

Cyber- bullying Policy

2023-2024

Reviewed by: Jon Slay, Keith Miller and Tom Caston

1 Introduction

The use of technology has become a significant component of many safeguarding issues, including child sexual

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**
- **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.**

7 Guidance for parents/guardians

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 Personal Tutor.**
- **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**

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.

10 Record keeping

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.

11 Monitoring and Review

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, Jon Slay, and the Deputy Designated Safeguarding Leads (DDSLs), Tom Caston, Mark Leaford, Toby Taylor and Keith Miller who monitor the implementation and effectiveness of this policy. The review includes an analysis of the procedures used to raise awareness of cyber-

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Appendix A: Resources for schools and colleges

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:

Advice for governing bodies/proprietors and senior leaders

- [Childnet](#) provide guidance for schools on cyberbullying
- [Educateagainsthate](#) provides practical advice and support on protecting children from extremism and radicalisation
- [London Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [NSPCC](#) provides advice on all aspects of a school or college's online safety arrangements
- [Safer recruitment consortium](#) "guidance for safe working practice", which may help ensure staff behaviour policies are robust and effective
- [Searching screening and confiscation](#)

- [National Crime Agency/CEOP Thinkuknow](#) provides support for parents and carers to keep their children safe online
- [Net-aware](#) provides support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Parentzone](#)