



The  
British School  
of Monaco

**POLICY SECTION:** Section 5 - PASTORAL

**POLICY NUMBER:** 5.08a

## **WHOLE SCHOOL ANTI-CYBER-BULLYING PROCEDURES**

**EFFECTIVE FROM:** 5/VIII/2022

**LAST REVIEWED:** 01/V/24

**REVIEW DATE:** Summer 2025

# The British School of Monaco

## Whole School Anti-Cyber-Bullying Procedures

### Our School Mission Statement

To provide Monaco families with a family-owned British curriculum school and an intimate nurturing community that motivates students to become grounded, passionate and aspirational learners. We want our students to enjoy each precious year of childhood as they grow into adults.

#### AIMS

- To have in place clear procedures to promote the welfare and safety of everyone in The British School of Monaco community;
- To ensure students, school personnel and parents understand what cyber-bullying is and how it can be prevented;
- To have in place procedures to prevent incidents of cyber-bullying;
- To have in place effective procedures to deal with all reported incidents of cyber-bullying;
- To ensure compliance with all relevant legislation connected to this policy.

#### ROLES AND RESPONSIBILITIES

##### The Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Principal to ensure all school personnel are aware of, and comply with, this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all relevant procedures are maintained and updated regularly;
- responsibility for ensuring all relevant policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## **The Principal**

The Principal will:

- work in conjunction with the staff to ensure all school personnel, students and parents are aware of, and comply with, this policy;
- work closely with relevant personnel to review how the school network is monitored;
- ensure the Acceptable Use Policy outlines how all ICT facilities should be used;
- provide support and counselling for those students and school personnel who may be victims of cyber-bullying;
- deal with all incidents of cyber-bullying quickly and effectively;
- impose sanctions as outlined in the school's Code of Conduct on any student identified as being the bully;
- contact the relevant authorities if the cyber-bullying is sufficiently severe;
- keep parents informed of the school's actions;
- record and keep all incidents and their outcomes;
- work with parents in dealing with cyber-bullying;
- inform parents of any incident of cyber-bullying and how it has been dealt with;
- give all perpetrators of bullying time to discuss why they have bullied and why their actions were wrong;
- consider permanent exclusion in the most serious incidents of cyber-bullying.

## **School Personnel**

School Personnel will

- be alert to the dangers of cyber-bullying;
- report all incidents of cyber-bullying to the Principal immediately;
- ensure that no student has unsupervised access to the Internet;
- regularly remind students of:
  - the safe use of the IT facilities;
  - the relevant Acceptable Use Policy;
  - the need to report any incident of cyber-bullying to a member of the school personnel.
- inform students of the dangers of cyber-bullying through PSHCE, anti-bullying activities etc.;
- be advised:

- not to give their mobile phone numbers or personal email addresses to any other student;
- not to leave a computer or any other device logged in when they are away from their desk;
- to ensure their mobile phone or any other device is password protected;
- to keep a regular check on their online presence and reporting any negative content;
- to use social media correctly and not breach their employment code of conduct;
- to have in place security and privacy settings on their personal devices/accounts;
- not to give out personal contact details;
- to carry a school mobile when on school educational trips;
- to use their school email address for school business;
- to report all incidents of cyber-bullying to their line manager;
- to save all evidence of any online abuse by taking screenshots etc.;
- to request all offensive or inappropriate online content is taken down.

## **Students**

Students will:

- sign the age-appropriate Acceptable Use of ICT contract;
- be encouraged to report all incidents of cyber-bullying to a member of the school personnel;
- not bring mobile phones to school unless they have prior permission from the Principal;
- be advised, in line with age and maturity, of online/cyber safety via the school's curricular programmes;
- be advised, if they are found to be bullying someone, to:
  - think about what you're doing. The first step is realising that you've been involved in bullying. We all make mistakes and it doesn't make you a bad person;
  - ask for some advice. Tell someone you trust, like a parent, carer or teacher. They may be able to offer you some advice about what to do;
  - delete the bullying. Go back and delete any upsetting or nasty posts, tweets or comments you've written;
  - be the one to make a stand. Talk to others involved and encourage them to stop the bullying. It only takes one person to start making a big change;

- say sorry. Apologise to the person who was bullied and offer them support. This can mean a lot to the other person;
  - learn from this. Sometimes we do things without really thinking them through but the important thing is to learn from it and change the way you act in the future.
- be advised to help a friend who is being bullied by:
- listening to them;
  - supporting them;
  - writing supportive comments;
  - encourage them to tell a responsible adult;
  - doing things together such as socialising out of school.
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect.

### **Parents/Carers**

Parents will:

- be made aware of this policy;
- comply with this policy;
- sign the Acceptable Use of ICT agreement;
- be encouraged to discuss the Acceptable Use of ICT contract with their children;
- promptly report any incidents of cyber-bullying involving their child to the school.

### **‘Bullying Hotline’**

In January 2024 the Monégasque government introduced a ‘Bullying Hotline’ which is available 24 hours a day, seven days a week, to enable the reporting of bullying. The number is **98989696**.

“The implementation of the hotline complements the numerous tools already implemented to deal with and put an end to situations of harassment at school, in accordance with the provisions of the Law No. 1.513 of December 3, 2021, relating to the fight against harassment and violence in school.”

For further information:

The reference law:

<https://journaldemonaco.gouv.mc/Journaux/2021/Journal-8569/Loi-n-1.513-du-3-decembre-2021-relative-a-la-lutte-contre-le-harcelement-et-la-violence-en-milieu-scolaire>

- Government websites on bullying:

- <https://www.gouv.mc/Action-Gouvernementale/La-Jeunesse/Lutte-contre-le-harcelement-et-la-violence-en-milieu-scolaire>

- <https://monservicepublic.gouv.mc/thematiques/education/vie-scolaire/le-harcelement-en-milieu-scolaire>

Local officials at the Direction de l'Education Nationale, de la Jeunesse et des Sports who may be contacted should you have any questions over the new government procedures are Mme. Delphine Constantini and M. Nicolas Rodier at [denjsviolence@gouv.mc](mailto:denjsviolence@gouv.mc)

An English translation of the new law may be found in Staffshare at:

[https://docs.google.com/document/d/1c49EhQ8dpXpWx64X6hJvUKwxfmLtpMn/edit?usp=drive\\_web&oid=105803963144183501548&rtpof=true](https://docs.google.com/document/d/1c49EhQ8dpXpWx64X6hJvUKwxfmLtpMn/edit?usp=drive_web&oid=105803963144183501548&rtpof=true)

### **Monitoring the Effectiveness of the Policy**

These procedures will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.