



ANTI-BULLYING POLICY

Aims

- to create an open and secure environment for pupils
- to work together as a whole community, staff and pupils
- to promote an anti-bullying culture throughout the school.

Objectives

To be pro-active in the prevention of bullying through:

- PSHE lessons
- Assemblies in Chapel
- The training of Chapel Prefects and Heads of Houses
- The training of staff to better identify potential problems especially before or between lessons, in queues, in changing rooms and in Houses. To watch for signs of distress in pupils – poor work, spurious illness, isolation, a desire to remain with adults.
- Peer group befriending. Older pupils are encouraged to keep an eye on younger pupils and offer support. Peer Mentors are trained to help identify and then support victims as well as supporting bullies to modify their behaviour.
- The Guide to Malvern College which raises awareness of sources of help including from the College Counsellors and Independent Listeners
- Monitoring in discussions and tutor group sessions
- Meetings, including Housemasters' and Housemistresses' meetings and the College Council
- Annual talks on anti bullying in Houses to FY and Remove students by the Deputy Head and the Safeguarding Officer

Procedure

Where bullying has been observed or is suspected by any member of staff, this should be communicated immediately to the relevant Housemasters/Mistresses, and a written account made. The following procedure should be followed:

Stage One. The Housemasters/mistresses will discuss the matter and will report it to the Deputy Head and/or the Safeguarding Officer. A record will be kept in the Bullying File.

Stage Two. The alleged victim(s), any witnesses and the culprit(s) will be interviewed. Where useful and appropriate the Hsm and/or tutor may be present at such interviews. If bullying is judged to have taken place:

Stage Three. The victim, witnesses and culprits will make written statements and these will be kept by the Safeguarding Officer who will decide upon an appropriate course of action, which will include help, support and counselling to the victim(s), and disciplinary action and counselling for the bull(y/ies).

The member of staff who reported the incident will be kept informed of progress.

In cases of repeated incidents the parents of all pupils involved will be informed in writing by the Deputy Head or Headmaster.

Supporting the Victim

We support the victim(s) in the following ways:

- Offering them an opportunity to talk about the experience with someone they trust – a member of staff or responsible senior pupil – and giving advice and support
- Informing the victim's parents/guardians
- Monitoring the position and offering continuing support when needed
- Taking one or more of the disciplinary actions as described below

Disciplining the Culprit

The process of disciplining the culprit should, wherever possible, include providing whatever support and guidance is judged necessary:

- Ascertain the reason(s) that might underlie the bullying behaviour
- Inform parents/guardians
- When appropriate, provide or arrange appropriate counselling
- Disciplinary action
- Monitor subsequent behaviour.

Disciplinary Actions

Although the Headmaster reserves the right to permanently exclude a pupil at whatever stage of the process, disciplining the culprit may involve one or more of the following:

- Warning
- Informing Parents/Guardians
- Gating
- Suspension
- Permanent exclusion

The following information is given to pupils:

What can you do if you are being bullied?

- Remember that your silence is the bully's biggest weapon
- Tell yourself that you do not deserve to be bullied and that it is wrong
- Be proud of who you are – it is good to be individual
- Try not to show you are upset. A bully thrives on fear
- Stay with a group of friends/people. There is safety in numbers
- Be assertive. Shout NO! Walk confidently away. Go straight to a member of staff
- Fighting back may make things worse
- Try to stay calm and look as confident as you can
- Get away from the situation as quickly as possible
- Generally it is best to tell an adult you trust straight away. You could tell your parents, your Housemaster or Housemistress, the House Assistants, your Tutor, the Chaplain, the College Counsellor, a Peer Mentor or a responsible older pupil. You might also contact the College Doctor or Medical Centre Nurse, the Independent Listeners, ChildLine (08001111) or the Commission for Social Care Inspection (0845 0150120). If you are worried about speaking up, taking a friend along to support you might be helpful
- Teachers will deal with bullies in a way that will aim to end the bullying and will be sensitive about not making things worse for you.

If you know someone is being bullied

- Take action! Watching and doing nothing makes you look as if you are on the side of the bully. It makes the victim feel more unhappy and alone.
- If you feel you cannot get involved tell an adult immediately. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

For Parents

- Look for unusual behaviour in your children. For example, they may suddenly not want to attend school, feel ill regularly, or not complete work to their usual standard.
- Ask how your child's day has gone, who they have spent time with, what they did at lunchtime etc.
- If you feel your child may be a victim of bullying behaviour, inform the Housemaster/mistress immediately. Your complaint will be taken seriously and appropriate action will follow.
- It is important that you tell your child not to fight back. It can make matters worse!
- Tell your son or daughter that there is nothing wrong with him or her. It is not his/her fault that they are being bullied.
- Make sure your child is fully aware of the College policy concerning bullying, and that they will not be afraid to ask for help.
- Useful websites:
www.dfes.gov.uk/bullying
www.antibullying.net/cyberbullying1.htm
www.kidscape.org

ICT SAFETY AND CYBERBULLYING POLICY

Ethos

At Malvern College we are committed to safeguarding the welfare of all pupils in all respects to the best of our ability.

We actively invite the participation of parents to help us to do this (see below for details).

We regard pornography as degrading and exploitative. It can sometimes encourage or lead to abusive behaviour, and if pupils are found to have been viewing pornography or other offensive material at Malvern College the matter will be considered as serious and dealt with according to the College's sanctions.

We oppose the viewing of age-inappropriate films and DVDs. Within the Houses the screening of DVDs is vetted by the Housemaster or Housemistress and subject teachers consult the Deputy Head if they wish to use age-inappropriate material in teaching.

We wish to involve the appropriate use of the Internet in learning.

Many College activities involve recording images. These may be in the context of the curriculum or extra activities for publicity or to celebrate achievement. Where images are used for publicity purposes, other than in celebrating achievement, the Designated Senior Member of Staff for Safeguarding will be informed of the purpose

of the photography and will screen for acceptability. In the event of her believing that age-appropriate consent of pupils and/or parents/guardians is desirable; she will follow that course. Images will be securely stored and used only by those authorised to do so.

Objectives

- To provide pupils with the available technological tools for learning within an environment that is as safe as possible.
- To promote and disseminate actively and thoroughly the guidelines for the safe and appropriate use of the Internet, email, and the College's other electronic resources.
- To involve pupils in protecting themselves by including safe use of the Internet in the PSHE programme and ICT syllabus for the FY. Age appropriate E-Safety workshops are held in Houses.
- To ensure that all pupils understand that any form of bullying concerned with internet or mobile phone (Cyberbullying) use will be regarded as serious and will be dealt with within the framework of the College's sanctions as expressed in the Anti-Bullying and Cyberbullying Policies.

The College's Responsibilities

- To ensure all pupils are aware of its policies and rules on the use of email, the Internet and other information systems, including the College Acceptable Use Policy.
- To filter unsuitable material through systems in place, wherever possible. Access to certain sites is blocked wherever possible.
- To monitor pupil use, including the amount of time spent on computers.
- To test the system occasionally from a pupil's point of view.
- To publish the College's Internet rules and display them prominently.
- To ensure that pupils receive guidance through ICT and PSHE lessons about Internet safety. E-Safety talks are delivered regularly by staff trained by CEOP.
- To monitor the pupils' use of the Internet and mobile devices and to enforce the College Rules concerning their use; to examine mobile phones where there is reason to suspect misuse or abuse. In the event of a pupil wishing to use his/her own laptop, the school will install the College's screening software on that laptop, in order to monitor pupil usage of the Internet.
- To deal with individual cases sensitively and appropriately.

CYBERBULLYING

Pupils are given the following advice:

What is it?

The bully uses a mobile device or the Internet to harass, threaten, taunt or stalk a victim. A bully can use text messaging, voice, images, video images, instant messenger, social networking sites, video hosting sites, chat rooms, email.

There is also another aspect to this sort of bullying – bystander bullying: laugh at it and you are part of it. In other words, if you pass on the malicious message or image, you are then also a bully.

What can you do?

- Do not be under pressure by anyone to reveal personal information. Do not put information such as your full name, birthdays, addresses, mobile numbers etc on the internet, keep your password safe – treat it like your toothbrush – don't let anyone else use it, and change it, where possible, on a regular basis. 18% of victims whose identity details are stolen know the thief. Using hard-to-guess passwords with symbols or numbers will help to stop people hacking into your account and pretending to be you. Think about it – you wouldn't give someone you don't know on the street your personal information, so why do it online?
- Paedophiles use the Internet to reach their victims, very subtly, very cunningly using personal details. Identity thieves will use personal details to try to access a bank account, or to buy goods in someone else's name (a staggering 34% of victims of identity theft are teenagers). And cyberbullies could use these sorts of details to harass their victims.
- Always respect others. Remember that when you send a message to someone you cannot see the impact that your words or images may have on the other person. Show respect; be careful what you say online and what images you send. What you think is a joke may hurt someone else. If you receive a rude or nasty message or image about someone else, do not forward it – you could be accused of cyberbullying yourself – you could also be breaking the law. It is illegal under the Protection of Children Act 1978 to create, possess, copy or distribute images of young people under the age of 18 which are of an indecent or sexual nature – even if these are taken in 'fun' or involving 'willing' parties.
- Think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online for ever (some images and text have been online now for nearly 20 years). Even after pages or comments have been removed, copies may still be available. For example, Google creates a copy of the pages in its index which are stored as a cached version. Rightly or wrongly, employers are increasingly using the internet to do research on job applicants – if there are embarrassing images of you published there, imagine how they are going to treat your application

So, what should you do?

- Always respect others – be careful what you do online, what you say and what images you send. Do not forward offensive material.
- Think before you send. What you send can be made public very quickly and could stay online for years.
- Treat your password like your toothbrush. Don't let anyone use your passwords; give your mobile number or personal website address only to trusted friends.
- Block the bully. Most responsible websites and services allow you to block or report someone who is behaving badly.
- Don't retaliate or reply! Replying to bullying messages is just what the bully wants.
- Save the evidence. Learn how to keep records of offending messages, pictures or online conversations. These will help you to demonstrate to others what is happening, and can be used by the College, Internet provider, mobile phone company or even the police, to investigate the cyberbully.
- Make sure you tell. You have the right not to be harassed and bullied online.
- Tell an adult you trust – your parents, your Housemaster or Housemistress, your tutor, any member of staff, the School Listeners or a helpline like Childline on 08001111.
- Tell the provider of the service that you have been bullied (e.g. your mobile phone operator or social network provider). Check their websites to see where to report.
- Don't just stand there – if you see cyberbullying going on, support the victim and report the bullying.

Pupils are given the following rules/instructions:

- Never to meet an 'online friend' without checking that parents/ Housemaster/Housemistress know and approve. If they approve, such a meeting will be in a public place with a responsible adult present.
- That downloading or accessing pornographic or otherwise inappropriate/offensive material will be treated very seriously.
- That using the Internet or a mobile phone to send or receive material of a pornographic or inappropriate/offensive nature is prohibited and likely to lead to suspension or permanent exclusion, and in certain circumstances is a criminal offence.
- That dealing in such material is liable to lead to suspension or permanent exclusion.
- That if a pupil sends unwanted material of an abusive nature to someone else via email or mobile phone that this will be regarded as bullying of a serious nature.

We expect Parents

- To support the school in its ICT safety and Cyberbullying policy.
- To try to know your child's online friends as you know their actual friends.
- To ensure that computer use at home is not excessive. (We recommend that computers are used in the public areas of home rather than in the privacy of bedrooms)

SOME CONTACT NUMBERS AND WEBSITE ADDRESSES WHICH MAY BE USEFUL ARE:

<http://www.dfes.gov.uk/bullying/cyberbullying> - Useful websites selected by DFES under the page 'Don't suffer in silence'.

<http://www.wiseuptothenet.co.uk> - Home Office. For a hard copy of the booklet phone 0800 771234

<http://www.parentsonline.gov.uk> - gives up to date safety information and the best interactive educational sites

<http://www.kidsmart.org.uk>

<http://www.safekids.com/>

<http://www.thinkuknow.co.uk> – published as a link on the College network. All information on this site is generated by the Child Exploitation & Online Protection (CEOP) Centre.

<http://www.websafecrackerz.co.uk>

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