Bullying including Cyber-bullying & E-Safety Guidelines

About Bullying

Bullying can occur in any group of people whatever its type or size or the age of its members. There are many different forms of bullying from teasing to harassment. Verbal and psychological bullying can be just as harmful and hurtful as physical violence. Sexual and racial harassment are particularly serious forms of bullying. Many children, and adults, are bullied because they are seen to be 'different' – because of their race, religion or culture, because of their sexuality or gender, or because of any special educational needs or disabilities, they may have.

Signs of Bullying

Some of the ways in which children and young people have described bullying include:

- Being called names or being teased
- Being pushed, hit, kicked, poked or physically hurt in some way
- Having money or personal possessions taken or damaged
- Having rumours spread or being ignored or left out
- Being threatened or made to feel frightened or intimidated
- Being stalked

Cyber-bullying

Our definition of Cyber-bullying includes but is not limited to the following behaviours:

- Abusive or threatening emails or messages,
- Posting abusive comments on social media sites,
- Sharing humiliating videos or photos of someone else,
- Stealing someone's online identity,
- Spreading rumours online,
- Trolling – sending menacing or upsetting messages through social networks, messenger apps, chartrooms or games,
- Developing hate sites about another person,
- Prank calls or messages,
- Group bullying or exclusion online,
- Anonymous messaging,
- Encouraging a young person to self-harm on-line, And/or pressuring children into sending inappropriate material.

Bullying online can differ from offline bullying in that it can be inescapable, anonymous, widely shared and can be stored permanently. People may bully online as a form of entertainment, for revenge, or to protect a friend. In all cases, this behaviour is unacceptable.

It is important that we educate students about the harm online and offline bullying can do. Any student who experiences bullying should feel supported, believed and that they can share their concerns with Kew Learning personnel, teacher or host family. All concerns and disclosures must be passed on to Kew Learning's Designated Safeguarding Lead (Min You) for follow up.

Procedures for dealing with reports of bullying and cyber bullying

If a Kew Learning staff member, including homestay hosts and drivers is approached by a student or parent of a student and informed that the student is a victim of bullying/cyber bullying, they will approach the concern with sensitivity and professionalism.

The decision to respond to the incident without involving the police or children's social care would be made in cases when the DSL is confident that they have enough information to assess the risks to pupils involved, and the risks can be managed within Kew Learning support framework and network for the child. In such circumstances the procedures continue.

Kew Learning will take direction and support from the parents and schools where appropriate in terms of supporting the student who is a victim of bullying or cyber bullying.

Concerns and child protection issues are recorded in their Safeguarding files, which remain secure and confidential. Dates and notes pertaining to a student are entered onto a monitoring spreadsheet which again remains secure and confidential. Safeguarding and child protection information is stored securely and can only be accessed by the DSL and Kew Learning General Manager.

Effects of Bullying

The effects of bullying can lead to children and young people to:

- Becoming depressed and suicidal
- Experiencing low self-esteem
- Becoming shy and withdrawn
- Self-harm
- Becoming self-conscience
- Experiencing physical complaints, like constant stomach aches and headaches, which are brought on by stress
- Feeling anxious
- Becoming aggressive
- To start to bully other children or adults

Kew Learning does not tolerate the bullying of other people in any form whatsoever and all incidents of bullying reported will be fully investigated.

Our students will:

- Respect other people, their space and their belongings
- Be kind to others, even if they are not their friends
- Not walk away if they see someone being bullied, instead, try to get help and tell a responsible adult
- Ask for help if they are being bullied

Our guardianship students are given the following advice about bullying:

- Talk to someone you trust, such as your guardian, host family, parent or friend
- Be persistent. If the first person you talk to does not help, do not give up; speak to someone else
- If you can, write down everything that has been said or done to hurt you. Try to write down how you feel. When you have found someone you can trust, discuss what you have written
- If you find it difficult to talk to an adult, ask someone to talk to an adult on your behalf
- Phone Childline on free phone 0800 1111. Their helpers provide a confidential helpline
- Most importantly, do something. Sometimes bullying stops quickly, but doing nothing means it may continue until someone is seriously upset or hurt

E-safety Guidelines

These guidelines apply to all Kew Learning personnel, including guardianship students, parents, visitors and guests in the host family. E-Safety Guidance should be read in conjunction with our Data Protection and Information Sharing Policy and Safeguarding Policy.

Host families have a responsibility to the students in their care to know what they are doing online during their stay.

What is E-Safety?

E-Safety refers to child protection and safeguarding of both children and adults in the digital world. It is about learning to understand and use technologies in a safe, positive way, also about supporting children and adults to develop safe online behaviours.

Risks of using the Internet include:

- Exposure to inappropriate materials, for example, pornographic pictures and videos
- Physical danger and sexual abuse, for example, through 'grooming'
- Cyber-bullying – persistent bullying through the digital medium
- Losing control over pictures and videos

- Obsessive use of the internet and ICT, for example, addiction to video games
- Damage to online reputation
- Inappropriate or illegal behaviour, for example, exposure to hate-mail or offensive images
- Viruses, hacking and security
- Exposure to extremist material and the possibility of radicalisation
- Copyright infringement, for example, the illegal sharing of music, pictures, video or documents

E-Safety is largely concerned with Internet communications. The Internet is accessible from computers, laptops, tablets, mobile phones, games consoles and other devices like the iPod Touch and Internet connected TV. Other communication technologies such as texting and phone calls are also covered by the term 'E-Safety'.

Why provide Internet access?

The Internet is an essential element in 21st century life for education, business and social interaction. Kew Learning encourages the provision of Internet access to students to communicate with home and as a necessary tool for schoolwork.

Access to Internet

Kew Learning host families are expected to install appropriate parental control software on their routers.

Parental controls, however, cannot block all inappropriate content on-line. A young person who is actively seeking inappropriate content online might be good at disabling or getting around blocking filters and hiding their search history.

We recommend turning off access to the Internet during the night where student's Internet usage cannot be monitored.

Internet:

- Students aged 10-14 must have adult supervision whilst using the Internet
- Students will be encouraged to tell their host families immediately if they encounter any material that makes them feel uncomfortable
- Internet access will be filtered appropriate to the age of the student

Email:

- All emails sent must be professional in tone and content
- Students must immediately tell an adult if they receive offensive email
- Students must not reveal personal details of themselves or others in email communication (such as address or telephone number).
- Students must not arrange to meet anyone without specific permission
- Students should be made aware that the writer of an email might not be the person claimed

Social Networking:

- All staff and host family members <u>must not</u> accept friend requests from guardianship students or parents on social media accounts or interact with any guardianship students or parents via any form of social media
- Host families <u>must not</u> post photos of guardianship students under the age of 18 years old on their personal social media accounts

Chatrooms and Instant Messaging:

- Kew Learning students are <u>not</u> permitted to use these facilities on a host family computer

Kew Learning host families shall:

- Behave responsibly and professionally at all times in connection with the use of social networking sites and keep up to date with privacy policies of the sites they use
- Use their professional judgment and, where no specific guidance exists, take the most prudent action possible and consult with Kew Learning personnel if they are unsure
- Co-operate with Kew Learning to ensure the implementation of this policy

Kew Learning Students:

- Must hand mobile phones, tablets, portable electronic games and media players bring to the host family to their host at night-time, if requested by the host
- Are forbidden from sending abusive or inappropriate text messages
- May have their Internet activity checked

Kew Learning host families are allowed to take digital photographs and video images of Kew Learning students but must ask for their parents' consent concerning the taking, sharing, distribution and publication of those images.

Kew Learning Website:

- The point of contact on the website will be Kew Learning address, email and telephone number. Host family or student personal information will not be published
- Website photographs that include Kew Learning students will be selected carefully and will only be published with parental permission
- Our students' full names will not be used anywhere on the website, particularly in association with photographs

Cyber bullying

Cyber bullying is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner. When children are the target of bullying via mobile phones, gaming or the Internet, they can often feel very alone

and, a once previously safe and enjoyable environment can become threatening, harmful and a source of anxiety. Cyber bullying (along with all forms of bullying) will not be tolerated. All incidents reported will be recorded and investigated.

Host Families Data Security

In line with the General Data Protection Regulations 2018 (GDPR) Kew Learning host families must ensure that any sensitive data that Kew Learning makes available to them on any document is stored securely (e.g. in a folder with a password on an encrypted device) and deleted after the homestay. This data must not be passed on to a third party.

Students' support

- Kew Learning students must sign Student Behaviour Policy/Code of Conduct
- E-Safety rules will be given to Kew Learning students in their Student Handbook
- Any breaches of the Code of Conduct with reference to ICT will be referred directly to Kew Learning and Internet access will be denied
- All students will be informed that network and Internet use on a host family host's computer will be monitored

Parental Support

Parents' attention will be drawn to the Kew Learning E-Safety Policy in the parent handbook

Parents will be asked to read through Kew Learning Student Behaviour Policy/Code of Conduct with their son or daughter and student to sign the agreement

Policy Implementation

Kew Learning host families receive e-safety advice and guidance as part of their induction programme to ensure they understand their responsibilities, as detailed in this policy.

Further Information

If you would like free independent advice and support about keeping children safe online than you can call the free O2 NSPCC Online Safety Helpline: 0808 800 5002.

Please note you do not have to be an O2 customer to access this advice.

Parental Controls

If you are having difficulty setting up parental controls or privacy settings on your home WI-FI connections, then please contact your Internet provider as different providers have different ways to set up parental and privacy controls. For example, you may need to download an App to your phone.

Social Media Sites

Further information on Social Media sites can also be found at https://www.netaware.org.uk. Net aware has up-to-date information on the most popular social networks, apps and games children are currently using.