Dear Parents and Carers

We have recently spent a considerable amount of time focusing on anti-bullying/harassment in the Norwood School Community and beyond. This has included looking at the types of bullying/harassment that occurs in school and in the wider community and in particular, how to report bullying in school. We have also discussed with students the process that takes place once bullying and harassment has been reported and finally how & why the school sanctions and supports both victims and alleged perpetrators as well as the work that takes place with parents and other stakeholders.
We have also been recording student voice and researching the nature and extent of bullying and harassment in our school, online and to a limited extent in the community. I will be sharing the results of this with the Senior Leadership Team and staff as well as the pupils once they have completed their questionnaires. We hope the process will continue to provide a safe, secure and sympathetic environment for all members of the school to raise issues and concerns around bullying and harassment and feel properly supported.

With the help of the School Council we have completed an anti-bullying mission statement (policy) which is displayed to all students along with their pledges to help prevent all forms of this negative behaviour.

Senior Leaders, Heads of Year and their Tutors will continue to work to support all pupils and regularly highlight positive behaviour and investigate when required reports of anti-social behaviour/bullying that take place on the site, we sanction and support accordingly. Unfortunately, it is increasingly difficult for the school to manage pupils' behaviour online. Children frequently report bullying, discriminatory/ prejudiced posts, sexual harassment and other forms of persistent anti-social behaviour. This can then manifest itself in incidents that are played out in school or in the local community as students travel to and from the school . Incidents in school are investigated and dealt with according to our behaviour policy. However, the school cannot be expected to monitor or investigate behaviour online. This is the responsibility of the parent(s) and child.

We recommend that you monitor your child's behaviour online and observe changes in behaviour that may signal that they are victims of bullying/harassment (see online support below). Please share these concerns with the school as often this helps to preempt issues and we can work collaboratively.. We also recommend the following **10 online safety steps to report online bullying/harassment & keep your child safe online**:

1. Record the incidents - the date, time and the facts
2. Take screenshots of any reported bullying or harassment
3. Report the online bullying to the Police and/or social network sites - we can support you with referrals
4. Receive online support from Childline, NSPCC, Childnet
5. Block perpetrators of bullying or withdraw from social networks
6. Make sure that age limits for social networks are adhered to - Most Social networks e.g. Instagram, Snapchat, Twitter have an age restriction of 13 or older.
7. Set up parental controls - Install apps and use software that help to monitor your child's time, usage and contacts e.g. Microsoft Family (Xbox), Google family link, Qustodio

8. It is recommended that you switch off wifi/internet over night - charge phones in another room away from your child's bedroom and check that laptops/consoles are not readily accessible to distract your child especially at night time.
9. Mental Health online - Talk to your child about your expectations around screen time - set limits & provide at least 30 minutes to an hour away from screen devices prior to bedtime, discuss online safety, how and who to report concerns/worries to - see links above
10. Remind your child that their mobile phone MUST be switched off in school from Gate to Gate. They need to focus on learning. If you have a concern/issue please contact the school office, they will pass this on to the Head of Year/Tutor and child if required.

We recognise that these measures will not prevent bullying, harassment, prejudiced /discriminatory behaviour from occuring. But, we hope they can prevent issues from escalating or causing harm both inside and in particular outside the Norwood School. I would like to remind you that what we post online does not remain confidential when it is shared with other people. What goes online remains online forever and cannot be withdrawn and can affect you for the rest of your life and certainly your social & professional reputation. We want our students to be aware that reputations take a long time to build, but can be ruined very quickly.

Please continue to check our newsletters for updates and support around online safety. I will be organising an online safety talk for parents in the new year which I hope will be well attended. Further details to follow. Thank you for your continued support.

Yours sincerely

Jeremy Cox
Deputy Headteacher - Designated Safeguarding Lead