Cyberbullying Policy

Riverside Training is committed to eliminating any form cyberbullying. As part of our learning environment, we will ensure consistent and acceptable use of electronic devices are upheld for the safety and protection of everyone involved.

What is Cyberbullying?

Cyberbullying may be defined as any aggressive intentional act carried out by any individual or group, using electronic forms of contact, repeatedly over time against a victim who cannot adequately defend themselves.

Cyberbullying can take many forms, and bullies sometimes go to great lengths to conceal their identity by either borrowing or stealing another phone or address. Whatever form is used, the result is the sending of threatening messages via:

- Text messaging
- Phone call bullying via mobile phones either by making silent calls or leaving abusive messages
- Email bullying
- Picture/video clip bullying via phone cameras e.g. “happy slapping”
- Chat room bullying
- Instant bullying during real time online conversations
- Defamatory blogs on a website

How can Cyberbullying be Eradicated?

Anyone using the services of Riverside Training must comply with the following (N.B. Any non-compliance will result in the appropriate disciplinary sanctions being applied):

- Ensure that communications through the internet and e-mail are related to learning
- Keep passwords confidential and change them when prompted or when known by another user
- Use passwords that are not obvious or easily guessed
- Log off at the end of each session to ensure that no-one else can use their e-mail address
- Report any receipt of computer viruses, unsolicited e-mails or any message that is inappropriate or in any way makes them feel uncomfortable

- Keep personal information including names, addresses, photographs, credit cards and telephone numbers of themselves and/or others private
- Do not use the electronic identity of another person to send messages or for any other purpose
- Do not take photographs or videos of anyone without their consent
- Do not send emails or other messages that are any of the following:
    - With a computer virus attached
    - Hoax emails
    - Unlawful or unacceptable material or remarks, including offensive, abusive or discriminatory comments
    - Any material that could be thought to be threatening, bullying or causing harassment
    - Sexually explicit or sexually suggestive material or correspondence
    - False or defamatory information about a person or organisation
    - Unauthorised use of the Riverside Training name or logo

How will Riverside Training make sure that learners feel safe to learn?

- Effective implementation of anti-bullying policies
- Have staff trained to deal with cyberbullying
- Have learner guidance on the risks of communication technologies and the consequences of their misuse
- Effective and current internet blocking of harmful or undesirable web sites
- Having effective systems to prevent information and images of learners and staff being improperly accessed
- Parents/guardians/carers are kept informed of this policy
- Immediate suspension of an individual or individuals engaging in any form of cyberbullying pending the results of the internal investigation

Procedure to be adopted in the event of a Cyberbullying incident

- Any threat of violence, instance of cyberbullying or electronic harassment must be reported to a senior manager
- A prompt investigation will be initiated by the designated manager
- Disciplinary procedures will apply
- The police are to be informed where necessary
- Where appropriate, website hosts will be requested to remove the offensive material
- Offer support and stress counselling if necessary

Monitoring & Review

This policy is reviewed annually

Current Review Date	July 2026
Next Review Date	July 2027