

WAKEFIELD INDEPENDENT SCHOOL



Anti-Bullying Policy – 2023-24

This policy refers to how Wakefield Independent School (WIS) will respond to a pupil being bullied by another pupil or group of pupils.

The School Governors value the good relationships fostered by the school, and expect that every allegation of bullying will be taken seriously.

The School adopts a zero tolerance attitude to bullying of any kind.

We pride ourselves on the positive relationships that exist at our small family school.

Bullying, just like any other behaviour designed to offend or upset others, is unacceptable at WIS and will not be tolerated. Any member of the school community, pupil, employee or volunteer has the right to learn and work in a positive and constructive environment and without fear of being treated in a way that makes them feel unhappy or vulnerable.

WIS also recognises that unkindness or bullying may also occur outside of school hours but our position on this is clear in that our expectations of the way members of our community treat each other do not stop when the bell goes or at the school gates, they apply at all times including weekends and school holidays. This includes behaviour on the internet.

WIS will do what is reasonably practicable to eliminate any such bullying by:

- creating an environment and culture where all forms of poor behaviour towards others are not tolerated, not just bullying: **a safe environment in which children can learn.**

- making sure that pupils, teachers and other adults in the School community, including parents of the School, are aware of these expectations. **Safeguarding and promoting the welfare of a child's needs is everyone's responsibility.**

- demonstrating that WIS takes bullying seriously and that it will not be tolerated.

- taking measures, to prevent all forms of bullying in and out of school.

- supporting everyone, including training and professional development, to make sure we can take action to identify and protect those who might be bullied.

- demonstrating to everyone connected with the School that the safety and happiness of pupils is enhanced by dealing positively with bullying. **Everyone has a role to play to play in identifying concerns, sharing information and taking prompt action.**

- promoting an environment of truth and honesty, where telling someone about bullying is seen as positive and necessary, not as causing trouble or 'telling tales', and where pupils feel able to question poor attitudes towards themselves or other children.

- promoting good behaviour, positive attitudes and in particular, kindness and respect between pupils and staff, which underpins WIS.

- treating bullying as a behaviour that, just like other poor behaviour, can be challenged and rectified and may require sanctions. Identifying or labelling students as 'bullies' or 'victims' is unlikely to be helpful or assist in bringing about effective and long lasting change to behaviour patterns and is typically not a strategy employed when tackling other behavioural issues.

All staff, pupils and parents are made aware of the negative effects that bullying can have on individuals and the school in general.

This policy was written in conjunction with the following documentation:

- 'Keeping Children Safe in Education' (September 2022)

- 'Anti-bullying Strategies in Schools' (April 2011)

- 'Preventing and tackling bullying - Advice for headteachers, staff and governors (July 2017)

- 'Characteristics of Bullying Victims in Schools' – DFE Research report 2010

We recognise that a whole school approach is the most effective way of addressing this issue. The issue of bullying is addressed directly and indirectly by the curriculum and is included in the PSHE lessons.

Bullying incidents are dealt with in an immediate, clear and fair manner, consistent with the agreed practice as identified below.

The law states every school must have measures in place to prevent all forms of bullying: The Education and Inspections Act 2006 Section 89 provides that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils.

These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents. The Independent School Standards Regulations 2010 provide that the proprietor of an independent school is required to ensure that an effective anti-bullying strategy is drawn up and implemented. The Equality Act 2010 replaces previous anti-discrimination laws with a single Act.

A key provision is a new public sector Equality Duty, which came into force on 5 April 2011. It replaces the three previous public sector equality duties for race, disability and gender, and covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Duty has three aims. It requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act.
- advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- foster good relations between people who share a protected characteristic and people who do not share it.

Safeguarding children and young people

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a safeguarding concern under the Children Act 1989. Where this is the case, the School Staff should discuss with the School's Designated Safeguarding Lead (DSL) who will then assess the situation and may report their concerns to their

local authority children's social care team and work with them to take appropriate action.

Full details can be found in Keeping Children Safe in Education (September 2022). However, external support can be given to pupils whether or not it is deemed a child protection concern. Even where safeguarding is not considered to be an issue, schools may need to draw on a range of external multi-agency services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying.

Full details can be found in Part 1 of Keeping Children Safe in Education and Chapter 1 of Working Together to Safeguard Children.

Definition

Department of Education Guidance defines bullying as 'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.'

Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against an individual or particular groups, for example on grounds of race or culture, religion, disability, gender, sexual orientation or, for example, because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make judgments about each specific case. Bullying is not, typically or by definition, the kind of isolated, one-off incidents or exchanges that can at times occur in a school environment. For example: where children 'fall out' after a disagreement because they have different views on something, or the day to day exchanges, which at times can lead to young people using expressions or behaviour that can upset another, but where there is no deliberate, planned intent to cause upset, nor any repetitive pattern or history to the exchange.

It is critical that, as part of the education we provide, we teach young people how to have confidence and be resilient and specifically how to deal with differences of opinion, occasional comments that are not well judged and, in the context of a busy and active child's day at school, strategies to manage pent-up emotional and physical aggression, hormonal changes and anxiety.

However, whilst not typical, it is possible for bullying to occur in one isolated exchange and staff will always approach investigations with an open mind.

A critical part of the learning process as children grow up, in which we all have a role to play, is to make sure that differences of opinion or problems between individuals are managed properly and sensitively as these early difficulties and one off exchanges can frequently become the basis on which, increasingly, a child becomes more and more isolated and ultimately unhappy.

Whether this meets a threshold for 'bullying' or not is not really relevant – we need to, wherever possible, challenge all negative behaviour towards others in our community and set the bar as high as it possibly can be in terms of the way we treat each other.

Bullying can be:

- related to race, religion or culture;
- relating to special educational needs (SEN) or disability; ● related to appearance or health conditions;
- related to sexual orientation;
- sexist or sexual bullying;
- bullying can take many forms, including, verbal, physical and cyberbullying.

Bullying is morally wrong and this is why at WIS we have a 'Zero Tolerance' attitude towards it. Bullying undoubtedly has the potential to seriously damage individuals - both children and adults.

WIS therefore, will do all it can to prevent it, by maintaining a School ethos and environment in which bullying is regarded as unacceptable, and where a sense of family, tolerance and respect is promoted.

Research points to a lot of bullying being missed by teachers in schools, and frequently sitting 'under the radar', perhaps because it takes place out of sight away from lessons, or is not necessarily immediately obvious in classroom situations. It is therefore critical that our starting point is to create a positive environment where children and adults treat each other well, and where negative exchanges and behaviour such as excluding others socially is challenged long before it might sit under any definition of bullying.

WIS promotes the 'power of kindness' and aims to produce a happy, safe and secure environment where all pupils can learn and work without anxiety and where positive relationships form the basis for everything we do.

EVERY adult and every child in our community has a role to play in this process.

This policy aims to ensure that a consistent and effective response at WIS is made to any bullying incidents that may occur. SMT operate an 'open door' policy to pupils and parents and aim to make all members of our whole school community aware of our opposition to bullying. We make clear each person's responsibilities with regard to the eradication of bullying in our School.

This policy should be read in conjunction with the School's Behaviour and Discipline Policy.

Every child is different and it is important that all adults working with children keep an open mind. However, children who are being treated badly, or bullied, may typically show one or more of the following signs:

- unwillingness to come to school
- anxiety
- failure to produce work or producing unusually poor work
- belongings frequently 'go missing' or are damaged
- being deliberately isolated or excluded in lessons (e.g. group work) or social situations
- changes to eating patterns/habits
- changes to established habits and routines (for example missing Music/Drama lessons)
- low levels of self-confidence
- frequent visits to the First Aiders with unexplained cuts and bruises
- frequent absence
- choosing the company of adults rather than peers
- repressed body language or lack of eye contact
- difficulty in sleeping
- talking of suicide or running away from home or school

Self-harm among young people aged 10-19 has risen sharply and we must be vigilant.

The role of 'bystanders' (another pupil) in bullying and being unkind to others:

The attitudes that all children have, and their values and approach to school life, are critical in helping to prevent children being exposed to unkindness and bullying.

Typically, other people will be present when one child chooses to make another unhappy deliberately, whatever method they choose. Even online, even if not actually present, others will often see what is happening.

The subsequent reaction of other children, immediately, can be critical. Where a 'bystander' challenges the behaviour of a child trying to upset somebody, this can have a very powerful and instant effect, both in the short term, but also how the person who is targeted feels about what has been done or said afterwards.

At WIS we create a culture where it is considered to be taking a responsible attitude, to challenge a pupil who is treating another pupil badly. It can mean the difference between dismissing what someone has said instantly, so it has little effect, or lasting impact, in comparison to dwelling or worrying about it for a long period of time. Where the 'bystanders' amount to more than one person, their potential impact is greater.

This means that our work in school, including PHSE and sectional assemblies, will target both the unacceptable nature of being a perpetrator, but also the importance of not being passive and allowing unkind behaviour to go unchallenged.

Research shows that older children will find it easier to challenge the behaviour of others, so we focus this work on the role of the 'bystander' in KS3, but also develop the theme at KS4 in terms of wider social responsibility.

2. GUIDANCE

This policy should be read in conjunction with other related WIS policies, such as:

- Safeguarding Policy
- Behaviour and Discipline Policy ● ICT Acceptable User Policy ● Social Media Policy

- SEN Policy
- Disability Policy
- Equal Opportunities Policy
- Complaints Procedure

3. REPORTING OF INCIDENTS

Pupils are encouraged to tell an adult or another pupil they trust (e.g. a close friend, Senior Prefect or older pupil) if they are being bullied and if the bullying continues they must keep on letting people know.

All the staff at WIS take all forms of bullying seriously and seek to prevent it from taking place. All members of staff are given guidance on the School's Anti-Bullying Policy and on how to react to and record allegations of bullying in addition to challenging any form of anti-social or negative behaviour. Staff are encouraged to implement the policy in all areas of school life and the policy applies equally to a school trip, in the same way as it does in the classroom. Staff also need to be aware of WHAT the most likely forms of bullying are – statistically this points to name calling as one of the most common, followed by threats of violence of some kind, and then actual physical exchanges or social exclusion.

The traditional images of the school bully and associated behaviour, for example extracting money or possessions from another pupil, do not now feature highly in recent research and this is important for us to understand in terms of what we are looking for. It is also important to consider WHEN we are looking for it. Statistically, we are likely to see most bullying at KS3, and also see patterns such as physical bullying decreasing with age, but name calling and cyber bullying increasing.

Being able to identify bullying in school can, at times, present a real challenge and relies on a number of factors, but one of the key factors according to research is understanding what characteristics are likely to make a child more vulnerable, and what the risk factors are, in terms of being bullied. Therefore, we are committed to regular and high quality staff training to make sure that staff are well equipped to identify issues before they become more serious.

If a member of staff witnesses an act of bullying, they will either investigate it themselves or refer it to the appropriate Class Teacher/Form Tutor/Lead Teacher/or a member of the Senior Management Team.

The parents of the bully and victim will be contacted at the appropriate stage by the member of staff dealing with the case. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Pupils have the opportunity to tell us their views about a range of school issues, including bullying, in PSHE lessons and form tutor periods. Also the Senior Management Team have an 'Open Door Policy' for pupils.

The law empowers members of the School staff to impose disciplinary penalties for inappropriate behaviour and this includes the regulation of behaviour of pupils when they are off the School site.

This is of particular relevance to incidents of cyberbullying and specific reference is made to this in the School Rules given to all pupils each year. WIS staff work hard towards ensuring that pupils can learn in an environment without fear or intimidation.

4. RESPONDING TO INCIDENTS OF BULLYING

When bullying is known to have taken place, the teacher will deal with the issue immediately either by tackling it directly or referring it to the appropriate person. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying.

For pupils who experience bullying, it is important that:

- They are heard.
- They know how to report bullying and get help.
- They are confident in the School's ability to deal with bullying and feel comfortable with any plans put in place.
- Steps are taken to make them feel safe again.
- They are helped to rebuild confidence and resilience.
- They know how to get support from others

The School is committed in the first instance, and where deemed appropriate, to a collaborative approach at the outset where children are encouraged to discuss the problem together to find a solution, rather than immediately looking to identify and punish a culprit – it is often the case that where these issues are resolved, through the children involved taking some responsibility and understanding of the consequences of their behaviour, the long term outcomes can be much improved and in particular repeat behaviour is often prevented. This work is facilitated by an experienced member of staff (usually a Lead Teacher or the Deputy Head) and with the agreement of the person being bullied and the perpetrator.

Professional judgement is key in deciding when the time is right to apply more sanctions, but factors such as repeat behaviour, or bullying of a more serious or threatening nature, are likely to define the type of approach required. Situations where pupils treat each other badly, just like children themselves, are rarely the same and it is important therefore that they are investigated thoroughly, and the route forward based on these findings, rather than a set of fixed rules or sanctions.

Any further action taken will always be in line with the School's Behaviour and Discipline Policy and in severe cases of persistent bullying may result in permanent exclusion from the School.

Pupils who engage in bullying behaviour, it is important that:

- Learning programmes and strategies hold them to account for their behaviour and face up to the harm they have caused.
- They will learn to behave in ways which do not cause harm in future, because they have developed their emotional skills and knowledge.
- They will learn now to take steps to repair the harm they have caused.
- They will have any safeguarding issues around their circumstances addressed.

As with any pastoral matter, minutes and notes of conversations between staff, pupils and parents will be taken and retained - this is important to allow the early identification of trends or patterns at individual, form, year or whole school level. A record of all bullying incidents is taken as part of the logging and recording of all parental contact in order to record and review individual cases and trends. We are wholly committed to the eradication of bullying.

We therefore do all we can to prevent it by fostering a School ethos in which bullying is regarded as totally unacceptable. Teachers use a range of age-appropriate methods to help prevent bullying and to establish a climate of trust and respect for all. Teachers also use praise to reward and celebrate the success of all children in a range of different contexts, thus creating a positive environment and a sense of community and pride. Rewards, we believe, are a key part of any anti-bullying policy as they promote the value of an individual within our community.

At WIS we believe that every child is an individual and has a right to retain that individuality without the fear of bullying.

It is important that:

- The whole School Community is clear about the anti-bullying stance the School takes.
- Occurrences are recorded and audited, anti-bullying work is monitored and every chance is taken to celebrate success,
- All pupils are clear about the roles they can take in preventing bullying, including the role of bystanders.
- Curriculum opportunities are used to address bullying.
- Inclusive values are promoted and underpins behaviours and School ethos.
- Pupils can contribute to the development of the Policy through lunchtime monitors, PSHE lessons, Circle Time and Assemblies.
- Parents know how to get help if they are concerned that their child is being bullied or does not feel safe to learn and are clear about the complaints procedures.
- Parents have confidence that the School will take any complaint about bullying seriously and investigate/resolve as necessary and that the School Systems will deal with the bullying in a way which protects their child.
- Parents are clear about ways in which they can complement the School on the anti-bullying policy or procedure.

The School reviews the effectiveness of anti-bullying strategies. This includes consultation with the pupils in a range of different forums and ongoing analysis of parental contacts to improve and develop its practice.

The staff meet regularly to analyse pupil issues, and part of this work is identifying and responding to any themes or trends that develop in terms of behaviour and the pastoral issues being dealt with. Emerging trends will form a key part of, for example, the review of schemes of work in PHSE and the content of our sectional school assemblies, so that our work is both reflective and reactive and focussed on need.

Even the youngest children, in Rectory and Wragby, are encouraged to behave towards each other with kindness and consideration. Pupils understand from a very early age why some forms of behaviour are unacceptable and hurtful to others and this is supported by the class teachers and schemes of work in place. To be effective, this requires consistent standards and approaches by all adults responsible for children.

5 THE ROLE OF THE HEADTEACHER

To ensure that all staff implement the School Anti-Bullying strategy and that all staff (both teaching and non-teaching) are aware of the School policy and know how to deal with incidents of bullying. The Head and Deputy Head will report regularly to the Governing Body about the effectiveness of the Anti-Bullying Policy.

The Deputy Head is the manager of the policy and the anti-bullying strategy on a day to day basis.

- To ensure that all children know that bullying is wrong and that it is unacceptable behaviour in this School.
- To ensure that all staff receive sufficient training and guidance to be equipped to deal with all incidents of bullying. This will include, but is not limited to, making sure that staff understand the policy and their role within it, supporting and promoting good mental health in pupils, and the technical awareness and associated management of cyber bullying. The Lead Teachers set the climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a

friendly and welcoming school, bullying is far less likely to be part of their behaviour.

6. THE ROLE OF THE GOVERNORS

The Governors support the Headmistress in promoting good behaviour; this includes an aspiration to completely eliminate bullying. It includes a review of strategies and policies in order to ensure the wellbeing of pupils.

A parent who is dissatisfied with the way the School has dealt with a bullying incident can ask the Governors to look into the matter via the School's Complaints Procedure.

7. THE ROLE OF PARENTS

Parents should be aware of the signs of bullying and should look for unusual behaviour in their children. For example they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard. Parents should understand that it is not their child's fault that they are being bullied. Equally, parents should be careful not to assume, immediately, that any negative exchange or difficulty with a relationship with another pupil at school is bullying. They should also make sure their child is fully aware of the School procedures concerning bullying and that they must not be afraid to ask for help.

The following agencies are available for support and advice for parents and children

www.childline.org.uk/bullying/asp

www.kidscape.org.uk (helpline 08451 20204)

www.parentlineplus.org.uk (helpline 08088 002222)

<https://wyhealthiertogether.nhs.uk/health-young-people/growing/bullying>

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact an appropriate member of staff immediately: for example, the Form Tutor, Deputy Head or Lead Teachers. If they are not satisfied with the response, having allowed time for that person to deal with the matter and respond, they should contact the Headmistress. If they remain dissatisfied, they should follow the School's Complaints Procedure.

Parents have a responsibility to support the School's Anti-Bullying Policy and to actively encourage their child to be a positive member of the School community.

Parents have a responsibility to manage the use of pupil's personal electronic devices and mobile phones so as to ensure that they have access only to age appropriate software, and applications. Appropriate internet filtering, particularly for younger children, should be in place on internet access that is provided in the home, it can also be applied by a third party to a mobile phone that accesses the internet.

Where parents are advised that their children have exhibited behaviour that involves being unkind to, or bullying, other children, they have a key role to play. There is clear evidence to support the idea that if eliminating bullying is about changing behaviour, then the most effective way to change behaviour is where the school and parents work together. It can be very hard to accept that your child has behaved in this way, but it is also important to understand that the school would not seek to identify the behaviour as a problem unless we are confident of the facts in front of us. Denial, or trying to shift or share blame, is an understandable reaction but it can stand in the way of moving forward and dealing with the key issues quickly. The school will not seek to label children as 'bullies' – instead we will try to deal with it as one type of unacceptable behaviour – a behaviour which can be changed with support and guidance.

Staff will inform the Headmistress if they are subject to behaviour from parents that they regard as unacceptable and that may constitute a form of bullying. The matter will be investigated by the Deputy Head or another senior member of staff nominated by the Headmistress. The Deputy Head will then, if required, meet with the parent, member of staff and, if appropriate, the pupil to decide if:

- parents have engaged in bullying behaviour
- parents have acted unreasonably
- the behaviour of parents has adversely affected, or is likely to affect, the progress of their son or another pupil at School
- the behaviour of parents has impacted on the well-being of a member of staff

- the behaviour of parents has brought or is / was likely to bring the School into disrepute

At the conclusion of the investigation the Deputy Head will communicate the findings to the parents and may propose a formal meeting with the Headmistress to decide on an appropriate way forward. In more serious cases, where the relationship between the School and home has irretrievably broken down, the Headmistress may require the pupil to be removed from the School on a permanent basis (as per the Terms and Conditions of the parental contract). In common with the procedure for the permanent exclusion of a pupil for disciplinary matters, a requirement to remove a pupil from the School would be subject to a review if requested by parents, in line with the School's Procedure for the review of a pupil's required removal.

8. CYBERBULLYING

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual bullying', which can occur in or outside school. Cyber-bullying is when one person or a group of people try to threaten or embarrass someone else using a mobile phone or other hand held device (including the camera functionality) or the internet. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories, as people forward on content at a 'click'. It needs to be taken seriously, not least because it is a type of bullying which can be impossible to escape from day or night (the 'always on' generation...), in comparison to physical or face to face verbal bullying, which requires the presence of another individual and is by definition limited to the times the victim is with the perpetrator of the bullying.

The most common forms of cyber-bullying involve the use of text or picture messages, instant messenger systems, email, abusive phone calls or posting comments on social networking sites such as Facebook, Instagram or Twitter. This list however is not exhaustive.

Some applications, for example Snapchat, have facilities built in designed to hide or immediately delete what has been said or done and where parents are aware of the use of this type of application, it is important that there is some degree of monitoring as experience shows that exchanges on these kind of platforms can be particularly unpleasant and also potentially put children at

risk, where they may believe that they are in contact with another child but actually it could be an adult.

The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for or confiscate, and if necessary delete inappropriate images or files from, electronic devices including mobile phones.

Where a pupil denies access to a device in an investigation relating to bullying the School reserves the right to form a conclusion which may take this into account.

The definition of cyber bullying above, applies equally to actions perpetrated using computers, mobile devices or electronic media. The following non-exhaustive list provides some examples:

- bullying by text or voice messages or via calls on mobile phones.
- use of mobile device cameras to humiliate, cause fear or distress or to film violent attacks.
- posting threatening, abusive, and defamatory or humiliating material on websites or social networking sites.
- hijacking email or social media accounts.
- setting up false social networking profiles. See the School's Social Media Policy for further information.

Cyber bullying and the law

The Communications Act 2003 makes it a criminal offence to send menacing and threatening communications and the Education and Inspections Act 2006 gives Headteachers 'to such an extent as is reasonable' the power to regulate the conduct of pupils when they are off site.

Prevention of cyberbullying

WIS is committed to educating its pupils in the proper use of mobile devices and computers through ICT lessons, PSHE, whole school and sectional assemblies. This includes regular online safety talks to update pupils, which include the consequences of misuse.

Pastoral staff are trained to respond effectively to any allegations or reports of cyberbullying and have systems in place to respond to it. Within the pastoral team, designated specialists will train and update the rest of the team as appropriate, liaising with external agencies such as CEOP. The Online Safety guidance in the School's ICT Acceptable Use Policy gives details on the blocking of access to inappropriate websites, when using the School's ICT facilities and mobile devices on the School site.

Educationally, we will tackle cyber bullying in various contexts, but in particular we will identify the fact that a lot of cyber bullying takes place because the person carrying it out is not face to face with the other person, and this, whilst making it 'easier', in many ways makes it more serious and certainly a behaviour with a cowardly element to it - even more so when the perpetrator hides behind anonymity.

The School reserves the right to take action against those who take part in cyberbullying. It will support those who are targeted and, when necessary, will work with the police to detect those involved in criminal acts. It will also use the full range of powers and sanctions to punish those who bully pupils or staff in this manner.

The role of 'bystanders' in Cyber Bullying.

In cyberbullying, bystanders can easily become perpetrators – by passing on or showing to others, images designed to humiliate. For example: or by taking part in online polls or discussion groups. They may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. At WIS we regard these 'bystanders' as 'accessories' who actively support cyberbullying and therefore may take action against them as well. It is important that students are aware that their actions may have severe and distressing consequences, and that participating in such activity will not be tolerated. Students are encouraged and expected to report incidents of cyberbullying.

Advice to pupils and parents Pupils should report any suspected cyberbullying incident to the relevant member of staff in their School or to their parents. They should not answer abusive messages but log and report them. Messages should not be deleted. The School is committed to working with parents to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be identified as cyberbullying. Parents should

avoid getting involved in online or electronic exchanges with other pupils on behalf of their children and should instead either seek advice from the school or one of the supporting organisations identified in section 7.

Advice to staff.

If a member of staff suspects or is told about a cyberbullying incident he/she should ask the pupils to show him/her the mobile phone and note down the offending text message including the date and time. In the case of a computer, if possible, he/she should obtain a printed version of the material in question. He/she should inform the Deputy Head. Staff should **never** download/transfer information or images from a child's phone to any other equipment, even if they are attempting to record evidence.

Teachers may become victims themselves of cyberbullying and should report any incidents immediately to the Deputy Head. This will be treated in confidence and they will receive support, including the taking of any appropriate action against pupils. They should follow the advice laid out for pupils above. Staff are educated on the acceptable use of School ICT.