pages throughout the site, or by email to abuse@facebook.com.
www.facebook.com/safety.
MySpace: Reports can be made by clicking on the 'Contact MySpace' link at the bottom of every MySpace page and selecting the 'Report Abuse' option. Alternatively, click on the 'Report Abuse' link located at the bottom of each user profile page and other user generated pages. Inappropriate images can be reported by clicking on the image and selecting the 'Report this Image' option. Additionally, school staff may email MySpace directly at schoolcare@myspace.com.
www.myspace.com/safety.

Video and photo hosting sites
YouTube: Logged in YouTube members can report inappropriate content by using the 'flag content as inappropriate' function which appears under every video.
http://icanhaz.com/YouTubeAbuseSafety.
Flickr: Reports can be made via the 'Report Abuse' link which appears at the bottom of each page. Logged in members can use the 'flag this photo' link to report individual pictures.
www.flickr.com/guidelines.gne.

Instant Messenger
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Contacts of some IM providers:
MSN: When in Windows Live Messenger, clicking the 'Help' tab will bring up a range of options, including 'Report Abuse'.
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Information about contacting different service providers reproduced courtesy of Childnet International, 'Cyberbullying: A whole school community issue' for the DCSF.