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Each day, discovery.

ELTHAM COLLEGE

10a Online Safety Booklet

Last reviewed: September 2025

Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	SFM	Sept 2025	Minor formatting changes for reading clarity. Reference to generative AI (per KCSIE) made in 'Introduction' which has been reworked. Updated to reflect new mobile phone policy practice. Added 'Scope and regulatory Framework' section 'Helpful links' updated Added 'What the School Does to Help Protect You' section

Introduction

The internet and cyberspace are great ways to connect with people and with the world. They are technologies to enjoy and explore and are going to play an ever-increasing part in our lives. At Eltham College, we wish to encourage digital literacy whilst also teaching and equipping our staff and students to safely navigate a rapidly-evolving digital landscape.

We recognise that there are risks and dangers online – harmful material, scams, unsecure websites, misinformation and disinformation, online grooming, pressure to share things you're not comfortable with – and we all need to acquire and develop the knowledge and skills to reduce any risk of us coming to any harm online. We have produced this document as a reminder to us all of some basic online wisdom.

With the advent of generative AI, and its renewed safeguarding focus in Keeping Children Safe in Education 2025 (KCSiE), it is more important than ever to engender a safe digital community.

Scope, Aims and Regulatory Framework

This booklet draws from the regulatory framework outlined in Keeping Children Safe in Education (2025) and Educated for a Connected World (UKCIS). The following guidance is based on advice provided by respected sources in the field (see Helpful Links at the end of the document). If you believe there is anything that could be added to this booklet, contact the Deputy Head Pastoral.

Remember what goes on in the 'virtual' world does not operate under a different set of rules to the 'real' world. It is still all about sensible and thoughtful behaviour and respect for yourself and others.

Advice for Use of Mobile Phones (for students)

As of September 2025, we have a new mobile phone policy at Eltham College, so please remember:

- When you are in school, your mobile phone should be **stored safely in your allocated locker**. If you are in Years 7-11, mobile phones are not permitted to be used at any time during the school day. **Sixth Formers** are permitted to use their phones in the Sixth Form Study Centre and Common Room areas.
- When you are in school **you should not take photographs or videos of others** – staff or students.
- **Outside of school**, be aware that people might not want photographs taken of them and shared. Consider how you would want your image shared and think before you post. If your posts are unkind and result in individuals feeling humiliated or hurt, your actions could constitute online bullying and you may be sanctioned for this.
- Be careful to whom you give **your mobile phone number** and never post it on websites.
- **Never** return a call or text message to a number you do not know.
- **Never** reply to texts saying you have won prizes. These are typically scams; responding could link you to premium rate numbers incurring
- If you are using text chat, **make sure your username** does not give away your real name.

- **If you receive abusive text or chat messages**, keep them. You do not have to read them. When the time comes to take action, these messages can be used as evidence. Ask for help from your Form Tutor, Head of Section, the School Nurse, a parent or any trusted adult. You can also contact your mobile phone provider.

- **Remember**, by forwarding a text, e-mail, photo, video, etc. you may be making a problem worse. You could be unwittingly involving yourself in bullying. You may even be breaking the law. Seek advice from a trusted adult.

Advice for the Safe Use of the Internet

The following advice should aid you make safe and sensible choices online:

- **Never feel pressured** to send intimate or revealing images. Sharing such images of anyone under 18 is against the law**.**

- **If you've already shared something online and regret it**, you are not alone – help is readily available (see helpful links below) and there are many services that help to remove content from the internet. Do not be afraid to ask for help – no matter the situation, or how bad you think something is, **it can be sorted**.

- **If you are worried,** speak to Mrs Pokorny (Designated Safeguarding Lead) who can help ensure the right actions are taken to keep you safe.

- **If you feel unsafe or threatened,** call 999.

- **Always** make up usernames which are not linked to your real name.

- **Never** agree to meet anyone you have met online unless you are sure they are who they say they are, and you have discussed it with your parents first.

- **Remember** that many people in chatrooms and on social networks are not who they say they are.

- **Think before you click:** don't open links or attachments from strangers. If something looks 'too good to be true', it probably is.

- **Report** suspicious accounts or scams.

- **CEOP** is a law enforcement agency that exists to keep children and young people safe from sexual abuse and online grooming. If you have a concern, you can report online abuse or grooming to CEOP Child Protection Advisors if you do not wish to talk to a teacher or an adult that you trust. Make a CEOP report here: https://www.ceop.police.uk/ceop-reporting/

- If you are **live streaming**, it is important to remember that live videos can be recorded and shared without your permission. Don't get caught up in the moment and get involved in dares, or be tempted by online gifts in exchange for doing something on camera. It can be difficult to spot manipulative behaviour online but **if someone asks you to remove your clothing or do anything sexual, stop and tell someone, or report to CEOP.**

- If you choose to live stream, think about who will be watching your videos. Agree with your parents/guardians before engaging in live streaming; this is to help safeguard you. **Check your**

privacy settings and make sure that only your real friends can watch your videos. Consider turning off your location settings so that people you don't know can't track where you are. **If you see a live video that upsets you, or is online bullying, speak to an adult who can help you, report it at school, or call Childline on 0800 1111**.

- Think carefully about **your digital footprint**. Always avoid posting personal information on websites and on social media. Information, such as your real name, address, phone number, email address, school, postcode and photos of you in your school uniform can be used to trace you. The more you share, the more people can learn about you. Could they use your posts to bully you? Think about whether what you post online could hurt others. Do you have permission to share pictures of friends? If you have posted something online that you wish you hadn't, delete it as soon as you can, be honest about your mistake and speak to a trusted adult, either at school or at home who will be able to help you;

- If you are considering sharing a nude image, it is important to **stop and think** carefully about the potential consequences of this. It is against the law. **Sharing a nude image of someone under 18 is a criminal offence under the Sexual Offences Act 2013.** This webpage offers some really helpful ways to say no, as does the *Zipit* app.

- Avoid **webcam chats** with people you do not know. Look out for people claiming to be someone they are not – if something sounds too good to be true, it usually is.

- **Do not respond** to emails from people you do not know.

- **Do not respond to any abusive emails.** You may feel that you want to defend yourself; however, once you engage with the sender, the situation may escalate. If you receive any abusive emails, keep them. Create a new folder called "Abuse" and move the abusive mail into this folder. You do not have to read it. When the time comes to take action, this folder of abusive mail (sometimes called 'flame mail' can be used as evidence.

- **If you are worried about a friend** because they seem distant or withdrawn, or perhaps they are more secretive than usual then talk to a trusted adult, share your concern anonymously on *Whisper* or you can call Childline at any time of day or night.

- Your **passwords** are very important; never share them, even with friends. Remember that passwords are more secure if they contain **a combination of numbers, letters and symbols** – and are changed at regular intervals.

- Make sure you understand **how to block people on email or websites**. If someone sends you inappropriate mail, block them. The Director of IT can advise you on how to do this.

- Remember to contact the site administrators **if you want something to be removed from a website**. It is useful to keep a screen shot in case it happens again.

AND LAST BUT NOT LEAST…

- **Look after your mental health!** If an app or website is making you feel anxious or stressed, mute it, block it, or take a break from it. Talk to someone about it.

What the school does to protect you

Filtering and Monitoring systems are in place on your device and across the school Wi-Fi network to ensure that potentially harmful content online is not accessible (filtered out), and that any concerning activity is flagged to pastoral staff (monitored) so we can best support you.

Through the Wellbeing curriculum, assemblies, Tutor time and digital literacy lessons, we will continue to teach you how to be safe and responsible online.

Your teachers receive regular training and updates about latest developments to digital literacy.

The school ensures there are staff specifically trained to support you if you are worried about something online.

We will promote kindness and respect in all online conduct, and take a zero-tolerance approach to online bullying or harassment.

Helpful Links

Homepage - UK Safer Internet Centre

Keep Children Safe Online: Information, advice, support - Internet Matters

Keeping children safe online | NSPCC

Taking control of your online safety | Childline

Kidscape: Cyberbullying & Digital Safety | Anti-Bullying Charity

Thinkuknow - advice from CEOP - UK Safer Internet Centre

Eliminating Child Sexual Abuse Online | Internet Watch Foundation IWF

The Cybersmile Foundation

www.bullying.org

CEOP Safety Centre (police)

Report Harmful Content - We Help You Remove Content