OXFORD
ANTI-BULLYING
POLICY 2022-23
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<tr>
<th>Document title:</th>
<th>Anti-bullying Policy</th>
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<td>Date Created:</td>
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<tr>
<td>Author:</td>
<td>Originates in EF Academy Torbay; adjusted for PFE context by individuals named below</td>
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| Individuals Involved in Developing the Document: | Paul Ellis - Head of School  
Mark Fletcher-Single - Deputy Head (Pastoral)  
Joan Wilisoni - Pathway Manager |
| Document Purpose:       | To enable students to understand clearly what constitutes bullying and to understand that bullying, whatever its form, is unacceptable within the school community. It enables parents to feel confident that the School promotes an anti-bullying culture and responds effectively to any instance of bullying of whatever kind. It formulates the guidelines for action where bullying is reported. |
| Related Documents:      | Behaviour Policy  
Code of Conduct for Staff  
Complaints Policy  
E-Safety policy  
Positive Mental Health and Well-being Policy Concerns Policy  
Whistleblowing Policy  
Use of Reasonable Force Policy |
| Date of Next Review:    | May 2023             |
| Change Log (what changes have been made, by whom and when) | EF Academy Torbay’s policy altered for EF Academy Oxford's  
Oct.'18: anti-bullying defined for students; possible actions for support clarified; social media aspects of bullying given extended consideration – Mark Fletcher-Single  
June’20 (Mark Fletcher-Single): additional information and details of relevant procedural changes to incorporate the development of our COVID-19 Policy  
Jun.’21 (Mark Fletcher-Single): reviewed policy to ensure closer synergy with Safeguarding Policy |
following advice from Barbara Lewin's Safeguarding training (Nov.’20) and to reflect the recent Feb.’21 consultation period of Boarding Schools: National Minimum Standards ‘Raising expectations in relation to other existing standards such as ’...behaviour management...’ and 'New standards about preventing bullying, promoting good relationships and developing life skills’

Aug.'21 (Mark Fletcher-Single): reviewed because of the School's leadership restructure during academic yr. Aug.'21 to Jul.'22

Sept.'22 (Mark Fletcher-Single):
- reviewed to reflect the School's continued leadership restructure during academic yr. Aug.'22 to Jul.'23
- reviewed to reflect the changes to National minimum standards for boarding schools (from 5th Sept.'22)
- reviewed to reflect change of DSL roles and updates to staff changes and changes to KCSiE in Sept.'22

| Exec. Management | Anna Ireland (VP Operations, UK) |
Purpose
EF Academy Oxford aims to establish an ethos in which all members of the community feel safe and confident, and treat each other with respect. To accomplish this, it is clear bullying cannot be tolerated.

Objectives of the Policy
- to enable students to understand clearly what constitutes bullying and to understand bullying, whatever its form, will not be tolerated by the whole-school community
- to enable parents to feel confident bullying will be firmly dealt with by the School
- to promote a non-aggressive ethos in the School
- to raise staff awareness of the presence of bullying
- to establish guidelines for action where bullying is evident

At EF Academy Oxford, our community is based on the values of kindness, courage, integrity, commitment, courage and respect. We are committed to providing a safe and caring environment free from disruption, violence and any form of harassment, so every one of our students can develop to her / his full potential. We expect our students to treat members of staff with courtesy and cooperation so they can learn in a relaxed, but orderly, atmosphere. All students should care for and support each other, inside and outside of school. EF Academy Oxford prides itself on its respect and mutual tolerance. Parents and wider-colleagues have an important role in supporting the School in maintaining high standards of behaviour.

Bullying, cyberbullying, harassment, initiation / hazing, victimisation and discrimination of students or staff will not be tolerated by the School. We treat all our students and their parents fairly, and with consideration, and we expect them to respect staff, the School and each other in return. All forms of bullying (including cyberbullying, prejudice-based bullying, initiation / hazing and discriminatory bullying) are unacceptable at EF Academy Oxford, and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action in accordance with the Behaviour Policy.

This policy should be read in in conjunction with EF Academy Oxford’s other disciplinary and safeguarding policies, copies of which can be found on our website (Globalnet internally). In the absence of a designated member of staff, any references in this policy shall be to the member of staff to whom they have delegated their authority during their absence.

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind some types of harassing or threatening behaviour - or communications - could be a criminal offence, for e.g. under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.
Statutory Guidance
This policy has been formulated using the following:

- Cyberbullying - Advice for Headteachers and School Staff, 2014
- IB Learner Profile
- DfE - preventing-and-tackling-bullying, 2017 (Jul.'17)
- Safe to Learn - Embedding Anti-bullying Work in Schools (DCSF)
- School Mission Statement
- Materials from Kidscape & Childnet International
- PSHE curriculum
- The Office of Children and Young People's Services Anti-Bullying Strategy
- https://www.gov.uk/bullying-at-school

If school staff feel an offence may have been committed, they should seek assistance from the Police. For e.g., under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety, or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.

EF Academy Oxford is fully committed to ensuring the application of this Anti-bullying Policy is nondiscriminatory in line with the UK Equality Act (2010).

When does this policy apply & when is it implemented?
Whenever the School is responsible for the conduct and welfare of its students, this policy applies to all students at EF Academy Oxford, whether day or boarding. Specifically, whilst students are:

- on school site
- off-site under the lawful control or charge of a member of staff (for e.g. whilst on a trip)
- off-site or otherwise not under the lawful control or charge of a member of staff representing the School, or are in some other way identifiable in connection with the School or which relate to that student's membership of the School community
- in any circumstances where a student is acting in a manner which could adversely affect the reputation of the School, the orderly running of the School or which poses a threat to another student or member of the public

Disciplinary measures will be taken in accordance with the School's Behaviour Policy and will be applied in a fair, consistent and reasonable manner, taking into account the needs of SEND and vulnerable students and those with certain health conditions.

Bullying can sometimes amount to peer-on-peer abuse, which is defined as abuse by one or more students against another student. It can be standalone or as part of wider abuse and can happen both inside and outside of school, and online. Further information about peer-on-peer abuse, including the procedures to follow when an incident of peer-on-peer abuse is reported, can be
found in the School's Safeguarding Policy. If, following an incident, there is any doubt as to which policy is most applicable, the Head of School and the DSL will consider which policy is more appropriate and the matter will be dealt with accordingly. Such a determination is not final and may be reviewed during the course of any investigation and subsequent processes.

**Who is Responsible for the Policy?**
Senior Leadership Group and all staff.

**How do we monitor our success criteria?**
The School will record all incidents of reported bullying in accordance with this policy. The SLG with the Head of Boarding (& DSL) will review all incidents of reported bullying to help identify patterns of behaviour, so the School can take appropriate steps to address bullying behaviours or behaviours which enable bullying within the School. When patterns are identified, the School will decide an appropriate course of action. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments. This policy is reviewed and updated at least annually.

**Complaints Procedure**
Parents and students are encouraged to use our Complaints Procedure if they feel any concerns about bullying (or anything else) are not being addressed properly.

**Definition of Bullying**
Bullying is a persistent, deliberate attempt to hurt or humiliate someone. Bullying can result in long-term psychological damage and, in extreme cases, suicide; it is not a criminal offence, however, there are criminal laws which apply to harassment and threatening behaviour.

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Put another way, bullying is the intentional hurting, harming or humiliating of another person. It may take many forms, including:

- **cyber** - the use of electronic communications such as email, mobile phones, text / multi-media messaging, photographs / video, online profiling, websites, including social networks, and instant messaging with the intention to frighten, embarrass or harass is a clear breach of our Safeguarding & E-Safety Policies, and most certainly constitutes bullying
- **physical** - pushing, kicking, hitting, punching or any use of violence (including any threat of or use of violence of any kind)
- **sexual** - unwanted physical contact or sexually abusive comments (including the sharing of nudes / semi-nudes)
• **verbal** - including cyber-bullying via text messages, email, social media, gaming, and SMS or other instant messages, and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours)

• **disability** - because of, or focusing on, the issue of disability

• **emotional** - being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures, etc.)

• **racist, religious, cultural, sexist, homophobic or transphobic** - this is when a student is targeted for representing a group; it is likely to hurt not only the victim but also other people in the same group (similarly students who are targeted because they have a disability or a Special Educational Need)

• **hazing** - any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and / or physical harm, regardless of the person’s willingness to participate

• manipulation of a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim

• **peer-on-peer bullying / abuse** - this is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between young people and within young people’s relationships (both intimate and non-intimate). The School recognises the gendered nature of peer-on-peer abuse (i.e. it is more likely that girls will be “victims” and boys “perpetrators”) and that it can manifest itself in many ways and can include (but is not limited to) sexting, sexual assault, gender-based issues and harmful sexual behaviours including sexual violence and sexual harassment. Peer-on-peer bullying / abuse can be associated with factors outside the School and can occur online and offline and between young people of any age or gender. The School therefore takes a contextual safeguarding approach to managing peer-on-peer abuse. Peer-on-peer bullying / abuse is abuse and is never acceptable. It should never be passed off or dismissed as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”.

**Who are bullies and why do they bully?**
Young people who bully others come from all social classes and cultural backgrounds. She / he may believe bullying will make others respect her / him. She / he may be inadequate, unhappy and insecure and may be in need of help. It is important to help the bully both to understand she / he is responsible for hurting someone, and such behaviour will not be tolerated. If a bully is allowed to get away with such behaviour, it will continue: a systematic approach to deal with the bully is necessary.

**Who gets bullied?**
Anyone can be the victim of bullying, but no one deserves to be bullied. Both boys and girls bully others. Research suggests some individuals are more likely to be bullied than others, e.g. being different in some obvious respect, lacking social skills, having an over-protective family, having a special educational need and or disability. At EF Academy Oxford we are aware our students may
be particularly vulnerable. To this end, students are told there are to be no initiation ceremonies or acts intended to cause pain, anxiety or humiliation: i.e. initiation / hazing ‘japes’.

Bullying is often hidden and subtle. It can also be overt and intimidating, and often involves an imbalance of power between the perpetrator and the victim whether that be a physical, psychological (knowing what upsets someone) or intellectual imbalance, or by the perpetrator having the capacity to socially isolate the victim.

Bullying is often motivated by prejudice against particular groups and may involve actions or comments regarding a person’s race, religion, sex, gender, sexual orientation, special education needs or disabilities (SEND) or certain health conditions, or because of a student’s familial circumstances, such as they are adopted, in care or they have caring responsibilities. Bullying may be motivated by actual differences between young people, or perceived differences. For e.g., bullying can still be homophobic if directed towards a young person that is perceived to be gay, whether or not this is the case.

Bullying can happen anywhere (including online) and at any time and can involve anyone: students, other young people, staff and parents.

The School’s Response to Bullying
At EF Academy Oxford, we always treat bullying very seriously. It conflicts sharply with our social and moral principles, and potentially with our policy on, and commitment to, equal opportunities: bullying will not be tolerated. When incidents of bullying occur, they are dealt with quickly and taken seriously. The School will never dismiss or downplay bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy. Staff will reassure any victim(s) they are being taken seriously and they will be supported and kept safe.

EF Academy Oxford understands bullying can be so serious it may cause physical, emotional and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of students is the School’s first priority, however, the School acknowledges emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour Policy. Whilst bullying itself is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, upskirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Students who are victims of bullying will be supported. Students 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.

EF Academy Oxford recognises students with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to peer-on-peer group isolation or
bullying (including prejudice-based bullying) than other young people. The School also recognises young people may face additional barriers to reporting an incident because of their vulnerability, disability, sex, ethnicity and/or sexual orientation. Students who are victims of bullying will always be supported and will be reassured they will be kept safe. Students who have engaged in bullying behaviour will be subject to appropriate disciplinary sanctions and will also, where possible, be supported in learning different ways of behaving and offered support for their own circumstances, where appropriate.

**Signs of Bullying**
Changes in behaviour that may indicate a student is being bullied include:
- unwillingness to return to school
- displays of excessive anxiety, becoming withdrawn or unusually quiet
- failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others
- books, bags, money and other belongings suddenly go ‘missing’, or damaged
- change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- diminished levels of self-confidence
- frequent visits to the Nurses with symptoms which may relate to stress or anxiety, such as stomach pains or headaches
- unexplained cuts and bruises
- frequent absence, erratic attendance or late arrival to class
- choosing the company of adults rather than peers
- displaying repressed body language and poor eye contact
- difficulty in sleeping or experiencing nightmares
- talking of suicide or running away from school

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated and reported/recorded, as appropriate, in accordance with this policy.

**Prevention & Raising Awareness of Bullying**
Through the curriculum, PSHE lessons (Pathways Support), work with class teachers and advisors, the Student Council, school counsellor, and anti-bullying initiatives from external agencies. Supported by:
- staff induction and training
- peer training and mentoring
- application of the IB Learner Profile throughout all stages of the School
The School's response to bullying does not start at the point in which a student has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at school in the first place:

**Pupils**
- The School promotes an ethos of good behaviour where everyone treats each other with respect at all times, inside and outside of school.
- All new students are briefed thoroughly on our school values and expected standards of behaviour (they are told what to do if they encounter bullying); we guarantee those who report bullying in good faith will not be punished, will be taken seriously and will be supported.
- We use year group assemblies to explain the School's policy on bullying (including cyber-bullying and prejudice and discriminatory bullying); our wellbeing, pastoral and safeguarding programmes are structured to give students an awareness of their social and moral responsibilities as they progress through the School: collectively, they focus on the importance of equality and diversity and students are encouraged to avoid prejudicial and exclusionary language.
- All of our students are encouraged to tell any member of staff at once if they are being bullied, or if they know or suspect bullying is taking place; they are reassured they will be taken seriously and will be supported and kept safe.
- All students have access to an independent listener, enabling them to contact someone for support in private.
- The School buildings display advice on where students can seek help, including details of confidential help lines and websites where they can connect with external specialists, such as ChildLine, Kidscape, Bullying UK, and the Samaritans.

**Staff**
- Upon induction, all new members of staff are given training and guidance on the School's Anti-bullying Policy and on how to react to, and record allegations of bullying at the School (including cyber-bullying and prejudice and discriminatory bullying). The School will ensure all staff understand the principles of the School’s policy, legal responsibilities, and actions to be taken to resolve and prevent incidents of bullying from arising or escalating and also details of sources of further support.
- The School recognises certain students may be more at risk of bullying than others, and may require additional support when dealing with an incident of bullying, for e.g. students with SEND and / or certain health conditions and LGBTQ+ students. The School will ensure staff receive appropriate training to be able to understand the specific needs of our community, and to enable all staff to provide an inclusive environment for all students.
- All reported incidents are recorded and investigated at once; we always monitor reported incidents.
- Our Pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
• There are always staff on duty who are trained to be alert to inappropriate language or behaviour.
• Staff are aware our residential buildings provide more opportunities for bullying, and are therefore always vigilant and alert to signs of issues with or between students; the informal environment is important in reinforcing a student’s standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual student outside the more formal classroom.
• The School has the right, and duty, to investigate incidents of bullying involving our students which take place outside of school, such as on visits and trips or online or otherwise, and has the right to take disciplinary action in respect of such incidents in accordance with the Behaviour Policy.
• Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator; if staff reasonably suspect a student may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School’s Safeguarding Policy and discuss their concerns with the Designated Safeguarding Lead (DSL) without delay.

Parents
• This policy is readily available on the School’s website, so parents are clear on EF Academy Oxford’s approach to bullying and what to do if their child experiences bullying.
• We encourage close contact between Pathway Managers, the Head of Boarding, Pastoral team, etc. and parents, and will always make contact if we are worried about a student’s wellbeing.
• If parents know or suspect their child, or another student, is being bullied, they should contact the School without delay; all concerns will be taken seriously; and
• We welcome feedback from parents on the effectiveness of our preventative measures and all other aspects and implementation of this Anti-bullying Policy.

Procedures
At EF Academy Oxford, all key staff have had relevant training and all staff have been made aware of this policy. They understand bullying can occur in our (indeed any) school and they have a responsibility to be vigilant for incidences, especially at times and in places where it is likely. Our very positive student to staff ratio means all staff can take responsibility for all students at all times.

• If a member of staff suspects bullying is taking place, or a disclosure is made to them about an episode of bullying, they should always consult the School’s Designated Safeguarding Lead (DSL).
• Under the guidance of the DSL, an age-appropriate investigation should take place. Separate meetings should be arranged with those involved to establish their version of events and assure them the situation will be dealt with sensitively but firmly.
• Where appropriate, parents of both parties will be informed.
• The bullying behaviour will normally then be addressed through the provision of counselling for all parties involved. However, a proven allegation of serious bullying will result in suspension or exclusion with the possible involvement of the Police authorities.
• A senior staff member should oversee the monitoring of the situation, liaising directly with the relevant Pathway Manager / Pastoral team member / subject teacher to check further bullying is not occurring.
• The DSL will ensure the incident and any action taken are formally recorded in the student welfare files.
• Student welfare issues are (and, from Sept.’21, the Bullying log in Orah will be) reviewed at least once a term (or more frequently if necessary) by SLG and the UPAWs team, to enable patterns to be identified.
• In instances where a staff member feels a victim of bullying, please refer to our Complaints Policy.

The School ensures all instances of, or concerns about bullying and cyber-bullying, both on and away from School premises are easy to report and they are recorded properly.

EF Academy Oxford recognises students are likely to report bullying to someone they trust: this could be any member of staff. The School also recognises students may not find it easy to tell staff about bullying verbally and instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised an incident may come to the attention of a member of staff through a report of a friend or by overhearing a conversation. All staff will be trained in handling an allegation and will be aware they must listen to the student, not ask leading questions and make a written record of the allegation to the best of their ability.

The School also recognises a first disclosure to a trusted adult may only be the first incident reported. It is not necessarily representative of a singular incident. Staff will take all reports seriously regardless of how long it has taken for the student to come forward. Staff will act immediately and will support the victims when they raise a concern. If an incident of bullying is reported, the following procedure will be adopted:

1. the member of staff to whom the incident was reported, or who first discovers the situation, will:
   • control the situation
   • reassure and support the students involved, without promising absolute confidentiality; and
   • inform the Pathways Managers and wider Pastoral team of those involved about the bullying allegation as soon as possible
2. the matter will be investigated in accordance with policy and escalated accordingly; depending on the nature of the incident, the Head of School and the DSL will consult in order to determine whether this Anti-Bullying Policy or the Safeguarding Policy is most appropriate
3. as soon as is appropriate, a member of the Pastoral team will meet with the apparent victim(s) separately from the alleged perpetrator(s) to offer support to develop a strategy to help her or himself; it will be made clear to her / him why revenge or retaliation is inappropriate
4. as soon as is appropriate, a member of the pastoral team will meet with the alleged perpetrator(s), separately from the apparent victim(s), and it will be made clear why her / his behaviour was inappropriate and caused distress

5. she / he will be offered guidance on modifying her or his behaviour (and the School’s Behaviour Policy may also be invoked); sanctions under the Behaviour policy might include, for e.g., detention and withdrawal of privileges (EF Academy Oxford may rusticate or expel a student in cases of serious or persistent bullying, or in the event the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level

6. if the incident may result in the alleged perpetrator being rusticated or expelled, that student’s parents will be informed; otherwise, the person conducting the investigation will exercise their discretion in determining whether to inform the parents of some or all of those involved

7. parents of some or all of those involved may be invited to discuss the matter, to seek their support in respect of preventative measures, and to address any concerns

8. a way forward, including where appropriate disciplinary sanctions and support for the perpetrator(s), should be determined, and where possible agreed with all parties; this should recognise suitable support may be needed by the students who are being bullied, and also by the students who bully others, as well as dealing with disciplinary measures in accordance with the School’s Behavior Policy, if appropriate

9. as part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode

10. a monitoring and review strategy will be put in place and put on record

11. in very serious cases, and only after the Head of School has been involved, it may be necessary to make a report to the Police, the DSL or to Children’s Services; however, in many cases it will be possible to resolve such issues internally under this policy, and the School’s Behaviour policy

12. any incident of bullying will be recorded in Orah, and may result in the imposition of a Major Sanction being recorded separately by the Head of School

Cyber-bullying

Cyber-bullying can be defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others" (Belsey, http://www.cyber-bullying.org/). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend herself / himself. EF Academy Oxford acknowledges cyber-bullying may take place inside school, outside of school, and at any time of the day.

Cyber-bullying could involve communications by various electronic media, including for e.g.:

- texts, instant messages or calls on mobile phones
- the use of mobile phone camera images to cause distress, fear or humiliation
- posting threatening, abusive, sexual, discriminatory, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube)
• using email to message others in a threatening or abusive manner; or
• hijacking / cloning email accounts

EF Academy Oxford acknowledges cyber-bullying may take many different forms, including: cyberstalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogative comments on online platforms, upskirting and sexting.

Examples of cyber-bullying may include:
• sending nasty calls or text messages, instant messages or emails including anonymous emails, threats, intimidation, and harassment
• using electronic media to send homophobic, racist, and sexist messages to another individual or posting any such comment on a social network site
• videoing other people being harassed and sending these to other phones or internet sites
• taking or sharing humiliating images
• sending nasty, threatening or anonymous messages using chatrooms or message boards
• making friends under false pretences; groups of people deciding to pick on or ignore individuals
• using someone else’s account to forward rude or mean emails; forwarding unsuitable content including images or clips or sending computer viruses
• making and sending inappropriate content using a webcam
• posting nasty comments, humiliating images or video on social networking sites
• accessing another person’s account details and sending unpleasant messages, deleting information, or making private information public

The School has a role to play in teaching students about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app. In taking this forward, the School has regard to the DfE’s non-statutory guidance on *Teaching online safety in school* (updated Jun.'19).

**Prevention of cyber-bullying**

For the prevention of cyber-bullying, in addition to the measures described above, the School:
• expects all students to adhere to its E-safety Policy
• ensures certain sites are blocked by our filtering system
• may impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with our E-Safety and Behaviour Policies
• issues all students with their own personal school email address
• offers guidance on the safe use of social networking sites and cyber-bullying through tutorial work and additional pastoral talks which covers blocking, removing contacts from "friend" lists and sharing their personal data
• ensures its students are aware of the various forms in which cyber-bullying can take place, that it can have severe and distressing consequences, and **participation in cyber-bullying will not be tolerated**

• offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure

**Procedures for dealing with cyber-bullying**

EF Academy Oxford will follow the procedures set out in this policy and our Safeguarding Policy where relevant for incidents of cyber-bullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating student conduct and protecting the reputation of the School, and the welfare of its students.

Although cyber-bullying is not a specific criminal offence, there are criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, up skirtimg and sexting. Where the School considers a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a mobile phone. Further information on this can be found in our E-Safety Policy, Behaviour Policy and Searches & Confiscation Policy.

**Additional help and support:**

• if you find it difficult to talk to anyone at school or at home, ring ChildLine on freephone 0800 1111 (this is a confidential free helpline)

• if you are hard of hearing you can use the free textphone 0800 400 222

• you can also write to Freepost 1111, London N1 0BR

All students have the right to feel confident, safe and valued, therefore, we all have a responsibility to respect others, and ourselves and report all incidents of bullying.
Appendix 1: e.g. Anti-bullying Poster

Anti-bullying Information

It's bullying if you feel hurt because individuals or groups are:
- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- using text, email or web space to write or say hurtful things (cyberbullying)

It's bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

This is what we do about bullying:
- make sure that the person being bullied is safe;
- work to stop the bullying happening again;
- provide support for the person being bullied.

What should you do?
Tell someone you trust and get their help so that you can talk to the right person or stop bullying. If you feel you are being bullied:
- go away from the situation as quickly as possible;
- tell a teacher or someone who has happened before or you do not feel comfortable telling an adult, tell another pupil.

If you have been bullied:
- tell a teacher or another adult at school;
- tell your family;
- if you are afraid to tell a teacher or an adult on your own, ask a friend to go with you;
- keep on speaking until someone listens and does something to stop the bullying;
- don't blame yourself: you have been happened.

When you are talking to an adult about bullying be clear about:
- what has happened to you;
- how often has it happened;
- where it happened;
- who saw what was happening;
- whom I happened;
- when you have done about it already.

How EF Academy will help?
- Maintaining a high level of awareness of issues throughout the school;
- Providing resources which make it easy for students to report incidents quickly;
- Taking action and responding quickly to reported incidents;
- Providing training for all teaching and non-teaching staff on how to respond appropriately to incidents that come to their attention.

Recording and Monitoring of Bullying
We will record all incidents of bullying. Serious incidents will be reported to parents. There will be internal monitoring of the situation through the regular Anti-Bullying Campaign Surveys and the School Council.

Additional Help
- If you need it, it is difficult to talk to anyone at school or at home, ring
  Childline on telephone 0800 1111 (this is a confidential helpline);
- If you are having bad feelings you can see the telephone 0800 843 8000.
- You can always write to Friends Network, London NW1 6OJ.

The phone, text and letter are free.

All students have the right to feel safe, happy and respected. All staff have a responsibility to ensure that, and to report all incidents of bullying.