Anti-Bullying Strategy

This policy applies to all children including those in the Early Years

We have a zero tolerance policy in this school

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1. Aims

At Tower House School, our community is based upon respect, good manners, and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence, and any form of harassment so that every one of our pupils can develop to their full potential. We expect our pupils to treat

members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other, inside and outside of School.

The School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at school, online and at home, and that the School and parents co-operate closely together.

This policy is available to parents of pupils and prospective pupils on request and for reading in the School office during the school day. It is also communicated to all staff and pupils.

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

This policy applies to all pupils in the School, including those in the Early Years Foundation Stage (EYFS) and applies to actions undertaken both inside, and outside of the School.

2. Definition of bullying

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 physical (including any threat of or use of violence of any kind), sexual (including the sharing of nudes/semi-nudes), verbal (including cyberbullying via text messages, email, social media, gaming, or other instant messages, and can include the use of images and video), and/or emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It can involve manipulating 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. Bullying is often hidden and subtle. It can also be overt and intimidating, and often involves an imbalance of power between the perpetrator(s) and the victim(s) whether that be a physical, psychological (knowing what upsets someone), or intellectual imbalance, or by the perpetrator(s) having access to the support of a group, or the capacity to socially isolate the victim(s).

Bullying can sometimes amount to child-on-child abuse, which is defined as abuse by one or more pupils against another pupil. It can be standalone or as part of wider abuse and can happen both inside and outside of school, and online. Further information about child-on-child abuse, including the procedures to follow when an incident on child-on-child abuse is reported can be found in the School's Safeguarding policy.

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 child's familial circumstances, such as they are adopted, in care or that they have caring responsibilities. Bullying may be motivated by actual differences between children, or perceived differences. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff, and parents.

Where an incident of bullying causes or is likely to cause significant harm to a pupil, the School will follow the procedures set out in the School's Safeguarding Policy.

3. The school's response to bullying

At the School, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles, and potentially with its policy on equal opportunities for pupils, and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss or downplay bullying as “banter”, “just having a laugh” or part of growing up”. All reported incidents of bullying will be dealt with by staff in accordance with this policy. Staff will reassure any victim(s) that they are being taken seriously and that they will be supported and kept safe.

The School understands that bullying can be so serious that 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 pupils is the School's first priority, however, the School acknowledges that 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 Management Policy. Whilst bullying itself is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, sexting, the sharing of nudes/semi-nudes (in certain circumstances), up skirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect.

The School recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to child on child group isolation or bullying (including prejudice-based bullying) than other children. The School also recognises that certain children may face additional barriers to reporting an incident because of their vulnerability, disability, sex, ethnicity and/or sexual orientation.

Pupils who are victims of bullying will always be supported and will be reassured that they will be kept safe. 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 and offered support for their own circumstances, where appropriate.

Bullying which occurs on school trips, online, or outside of the School's premises will not be tolerated any more than bullying on school premises. Teachers will, where appropriate, award sanctions to pupils for misbehaviour online, outside school premises and outside school hours.

4. Signs of bullying

Changes in behaviour that may indicate that a pupil 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 are 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 office / tutor 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 or
- Talking of suicide or running away from home or 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 by parents and teachers and reported/ recorded as appropriate, in accordance with this policy.

5. Bullying – Preventative measures

Incidents of bullying will be treated in accordance with our whole school Behaviour Management Policy. Support is given to both the victim and the bully. Sanctions are given in line with our behaviour management policy and exclusion may be necessary in cases of severe and persistent bullying.

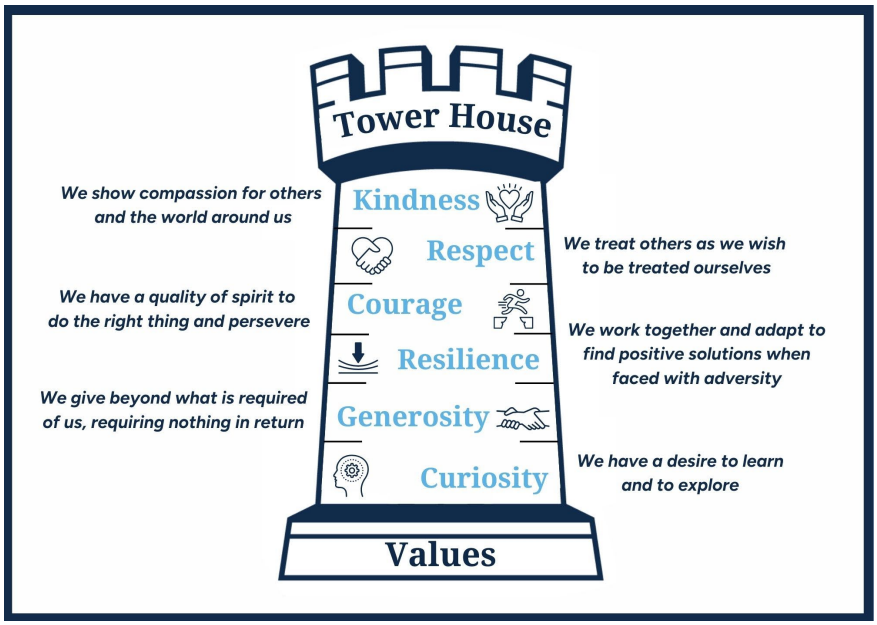
Tower House School is a small school where everyone knows everyone else. Therefore, behaviour such as bullying is picked up and dealt with very quickly. We have a House System where all boys, from Reception through to Year 8 belong to a House. Older boys know and look out for younger boys in the Junior School.

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with the school:

a. Pupils

- Senior boys read with Junior boys and support them in their lessons. This gives the senior boys a greater sense of themselves as carers and as someone to be looked up to. The Junior boys do not find it intimidating to ask for help from an older boy because of this connection.
- Charity raising for the Senior and Junior cohorts helps promote empathy and an understanding of how other people feel. Charity raising instils a sense of awareness of how one's positive actions can have a real impact on other people's lives.
- All pupils are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying and this is also included on page 4 & 5 of the Blue Book which all pupils from years 3-8 carry with them. We guarantee that those who report bullying in good faith will not be punished and will be supported.
- We use appropriate assemblies to explain the school policy on bullying (including cyberbullying and prejudice-based and discriminatory bullying). Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity and pupils are encouraged to avoid prejudicial and exclusionary language 'Bullying Awareness Week' provides a focus for this work and is an annual week dedicated to discussions and activities to heighten pupils awareness of all aspects surrounding bullying. We endeavour to give the pupils the tools to understand bullying and how to help prevent it as well as who to talk to if they have any concerns. This is in addition to two weeks spent dedicated to children's mental health.
- Our notice board displays advice on where pupils can seek help.
- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable.

- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place. They are reassured that they will be taken seriously and will be supported and kept safe.
- Throughout the school there are poster displays offering advice on where pupils 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. Some of these are also found in the Blue Book.
- The School Values are displayed around School on posters and from the back page of the Blue Book. The Values are discussed regularly in assemblies and form time and align to the School's role in ensuring bullying is not tolerated and is understood.



b. Staff

- Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying, including cyber bullying. All school staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support.
- The School recognises that certain children may be more at risk of bullying than others and may require additional support when dealing with an incident of bullying, for example children with SEND and/or certain health conditions, and LGBTQ+ pupils. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our pupils, and to enable all staff to provide an inclusive environment for all pupils.
- All reported incidents are recorded and investigated on the Incidents of Bullying Form found in the All Staff MS Team in file > Incident Notification Forms. We always monitor reported incidents. Reported incidents are kept securely in the SLT MS Team in order that patterns of behaviour can be identified and monitored by the Head who keeps logs up to date. Any incidents are discussed at weekly safeguarding meetings and SLT meetings.
- All staff are given training on inset days in handling any incidents as an immediate priority, and who are alert to possible signs of bullying.

- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour
- 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. This is done by logging incidents on iSAMS wellbeing manager. INSET sessions are held regularly, using outside experts.
- The school has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips or that otherwise occur outside of school. The school has the right to take disciplinary measures in respect of such acts. Disciplinary measures will be taken in accordance with the School's Behaviour Management Policy and will be applied in a fair, consistent, and reasonable manner, taking into account the needs of pupils with SEND and certain health conditions, and vulnerable pupils and
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator(s). If staff reasonably suspect that a pupil 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 School's Designated Safeguarding Lead (DSL) without delay.

c. Parents

- This policy is readily available on request/ in hard copy for reading at the School office which parents are made aware of so that they are clear on the School's approach to bullying and what to do if their child experiences bullying
- We encourage close contact between the school and parents, and will always make contact if we are worried about a pupil's well-being
- If parents know or suspect that their child, or another pupil, 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 results of this anti-bullying policy.

6. Procedures for dealing with reported bullying

The school ensures that all instances of, or concerns about, bullying and cyberbullying on and away from school premises are easy to report and that they are recorded on the Incidents of Bullying Form found on the All Staff MS Team in file>Incident notification forms. Records will also be recorded on the school's iSAM system which also stores them on the pupil's file. These are monitored by the Head / Deputy Head and all bullying incidents will always be followed up, to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

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

The School also recognises that 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 child to come forward. Staff will act immediately and will support the victim(s) when they raise a concern.

If an incident of bullying is reported, depending on the severity of the incident, the following procedures will be adopted:

1. The member of staff to whom it was reported, or who first discovers the situation, will lead the situation (the Case Handler), and will reassure and support the pupils involved, without promising absolute confidentiality
2. The Case Handler will inform an appropriate member of the pastoral team as soon as possible
3. Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School's Safeguarding Policy rather than the procedure set out below.
4. The victim(s) and alleged perpetrator(s) will be interviewed individually by the Case Handler on their own (or, if appropriate, with a suitable person present for support) and asked to write an account of events.
5. Where the Case Handler considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the Case Handler will discuss this with the Head and the DSL, and will report the matter to the Police without delay, if considered necessary. The School will then follow the procedures set out in the Safeguarding Policy as well as any guidance from the Police.
6. The incident should be recorded using the Incidents of Bullying Form found on the All Staff MS Team in file>Incident notification forms and on iSAMS, and shared with relevant staff (Form tutor / Head of Year, other staff on a need to know basis), including the Head and Deputy Head who is responsible for keeping all records of bullying and other serious disciplinary offences.
7. The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator. He will be offered support to develop a strategy to help. It will be made clear to him why revenge or retaliation is inappropriate
8. The perpetrator(s) will be interviewed again at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his behaviour was inappropriate and caused distress. He will be offered guidance on modifying his behaviour. The school's Behaviour Management Policy may also be invoked. Sanctions under the Behaviour Management Policy might include, for example, a minus house point, detention, withdrawal of privileges or suspension from school. The school may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or if the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
9. Depending on the nature and persistence of the bullying, the parents of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought
10. A way forward, including where appropriate disciplinary sanctions and counselling, should be determined, and where possible agreed with all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Behaviour Management Policy if appropriate

11. 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

12. A monitoring and review strategy will be put in place and put on record

13. In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to Social Services. However, in many cases it will be possible to resolve such issues internally under this policy and the school's Behaviour Management Policy.

7. Cyberbullying

The way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to School feeling like an unsafe place. The School makes it clear to pupils that the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity.

Cyberbullying 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.cyberbullying.org/). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend themself. The School acknowledges that cyberbullying often takes place outside the school day and off the School premises.

Cyberbullying could involve communications by various electronic media, including for example:

- 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, X (formerly known as Twitter) or YouTube)
- Using e-mail to message others in a threatening or abusive manner or
- Hijacking/ cloning e-mail accounts.

The School acknowledges that cyberbullying 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, sharing nudes/semi-nudes, upskirting, and sexting.

The School has a role to play in teaching pupils 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 (January 2023).

8. Prevention of cyberbullying

For the prevention of cyber-bullying, in addition to the measures described above, the School:

- Expect all pupils to adhere to:
    - Anti Cyber Bulling Code for Pupils (included in Y3-8 Blue Book)
    - Acceptable Usage Policy (included in Y3-8 Blue Book)
- Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose disciplinary measures for the misuse, or attempted misuse, of the internet
- Issues all pupils with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking, removing contacts from "friend" or similar lists and sharing personal data

- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe
- Does not allow the use of mobile phones. Mobile phones must be handed into the school office on arrive at school each day and collected at the end of the day.

9. Procedures for dealing with cyberbullying

The School will follow the procedures set out in this policy and in the [Child Protection and Safeguarding Policy] where relevant for incidents of cyberbullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyberbullying 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, upskirting, sharing nudes/semi-nudes, and sexting. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

The School's procedure for dealing with incidents involving the sharing of nudes or semi-nudes is set out in the School's Safeguarding Policy.

If staff are notified or become aware of an incident of nudes or semi-nudes being shared by a pupil or of a pupil, they will refer the incident to the DSL as soon as possible. The DSL will follow the DDMSC / UKIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (February 2024) when responding to a report of sharing nudes and/or semi-nudes. In some circumstances the DSL may make an immediate referral to police and/or children's social care.

10. Electronic devices

All boys bringing a phone or electronic device to school, are required to hand it in to the school office on arrival and must only collect it when going home. Boys are not allowed to keep mobile phones with them in the school day. If they need to contact home they may go to the office and ask to call from the school phone.

In response to an allegation of cyberbullying (in any form), certain staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Head. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item, or an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, and provided they have the Head's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour Management Policy.

Where a search finds an electronic device that is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyberbullying. Parental consent to search through electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to

a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour Management Policy and the School Rules. The School may then take steps to punish the pupil in accordance with the Behaviour Management Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding Policy.

School staff can confiscate, retain and dispose of a pupil's property as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

11. EYFS Children

Even the youngest children in EYFS are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity.

Head of EYFS is in charge of the management of behaviour in the Reception Class.

We explain to EYFS children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS setting but sometimes we may remove a treat for hurtful behaviour. Occasionally, a child may be sent to see the Head of Junior School, who will explain the inappropriateness of a particular action but such instances are rare. Parents are always informed when any sanction or reproof is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the school to discuss the situation with their child's teacher and the Head of the Junior School, to agree a joint way of handling the difficulty.

12. Complaints procedure

Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled (the Complaints Procedure explains how to complain to Ofsted).

13. Monitoring and review

The School will record all incidents of reported bullying in accordance with this policy.

The Head or a designated member of SLT will keep a log of all bullying incidents and review the log to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. 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.

Appendix A: Procedure for Pupils Dealing with Bullying Incidents – A Whole School Approach

(Taken from the pupil's Blue Book)
Form time is dedicated each school year to reiterate the following

Role of pupils in reporting a bullying incident

- Get away from the situation as quickly as possible
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel
- Try to stay calm and look as confident as you can
- Tell an adult or somebody you trust what has happened straight away
- Tell your family
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you.
- Keep on speaking until someone listens and does something to stop the bullying
- Do not blame yourself for what has happened
- When you are talking to an adult about bullying be clear about :
    - What has happened to you
    - How often it has happened
    - Who was involved and who saw what was happening.

Guidance for parents if your child has been bullied:

- Calmly talk with your child about his experiences
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- Reassure your child that he has done the right thing to tell you about the bullying
- Explain to your child that should any further incidents occur he report them to a teacher immediately
- Make an appointment to see your child's form teacher or Head of Year
- Explain to the teacher the problems your child is experiencing.

If you think your concerns are not being addressed make an appointment to see either the Head of Junior School or the Deputy Head.

Appendix B: Anti Cyber Bullying Code Advice to Pupils
(Taken from the pupil's Blue Book)

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website, can be really upsetting. This code gives you five important tips to protect yourself and your friends from getting caught up in cyber-bullying, and advice on to how to report it if it does happen.

1. Safe
Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.

2. Meeting
Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

3. Accepting
Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems - they may contain viruses or nasty messages!

4. Reliable
Someone online might lie about who they are and information on the internet may not be true. Always check information with other websites, books or someone who knows. If you like chatting online it's best to only chat to your real world friends and family

5. Tell
Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Appendix C: Acceptable Usage Policy – All boys including EYFS

Tower House School assumes parents will ensure their sons read and understand this policy before signing.

- Use of the Tower House school network constitutes agreement to comply with this policy.
- These rules apply to the use of any of the school devices both onsite and offsite. They also apply whenever a user is logged on to the Tower House School network onsite and offsite.
- Pupils are given an e-mail account to use, the account is monitored and filtered, and the user is responsible for the content on their account.
- You must not use someone else's username to gain access to the school network.
- You must not share your password with another.
- You may not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed via the Tower House School network
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not use the network or your own property to access inappropriate material or files dangerous to the integrity of the network.
- You must not transmit, re-transmit, publish or store material on or through the Tower House School network which is bullying, threatening, abusive, hateful, indecent, or defamatory.
- You must report any unpleasant material or message sent to you. This report would help protect other pupils and you.
- Pupils are not permitted to have personal computers at the school, unless they have properly documented educational needs, where a computer may be used for specific agreed purposes.
- If a pupil or user account breaches the above rules, their account may be inspected and their access stopped. They may also render themselves liable to sanction from the Head up to and including suspension.
- Any property owned by pupils, such as mobile phones, portable media player and other smart devices may not be used in school without prior agreement. Where this is granted only age appropriate content maybe used.
- You may not access the internet except through the school network with appropriate filtering whilst onsite.
- You may not access any social media platform via any THS device or via the THS network.
- Email communication to members of staff must be from your THS provided Email address (name@thsboys.org.uk) to their THS Email address only.

I have read the above information and agreed to the Acceptable Usage Internet Code for Tower House:

Pupil_____ Parent _____

Tower House School is committed to safe recruiting and to safeguarding and promoting the welfare of children