





Cyber-bullying can take many forms, notably including:

threats and intimidation

harassment or stalking

vilification and

ensure that all staff know that they need to report cyber-bullying issues to the E-safety Co-ordinator (Erica Stillwell) or the Designated Safeguarding Lead.

ensure that parents/guardians know about the cyber-bullying policy and how to access it from the college's VLE.

ensure that all staff are aware of their responsibilities by providing clear guidance for staff on the use of technology inside and outside of college as set out in the e-safety policy and the Staff Code of

All students should heed the following advice:

Report your concerns to a member of staff immediately

Never answer abusive messages or emails.

Never reply to messages from people you do not know

Always save abusive messages. Do not delete any messages until you have been told that it is acceptable to do so by one of the safeguarding team

Never give out personal details or contact information online

Think carefully before befriending anyone online

On social media sites, set your privacy settings appropriately

Protect your passwords. Do not share them with anyone and change them regularly

Always lock the computer you are working at and, if a college computer, log off when you have finished.

It is vital that parents and guardians work alongside staff and students to ensure that all students are aware of the existence of cyber-bullying and the consequences of becoming involved in it. They should:

Be aware of their son or daughter's online life, especially when they are at home.

Follow the above guidance for staff should they have concerns. Parents/guardians may inform the safeguarding team directly or via their son or daughter's Director of Studies.

Be aware that incidents of cyber-bullying can occur during college holidays and that therefore the college will treat them just as it would have had they happened during term time.

Make use of the college's resources for informing them of issues relating to cyber-bullying. The college runs parent talks and provides access to relevant resources on cyber-bullying via the parent portal. The college's safeguarding team also send out e-bulletins that provide access to further resources and guidance on home monitoring and guidance.

Be aware of the consequences should their son or daughter be a perpetrator of cyber-bullying.

While the normal sanctions for bullying still apply, additional or alternative sanctions connected to information and communications technology may be imposed. For instanc

conveys a message which is indecent or grossly offensive, a threat, of information which is false or known or believed to be false by the sender is a criminal offence if the purpose of sending it is to cause distress or anxiety to the recipient. Those convicted of criminal offences under any of these Acts are liable to face a prison sentence, a substantial fine or even both.

As with other types of bullying, records of all investigations, including student and parental meetings, telephone conversations, e-mails and other communications must be kept and placed in the relevant student files. If there are issues of child protection and safeguarding, a separate record will be kept confidentially by the Designated Safeguarding Lead and the college's safeguarding and child protection procedures will be followed.

The policy is reviewed annually in June in conjunction with a review of the anti-bullying policy. The review is conducted by the college's Designated Safeguarding Lead, Dee Robins, and the Deputy Designated Safeguarding Leads (DDSLs) Jonny Dobbs-Grove, Nikki Morris, Egle Plioplyte, Erica Stillwell and Rachel Sherman who monitor the implementation and effectiveness of this policy. The review includes an analysis of the procedures used to raise awareness of cyber-bullying, to prevent and to deal with cyber-bullying, as well as mapping cyber-bullying incidents, their provenance and prevalence.

There is a wealth of information available to support schools, colleges and parents/carers to keep children safe online. The following list is not exhaustive but should provide a useful starting point:

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[National Crime Agency/CEOP Thinkuknow](#) provides support for parents and carers to keep their children safe online