EL GOUNA INTERNATIONAL SCHOOL

CYBERBULLYING POLICY

School's Mission

*"We **challenge, inspire** and **empower** each other to **succeed** in realising our fullest potential, by pursuing **opportunities** to become passionate life-long learners, prepared to contribute in this rapidly changing world."*

School's Vision

" EGIS aims to provide a world-class education enriched by international approaches in an atmosphere that empowers everyone to be self-critical, recognising the need for growth and change whilst constantly striving for excellence."

Policy on Anti-Bullying & Anti-Cyberbullying

The school takes seriously its obligation to ensure that pupils and staff enjoy a safe working environment. It believes that all people in the school community have the right to learn and teach in a supportive, caring and safe environment without fear of intimidation or being bullied. Every individual in school has the duty to report an incident of bullying whether it happens to themselves or to another person.

While this policy makes reference to pupils as the victims and perpetrators of bullying, it equally applies to members of staff and other adults who may be subject to bullying behaviour or act in a bullying manner.

What is bullying?

Bullying may be defined as *'unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time'*

Bullying can take many forms – emotional, physical, racist, sexual, homophobic, verbal, cyber, and include…

- persistent name calling;
- pointedly ignoring an individual resulting in isolation;
- interfering with another person's property on a regular basis;
- making comments about family, friends, appearances, race, sexuality, religion, and personal matters;
- any comment on behaviour which upsets and causes hurt to another person;
- making false accusations or spreading rumours;
- the use of technology to hurt or cause upset to another person – cyberbullying.

Why is it Important to Respond to Bullying?

Bullying hurts and damages the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

We all have a responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms

A pupil may indicate, by signs or behaviour, that s/he is being bullied. Adults should be aware of these possible signs and should investigate if a pupil:

- is frightened of walking to or from school;
- doesn't want to go on the school/public bus;
- begs to be driven to school;
- changes his/her usual routine;
- is unwilling to go to school (school phobic);
- begins to truant;
- becomes withdrawn, anxious, or lacking in confidence;
- starts stammering;
- attempts or threatens suicide or runs away;
- cries himself/herself to sleep at night or has nightmares;
- feels ill in the morning;
- begins to do poorly in school work;
- comes home with clothes torn or books damaged;
- has possessions which are damaged or "go missing";
- asks for money or starts stealing money (to pay bully);
- has dinner or other monies continually "lost";
- has unexplained cuts or bruises;
- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- stops eating;
- is frightened to say what is wrong;
- gives improbable excuses for any of the above;
- is afraid to use the internet or mobile phone;
- is nervous and jumpy when a cyber-message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Adults who are the victims of bullying may exhibit similar signs or behaviour.

What is Cyberbullying?

Cyberbullying may be defined as 'the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature: children and adults may be reluctant to admit to being the victims of cyberbullying'.

Given the particular nature of this form of bullying and the fact that the victim and bully do not have to be in close proximity for the bullying to take place, tackling cyberbullying can present particular challenges.

- Its scale and the scope of its impact can be greater;
- the act of bullying can be remote given that its perpetrator and victim are physically separate;
- the cyberbully has a long reach and can easily carry out 'cyberstalking';
- the bullying can be more intense – 24/7;
- defamatory material can be easily published to a wide audience.

The particular forms of cyberbullying can include any of the following:
- threats and intimidation
- harassment or cyberstalking (e.g. repeatedly sending unwanted texts or instant messages)
- sexting (e.g sending and receiving sexually explicit messages, primarily between mobile phones)
- defamation or vilification (intentional false communication, either written or spoken, that harms a person's reputation);
- impersonation;
- unauthorised publication of private information/images;
- 'trolling' (abusing the internet to provoke or offend others online)
- manipulation;
- peer rejection/exclusion.

Technology allows the user to bully anonymously or from an unknown location, twenty-four hours a day, seven days a week. Cyberbullying leaves no physical scars so it is less evident to a parent or teacher, but it is nevertheless highly intrusive and the hurt it causes can be very severe.

There are many different methods by which cyberbullying takes place. The following list is not exhaustive; the development of information and communications technology is so rapid that new styles of cyberbullying are emerging constantly. Moreover, young people are particularly adept at adapting to new technology.

1. **Text messages**: messages that are threatening or cause discomfort.
2. **Picture/video clips via mobile phone cameras**: images sent to others to make the victim feel threatened or embarrassed.
3. **Mobile phone calls**: silent calls or abusive messages; stealing a victim's phone and using it to harass others, making them believe that the victim is responsible.
4. **Emails**: threatening or bullying emails, often sent using a pseudonym or somebody else's name.
5. **Chatroom bullying**: menacing or upsetting responses to children or young people when they are in a web-based chatroom.

6. **Instant messaging (IM)**: unpleasant messages sent while children conduct real time conversations online using services such as Whatsapp or Viber.
7. **Bullying via websites**: use of defamatory blogs (web logs), personal websites, online personal 'own web space' and social media sites such as Facebook, Instagram or Twitter.
8. **Online video conferencing platforms** such as zoom, skype, Microsoft Teams, etc.

Bullying is never acceptable and the school fully recognises its duty to protect all of its members and to provide a safe, healthy environment for everyone.

Preventing Cyberbullying
As with all forms of bullying the best way to deal with cyberbullying is to prevent it happening in the first place. There is no single solution to the problem of cyberbullying but the school will do the following as a minimum to impose a comprehensive and effective prevention strategy:

Roles and Responsibilities
The Deputy Principal who is also the Designated Safeguarding Lead will take overall responsibility for the co-ordination and implementation of cyberbullying prevention and response strategies in coordination with the Online Safety Lead and the ADSLs. The Deputy Principal and DSL will:
- ensure that all incidents of cyberbullying both inside (and outside school involving school students) are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the school's Anti-Bullying Policy, Behaviour Policy and Safeguarding and Child Protection Policy.
- ensure that all policies relating to safeguarding, including cyberbullying are reviewed and updated regularly
- ensure that all staff know that they need to report any issues concerning cyberbullying to the Designated Safeguarding Lead.
- ensure that all staff are aware of the Prevent Duties.
- ensure that parents/carers are informed and attention is drawn annually to the cyberbullying policy so that they are fully aware of the school's responsibility relating to safeguarding pupils and their welfare.
  The Cyberbullying Policy is available at all times on the school website
- ensure that at the beginning of each term, cyberbullying is revisited as part of the Staying Safe Programme and that pupils know how to report a concern to someone on their safety circle.
- ensure that all staff are aware of their responsibilities by providing clear guidance for staff on the use of technology within school and beyond. All staff should indicate that they have read and understood the Staff Code of Conduct.

The Online Safety Lead or E-Safety Coordinators (ICT Teachers) will
- ensure that all pupils are given clear guidance on the use of technology safely and positively both in school and beyond including how to manage their personal data and how to report abuse and bullying online.
- provide guidance for parents/carers on online safety and the positive use of technology

- ensure the school's policy & guidelines for Staff when children are using Digital Devices are reviewed annually
- provide annual training for staff on the above policies and procedures and on online safety
- plan and deliver a curriculum on online safety in computing lessons which builds resilience in pupils to protect themselves and others online.
- plan a curriculum and support PSHE/SMSC staff in delivering a curriculum on online safety which builds resilience in pupils to protect themselves and others online.
- ensure that all pupils are given clear guidance on the use of technology safely and positively both in school and beyond including how to manage their personal data and how to report abuse and bullying online.

The IT Support will ensure adequate safeguards are in place to filter and monitor inappropriate content and alert the Designated Safeguarding Lead to safeguarding issues. The school uses a firewall to filter all internet access. The internet filter records access to prohibited sites which enables the IT Support to report issues immediately to the Designated Safeguarding Lead.

The School's Expectations in Respect of Cyberbullying
Cyberbullying, even more so than other forms of bullying, has many challenges for schools in a world which has increasingly become digital during the pandemic and even after. The school has clear expectations in respect of the use of information and communication technology and, where possible, will tackle incidents of bullying and cyberbullying in order to prevent them escalating and causing serious damage to individuals, the broader school community and the school's reputation. It must, however, be acknowledged that much cyberbullying takes place beyond the confines of the school and over which the school has no control or jurisdiction.

All pupils are expected to adhere to the following expectations.
1. Pupils must not behave in a way or use information and communication technology, both inside and outside school, to engage in any activity that is intended deliberately to upset another person, to bully or defame.
2. Pupils should not participate in activities as 'bystanders' or accessories such as taking part in online polls or discussion groups where individuals are the object of defamation or vilification.
3. Any pupil engaging in bullying or cyberbullying in any of its forms, whether or not the behaviour takes place on the school premises, can expect to be subject to the school's full range of disciplinary sanctions. This may include permanent exclusion from the school.
4. All pupils are expected to collaborate fully in any enquiry the school may need to conduct regarding bullying and/or cyberbullying including give access to devices. This may relate to a pupil's use of ICT both in and out of school where there is reasonable belief that cyberbullying has taken place and that this will assist in bringing an end to such activity.

Guidance for Pupils

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff on your safety network.

- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/carers or a member of staff at school (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal details or contact information without the permission of a parent/guardian (personal data)
- Be careful who you allow to become a friend online and think about what information you want them to see.
- Protect your password. Do not share it with anyone else and change it regularly
- Always log off from the computer when you have finished or if you leave the computer for any reason.
- Always put the privacy filters on to the sites you use. If you are not sure how to do this, ask a teacher or your parents.
- Never reply to abusive e-mails
- Never reply to someone you do not know
- The school will deal with cyberbullying in the same way as other bullying. Do not think that because it is online it is different to other forms of bullying.
- The school will deal with inappropriate use of technology in the same way as other types of inappropriate behaviour and sanctions will be given in line with the school's Behaviour Policy.

Procedures

1. All incidents of bullying should be reported either to the KS Coordinators/Head or Deputy Principal who will work with the Online Safety Lead and Assistant to ensure that such incident is prevented from happening.
2. In cases of serious bullying a written record of the report will be made with written records kept of the follow up investigation. Records will be stored manually as well as, electronically on Engage.
3. In serious cases, parents will be informed and will usually be asked to come in to a meeting to discuss the problem and its resolution.
4. If necessary and appropriate, the police/authorities may be consulted.
5. The bullying behaviour or threats of bullying will always be investigated and, where found to be proven, will be tackled quickly with a view to stopping the bullying behaviour.
6. An attempt will be made to help the bully change his/her behaviour.
7. The behaviour of bullies and the safety of victims will continue to be monitored following resolution of the original issues.

Outcomes

1. The bully (bullies) may be asked to apologise genuinely. The full range of disciplinary sanctions outlined in the school's Behaviour Policy may be applied. Bullying in all its forms will be considered to be a serious disciplinary matter.
2. In serious cases exclusion, either temporary or permanent, will be considered.
3. If possible, the pupils will be reconciled.
4. After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

The school's PSHE/SMSC and pastoral programmes focus on the issues surrounding bullying in all key stages every year. As part of the e-safety programme, led by the school's Online Safety Lead and/or E-safety Coordinators (ICT Teachers), awareness of safety on the internet is emphasized in teaching programmes as are ways of keeping safe on the internet.

Teaching staff receive training in the identification of bullying and the means of dealing with incidents as part of Child Protection training. The Student Prefect team and Student Council will also receive advice in helping younger pupils report bullying and in promoting a bully intolerant culture within the school. E-safety tips and recommendations for pupils, parents and staff is also provided and by outside organisations.

How can parents help?

1. By not exhibiting bullying behaviour that may be mimicked by your children.
2. Show a real interest in your child's social life and in school events.
3. Encourage your child to have friends round, to join clubs and to be tolerant and broad minded towards others.
4. Build up your child's self-esteem by emphasizing positive features and accepting individual characteristics.
5. Discuss the school's Anti-Bullying Policy with your child and suggest positive strategies if his/her rights are abused.
6. Do not tell your child that bullying is part of growing up or imply that it is in any way acceptable.
7. Encourage your child to take action on bullying, but do not tell him/her to retaliate either physically or with name calling.
8. Show an example by being firm but positive and not aggressive in your approach to discipline.
9. Confront the possibility that your child may be a bully. If the school contacts you suggesting that your child may have been involved in bullying, try not to go on the defensive or to find excuses for the bullying behaviour. Work constructively with the school to find a solution to the problem.
10. Recognise that bullying is often a repeated action rather than a one-off event.
11. If your child is being bullied, please report it; the school can then take action.
12. Check your child's devices frequently for signs that they may be the target of bullying or engaging in bullying behaviour.

E-Safety at Home

Several sites offer helpful advice to parents/carers, particularly with respect to how they can best monitor their child's use of the computer at home. Here are some parents/carers might like to try:

- www.thinkuknow.co.uk/parents
- www.saferinternet.org.uk
- www.childnet.com
- www.anti-bullyingalliance.org.uk
- www.nspcc.org.uk

The following useful publications from DfE:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf

https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

Review

This Policy will be reviewed bi-annually.

The Designated Safeguarding Lead: Ms. Rachel Abundo (Deputy Principal)

The Deputy/Assistant Designated Safeguarding Leads are:

      The EYFS/KS1 Coordinator and Assistant DSL is: **Ms. Bronwen Botes**

      The KS2 Coordinator Assistant DSL is: **Ms. Laura Connolly**

      The KS3 Assistant DSL is: **Ms. Gina Martin (Head of Secondary)**

      The KS4/5 Assistant DSL is: **Ms. Zana Fathi (Senior Teacher for Physics/Biology)**

Online Safety Lead & E-Safety Coordinator for Secondary is: Mr. Karim Mahmoud

E-Safety Coordinator for Primary is: Ms. Wafaa Abdel Kader