



# Ark Burlington Danes Academy

## Sixth Form Handbook 2020/21

Name: .....

Tutor Group: .....

### Sixth Form Mission Statement

We want to ensure that all our students can progress to a good university or directly into the professional career of their choice. Through excellent teaching and individualised support and guidance, we will encourage their development as independent learners, equipped with habits, skills and mindsets that will help them succeed beyond the Sixth Form. We will help them develop as responsible and open-minded young adults: excellent role models for younger pupils, and ambassadors for Ark BDA in the wider community.

# 1. Welcome

Thank you for choosing to join Ark BDA Sixth Form. We are very much looking forward to seeing you develop and progress – both as a student and as a person. You can be confident you will benefit from the support of a team of teachers and Tutors who want you to achieve excellent academic results and go on to a great destination, whether university or directly into a professional career. We will encourage you to aspire to the best that you can be, and will support and challenge at every stage of your journey through Sixth Form.

## Our commitment to you

**We are committed to providing you with the highest quality sixth form experience. In order to do this we will:**

- ✓ ensure you feel cared for, included and valued as an individual.
- ✓ do all that we can to help you reach a good university or enter a professional career of your choice.
- ✓ treat you with honesty, fairness and respect – as a young adult in a professional workplace.

**Teaching and learning is at the heart of what we do, and we will:**

- ✓ provide a consistently high quality learning experience, with lessons that engage and challenge.
- ✓ provide personalised support through teachers and your Tutor to support your progress.
- ✓ help you to organise your work effectively so that you meet our expected standards.

**Keeping track of your progress is fundamental – so you will:**

- ✓ meet regularly with your Tutor throughout the year to monitor your progress.
- ✓ receive progress reports each term comparing your performance against your Target Grades.
- ✓ attend parents' evenings with your parent/carer to review your progress.

## Final thought

To ensure you get the most out of Ark BDA Sixth Form, be sure to take every opportunity that comes your way. Keep an open mind, a positive attitude and give everything you do your absolute best – you never know where it will lead you.

Mrs A Stephenson  
Head of Sixth Form

August 2020

## 2. Sixth Form Team

<b>Head of Sixth Form/Assistant Principal</b>	Mrs A Stephenson
<b>Head of Year 12</b>	Mr R Scaife
<b>Head of Year 13</b>	Ms A Vasey
<b>KS5 Lead Administrator/Attendance</b>	Ms N Foster
<b>Pathways and Careers Lead</b>	Ms M Malik

## Year 12 Tutor Groups

<b>12 Goldsmiths</b>	Ms Koka
<b>12 Kings</b>	Mr Hussein
<b>12 Hertfordshire</b>	Ms Ilyas
<b>12 Canterbury</b>	Mr McIntosh
<b>12 UCL</b>	Mr Prasad

## Year 13 Tutor Groups

<b>13 Lancaster</b>	Ms Egan/Ms Ali
<b>13 Bath</b>	Ms Segal
<b>13 Royal Holloway</b>	Mr Finnerty
<b>13 Cardiff</b>	Ms Slatter

## 3. Your Tutor

Your Tutor is an extremely important person to help you be successful in the Sixth Form, guiding and supporting your progress towards a good university and the career of your choice. You will see your Tutor every day, and have opportunities for both formal and informal conversations about your progress and well-being.

Along with your Head of Year, your Tutor will:

- Monitor your academic progress, and support you with target setting and action planning through progress reviews during the year.
- Support you directly if you are underperforming in any of your subjects by helping you create a Study Plan with targets for improvement, and working with teachers to monitor your progress.
- Provide guidance and support for your choice of destination, and be your main referee to support your applications.
- Provide personal, social and emotional support throughout your time in sixth form.
- Monitor your behaviour and attendance, and respond to any concerns.
- Help you make a smooth transition from KS4 to KS5.
- Meet/communicate with your teachers and parents or carers.

## 4. Our high expectations of students

### Professional conduct

Our expectations of our students are extremely high. We aim to help you maximise your academic achievement and to be prepared for a professional career, either as a university graduate or direct from sixth form. We therefore expect all students to conduct themselves accordingly – as young adults in a professional workplace. This is crucial to maintaining good working relationships with staff and other students, and to ensuring that we can all be held accountable for behaving with honesty, fairness and respect towards one another.

### Professional work ethic

We encourage our students to adopt a professional attitude to managing their time and workload. All students will have several lessons a week that are designated study periods, when you are expected to be on site and studying in one of our sixth form study spaces. We will make sure that you receive enough work and support from your teachers to make good use of your time, and you will also have a planner to help you organise your work. The most important thing is your personal commitment to making the most of this time outside of lessons. This is vital in ensuring you make the strong progress required to achieve well at the end of sixth form.

### Professional dress code

We ask you to dress for a formal, professional workplace, consistent with the ethos of Ark BDA. This helps reinforce our expectations of conduct and work ethic, whilst underpinning the culture of equality and respect across the Academy. For male students, this means wearing a suit, shirt and tie. For female students, this means a suit and shirt/smart top. Smart skirts or trousers with a tailored jacket can also be worn. Jeans or other denim, trainers and plimsolls are not appropriate. If you have any questions about dress code, just ask your Tutor or Head of Year, or check Section 6 of this handbook for further details.

## 5. Student Code of Conduct

By signing the **Student Code of Conduct** when enrolling for Sixth Form, you accept the terms and conditions explained below and commit to the standards laid out within the Code. In the event that your conduct falls short of any aspect of this Code, you're Tutor and the Sixth Form Team will follow Academy disciplinary procedures. We do not want to see sixth form students having their privileges or free time taken away from them, but these sanctions will be applied in cases where students are not able to behave in line with the Code of Conduct.

We will also do all that we can to recognise excellent conduct that meets our high expectations: students will be treated as young adults in a professional workplace, and are expected to behave as such.

Name of student:

### ***I agree to:***

I. Follow the Academy attendance policy setting out the Academy's expectation of 100% attendance and punctuality, with a minimum of 98% attendance. I understand that all absences must be authorised by a parent/guardian and that holidays during term time will not be authorised.

II. Attend the Academy every day and be on site at least 10 minutes before the start of the Academy day. I will stay on site at all times, other than when authorised to sign out at lunchtime. I will attend all lessons, private study sessions, registrations, enrichment and assemblies. I will respect signing in and out procedures to support accurate record-keeping and help ensure the safety of students and staff on site. I understand and agree to sanctions being put in place should I not fulfil these requirements.

III. Actively and positively contribute to the Academy and community life through being an excellent role model to others.

IV. Come to school ready for learning, with the correct homework, stationery, books and equipment, as well as a positive attitude to learning.

V. Complete all homework and assignments to the deadlines given and to the best of my ability, including independent learning tasks directed by my teachers.

VI. Work with my Tutor, teachers and Head of Year to ensure that I make excellent academic progress, and respond appropriately to any concerns raised about my organisation, time management or attitude to learning.

VII. Use private study time effectively for academic study and comply with the regulations for the individual study areas. In particular, I will refrain from eating in any of the private study spaces and will treat all Sixth Form spaces with respect and consideration for other users.

VIII. Dress in line with the professional dress code (see Section 6), and follow any additional guidelines on dress, makeup and jewellery that are provided by the Sixth Form Team. I understand that if I am not dressed appropriately I may be asked to go home and change. I

will ensure I dress in line with the guidance provided for specific courses and activities (e.g. sport, drama). I will wear an official Ark BDA lanyard and ID card at all times when on site to support safeguarding and protect the site from unauthorised intruders (see also Section 16).

IX. Accept that the Ark BDA has a policy of no mobile phone usage on site, other than for use in the Sixth Form Study Room to support academic work. I understand that I may use headphones while studying in the Study Room but they must not be used or be visible at any other location around the site including on the stairwells, on corridors or in outside areas. I understand and agree to sanctions being put in place should I not fulfil the above requirements, including the confiscation of phones/headphones when seen.

X. Accept that Ark BDA has a zero tolerance approach to the use of alcohol and illegal drugs. I understand that if I am found to be under the influence of alcohol or illegal drugs, or am involved in selling or encouraging the use of illegal drugs by other students, I can expect to face permanent exclusion from the Academy.

XI. Behave as a young adult in a professional workplace, respecting and following the instructions of staff when required and ensuring that my behaviour represents Ark BDA, and the Sixth Form, in a positive manner.

***I understand that:***

- The Academy retains the ultimate right to withhold entries from public examinations should students fail to comply with any aspects of the Student Code of Conduct above.
- In order to guarantee progression from Year 12 into Year 13:
  - A level students must have a good attendance record and achieve at least three good passes relative to Target Grades in Year 12 summer examinations.
  - Students on BTEC programmes must have a good attendance record and have satisfied the Head of Department and the Head of Sixth Form that they are performing at least in line with their Target Grades.
- Students' programmes of study may be subject to change as a result of underperformance and weak academic progress.
- All data about students' attendance and academic progress will be shared with parents/guardians.

Signed by student:	Date:
Signed by Tutor:	Date:
Signed by Parent: ( <i>FILE COPY ONLY</i> )	Date:

## 6. Dress Code

**Sixth Form Dress Code**

**Correct Dress Code**

- Jacket/blazer
- Formal blouse or shirt
- Trousers or a skirt/dress of a suitable length
- Leggings must be worn with a dress over the top
- Tights
- Boots or shoes
- Earrings







**Incorrect Dress Code**

- Canvas shoes or Ugg style boots
- Flip-flops/open sandals
- Leggings on their own
- Jeans material trousers/metal studs or Jeans styled pockets
- Any dress or skirt deemed too short for business wear
- Patterned or coloured leggings or tights
- T-shirts/Hoodies
- No nose studs or facial piercings








**Sixth Form Dress Code**

**Correct Dress Code**

- Smart business suit in dark or neutral colours
- Formal trousers and jacket in dark or neutral colours
- Tie
- Formal shoes which can be polished
- Plain formal Jumper/Cardigan worn under the jacket in the winter optional






**Incorrect Dress Code**

- Canvas shoes
- Jeans material trousers/metal studs or Jeans styled pockets
- T-shirts
- Cardigan/jumper in place of a jacket
- Hoodies







## 7. Student Leadership

We regard all Ark BDA Sixth Form students as role models and leaders within our student community and beyond. As highlighted in the Sixth Form Mission Statement, we want you to be “excellent role models for younger pupils, and ambassadors for Ark BDA in the wider community”. Year 12 students will lead on courageous advocacy events or campaigns up to three times during the year. Students will have the opportunity to develop and demonstrate their leadership capacity, as well as developing other key employability skills such as communication, team-working and organisation.

All Year 12 students are encouraged to apply to be Head Student (x2) or one of a team of Senior Prefects. These roles have a high profile within BDA, and give students an opportunity to be very visible leaders for all the students at Ark BDA – supporting staff with whole school events, speaking at assemblies and representing the views of students.

## 8. Tutorial and assembly weekly timetable

- 1 assembly held by the Head of Year and/or the Head of Sixth Form
- 1 session on Core skills/VESPA
- 1 session on work readiness
- 1 session on PSHCE
- 1 session on Our World

## 9. Attendance and punctuality

- ✓ *It is vital to have an excellent record of attendance and punctuality to support any references that the Academy produces for universities and employers.*
- ✓ *Excellent attendance is one of the fundamental factors in being successful in sixth form, and we therefore expect students to have an attendance rate of 100% (minimum 98%).*
- ✓ *Year 12 students need to maintain a good attendance record in order to guarantee progression to Year 13.*
- ✓ *The Academy retains the ultimate right to withhold entries from public examinations should students fail to comply with any aspects of the Student Code of Conduct.*

**It is your responsibility to maintain a high attendance rate, and to be on time for school every morning (be on site 10 minutes early) in order to maximise the amount of time you spend in school and focusing on your academic studies.**

### Lateness

Students who are late for school will be required to attend lunchtime detention in the Sixth Form Study Room. Students who are late more than once in a week will attend detention after school (60 minutes). Persistent lateness will result in students being placed on report to Heads of Year.

### Attendance

Attendance will be monitored daily by Heads of Year, and reported to Tutors. Tutors will be the first people to discuss any issues or concerns about attendance with students. If you have any particular personal circumstances that are likely to affect your attendance you should first explain these to your Tutor, who will then pass them on to your Head of Year as required. Serious attendance concerns (declining attendance %) will be addressed by Heads of Year in consultation with parents, and students will be placed on an **Attendance Contract** if they are unable to improve their attendance. In the event that there is still no improvement, students will be invited with their parents to an **Academy SLT Attendance Panel** to review their attendance record and set targets for improvement.

### Punctuality to lessons

It is vital that you arrive at lessons on time so you can maximise your learning time and not disrupt the learning of other students. Lateness to lessons will result in a same day detention held at lunchtime, and persistent concerns about lateness to lessons will result in students being placed on report to Heads of Year.

Your full attendance record will be available to your parents/carers and they will be contacted each day that any unauthorised absence is recorded.

### Absence from lessons or registration

Students who are in school but miss either registration or lessons without authorisation to do so will be considered to be truanting. In such instances, students will be required to spend the day in the Internal Exclusion room and parents will be informed.

## Absences

- You should have no unauthorised absences on your attendance record.
- A parent/guardian must call the attendance number below before 8am to notify the Academy of a student's absence.
- When you return to school after any period of absence you must bring a note signed by your parent/carer giving full reasons for absence. The note should be handed directly to Ms Foster in the Sixth Form/Careers Office.
- You will also be expected to complete a Return to School form. No absences will be authorised until this form has been completed.
- All appointments for routine medical or dental issues should be made outside of school hours, ensuring you do not miss learning time.
- If a planned absence means you will miss lessons it is your responsibility to inform your subject teachers the day before the absence, and to collect missed work and ensure that it is completed for the next lesson.
- If you are absent due to illness, it is your responsibility to email your teachers and Tutor to notify them of your absence and to find out about missed work.
- Permission for holiday leave during term time must be requested in advance from the Principal and is unlikely to be granted other than in exceptional circumstances.

**Ark BDA Sixth Form attendance number:**



0208 735 4950 extension number 5011

[Natalie.Foster@burlingtondanes.org](mailto:Natalie.Foster@burlingtondanes.org)

***To be called by a parent/guardian before 8am on the day of a student's absence to notify the Academy***

## 10. Academic monitoring

We are committed to helping you make excellent academic progress in order to access your best possible university and career options. We will therefore seek to respond quickly to any concerns about your performance and progress that your teachers raise in any of your subjects. You will sit three weekly assessments as well as termly mock examinations, so that any issues can be identified early and we can all work together to get you back on track.

We will use the following steps to provide support and help you improve your organisation, time management and attitude to learning.

### Subject teacher support

If subject teachers have concerns about a student's progress, they will initially work with the student to identify what needs to improve and specific actions to be completed. They will also offer any support needed to help the student achieve these actions. Should this not result in improved progress, the student would move on to the first formal stage.

### Sixth Form Study Plan

If the concerns about academic progress persist, the first formal stage is to work more closely with the student's Tutor on creating a Sixth Form Study Plan with specific targets to be achieved in an agreed timescale. The student will then meet with their Tutor or Head of Year to track progress against these targets. The Sixth Form Team, subject teachers and the student's parents/carers will be informed about the Study Plan to make sure as much support as possible is in place to achieve the targets.

### Stage 1 Contract

If the student is not able to complete the targets in their Study Plan, their Tutor and the Sixth Form Team may choose to put in place a Stage 1 Contract. The student's parents/carers will be invited to school to meet with the Tutor and Head of Year and discuss the terms of the contract — it is important that everyone agrees what needs to happen to get the student's learning back on track.

### Stage 2 Contract

In rare cases it may be necessary to move onto a Stage 2 Contract. This would happen if a student has failed to respond to the support offered and there have been no improvements in their attitude to learning and academic progress. A Stage 2 Contract will be put in place after a further meeting for parents with the student's Tutor, Head of Year, Head of Sixth Form and subject teachers.

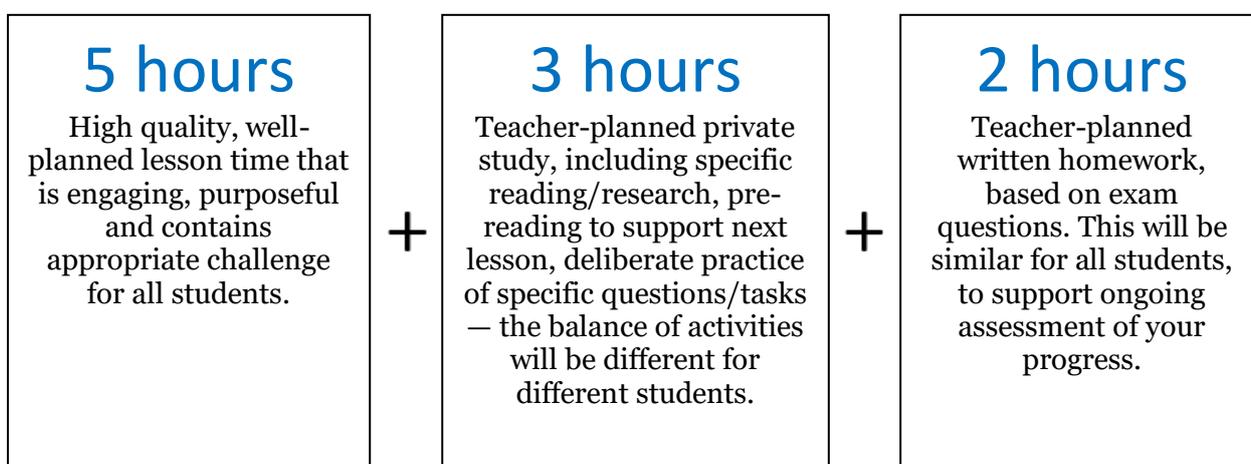
If a student has been through all the stages explained above but has failed to respond positively to them, there will be a further parental meeting with the Head of Sixth Form and the Principal to discuss withdrawing the student from the Sixth Form and finding a more suitable alternative post 16 pathway.

## 11. Independent learning – 5/3/2

Whether you are on a Professional Pathway or an A level pathway in the Sixth Form, you will experience a significant change in your timetable compared to being a KS4 student.

You will have a good amount of time to work independently, completing written homework tasks, consolidating your learning from lessons and reading/researching to broaden your subject knowledge. You will stay on site for most study periods, and we provide you with supervised study areas to make sure you can make the most of the time you have available during the week.

A good rule of thumb is that for every hour of time you spend in the classroom, you should be spending an hour doing deliberate and purposeful independent learning to help you make excellent academic progress. To help you plan your time, and to ensure that you receive good and consistent support from all your teachers, we use the 5-3-2 model.



The homework and private study tasks you are set will vary depending on the A level subjects you study, and for Professional Pathways the 5-3-2 model needs to be scaled up across your units of study. PP students should be completing the majority of coursework and other written tasks outside lessons, with lesson time generally reserved for learning and applying new subject content.

### Key points to remember:

- ✓ You need to complete *at least* 1 hour outside the classroom for every 1 hour in the classroom – that means at least 10 hours in total per A level and 30 hours per PP every week.
- ✓ Private study and homework should be highly purposeful and help to extend and develop your learning from lessons.
- ✓ If you make this your *minimum* commitment to independent learning in sixth form you will be well on the way to making excellent progress in your courses.

## 12. Study spaces and study periods

We want you to be able to enjoy the range of sixth form facilities at Ark BDA whilst respecting the expectations below. This will ensure you and your peers have the best opportunity to work independently and make better academic progress.

All students will be expected to be in either the Sixth Form Study Room or Sixth Form Library during study periods, and you will be able to choose where you study in the afternoons. This gives you good flexibility to ensure that you are able to complete your homework and other independent learning in school. Students who are on Study Plans will study in the Sixth Form Study Room in ALL study periods, and report to their Head of Year at the end of each day.

	Sixth Form Library	Sixth Form Study Room
<b><i>Silence</i></b>	Always	P1-P5
<b><i>Headphones whilst listening to music (low volume)</i></b>	Yes	Yes
<b><i>Speaking to other students about work (quiet voices)</i></b>	No	P6 and P7
<b><i>Speaking to other students socially (quiet voices)</i></b>	No	No
<b><i>Making or receiving phone calls</i></b>	No	No
<b><i>Eating</i></b>	No	No

## Experience of work and workplace visits

We are committed to helping you reach a great destination after sixth form, and eventually to enter a professional career of your choice. In order to support your early development into a highly employable graduate or school leaver, we will provide you with information, advice and guidance, as well as multiple opportunities to experience work and a variety of work places.

All Year 12 students will complete a work experience placement in July 2021. You will need to start researching and writing to employers in Autumn Term to secure a good placement in your chosen sector, and we will support you if you are struggling to ensure that we have 100% of students accessing valuable work placements.

Throughout the year, you will hear about additional work experience opportunities, usually taking place in the school holidays. You should apply for as many of these as you can ('you never know where it might lead you') as they will significantly enhance your CV and all the applications you make for your next step upon leaving Ark BDA Sixth Form.

## 13. Online Expectations for MS Teams

In order to ensure all pupils can learn as much as possible and to engage with their teammates and teachers in a safe and positive manner, BDA pupils are expected to follow the expectations below when taking part in Teams tutorials.

*1. Your conduct is professional at all times*

Behaviour during the tutorial should mirror that seen in a normal lessons. Poor behaviour of any sort will see you removed from the session and excluded from future sessions. Your parents will be informed by your Head of Year.

*2. Your video is turned off.*

You are online to learn from your teacher who may share important information on the screen. You should only be able to see your teacher and any information they share.

*3. Your microphone is turned off.*

Any noises will interfere with the quality of the recording. Your teacher may ask you to turn on your microphone. If you are asked to speak, do so loudly, politely and in a professional manner.

*4. You will not post in the chat unless you are asked to do so.*

Your teacher will ask you to register your attendance using an emoji and will let you know when it is appropriate to ask any questions. Do not post any images into the chat.

You must not use the chat function to have conversations with your friends. Just as when you are in school, we expect you to listen to the teacher and to follow their instructions.

If your teacher does ask you to contribute to the chat, you must ensure you are kind and polite in the language you use, both to your teachers and your peers.

*5. You will make no recordings or take any images of the tutorial*

It is against the schools data protection and safeguarding policy to make any recordings, videos or screenshots during the tutorial. Your teacher will provide you with any materials or resources you might need.

## 14. Cheating and plagiarism

We have an obligation to our students, qualification awarding bodies, universities and employers to ensure that the qualifications you receive are a fair and accurate representation of your work, and of the knowledge and skills you have acquired during your time at school. If a student passes an assessment or attains a qualification by unfair means then this is unfair to those who have achieved the same qualification fairly. We will undertake all appropriate measures to ensure that students' work is their own, and that plagiarism and other forms of cheating have not taken place. The Academy will also ensure that appropriate action is undertaken where cheating or plagiarism has been detected.

### Cheating

Cheating is an attempt to deceive assessors or examiners. It includes situations when a student is in an examination and:

- Communicates or attempts to communicate with a fellow candidate or individual who is not the invigilator or a member of staff.
- Copies or attempts to copy from a fellow candidate.
- Attempts to introduce or consult during the examination any unauthorised printed or written material, or consult electronic, calculation or information storage devices, including mobile phones.
- Impersonates another student or allows him or herself to be impersonated.

A student found to have behaved in this way can expect extremely serious consequences — their final examination grades will be affected negatively, and their place in the sixth form will be at risk.

### Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were your own. Plagiarism is a serious academic offence and the consequences are severe. Where there is doubt over the authenticity of work, you will be given an opportunity to demonstrate that it is genuinely yours. If it is found to be plagiarism, depending on the level of seriousness, your work is likely to be down-graded. If it is assessed coursework, your final grades will be affected negatively as well. Serious instances of plagiarism can ultimately put a student's place in Ark BDA Sixth Form at risk.

## 15. Keeping you safe: ID cards and signing out

We need to make sure the Academy site is 100% safe for everyone who works and studies here. For Sixth Form students, that means following some straightforward procedures to support the Principal and teaching staff:

1. ***Wearing your ID card on the neck lanyard provided at all times when you are in school***, as included in the Student Code of Conduct. This is the same rule as for staff, and is important because it allows us to make sure that all adults and students not in uniform are authorised to be in school. If we did not wear ID cards it would be easier for an intruder to be on the school site, which could put us all at risk.
2. ***Following the signing out procedure at the front gate***. If there is a fire or other emergency we need to know who has gone off site at lunchtime. If students do not sign out, then we have to assume they are on the site somewhere – this could put staff and other students at risk if we need to evacuate buildings.

## 16. Managing yourself and staying healthy

The choices you make about your lifestyle have a big impact on your health and well-being. In particular, a balanced diet and regular exercise are key to preventing many common health problems, while managing your time and workload well so that you have sufficient time to rest and sleep will also help you to reduce stress levels and perform better.

The list below is not exhaustive, but has lots of good ideas for how you can stay healthy and productive during sixth form and beyond. There are some useful phone numbers on the next page if you need to talk to someone about your own or someone else's health and well-being. You can also talk to your Tutor or one of your teachers if you need to.

### ***Tips for staying healthy***

- ✓ See your doctor regularly – if you haven't had a medical recently, book one in. This will check on weight, Body Mass Index, blood pressure and pulse, and help identify any issues or concerns
- ✓ Don't smoke and do whatever you can to avoid second-hand smoke. Smoking is a major cause of serious diseases such as cancer, heart disease and emphysema.
- ✓ Get regular exercise – ideally you should aim for 30 minutes of exercise, 4 times per week. Even walking rather than taking the bus can have a big positive impact on your health.
- ✓ Eat a healthy balanced diet, with at least 5 portions of fresh fruit and vegetables each day.
- ✓ SLEEP! 16–19 year olds are estimated to require 8–10 hours of sleep a night to function well at school. This means managing your time well and avoiding distractions such as your phone when it is time for bed.
- ✓ Don't drink alcohol – it is illegal to buy alcohol unless you are 18 years or older and drinking alcohol as an adult increases the risk of serious health problems in later life.
- ✓ Don't use illegal drugs. Only use prescription drugs if you have been prescribed them by a doctor.
- ✓ Always wear a seat belt. If you cycle, always wear a helmet, especially when cycling on roads.
- ✓ Don't drink alcohol or use drugs and drive. Don't get into a car with a driver who has been drinking alcohol or using drugs.
- ✓ If you're feeling really down or sad, or if you're thinking about harming yourself in any way, talk to someone you can trust about how you are feeling: this could be a parent/carer, your Tutor, a teacher or your GP.

- ✓ If you are sexually active, always use condoms to avoid sexually transmitted diseases.
- ✓ If you are in a relationship, talk to your doctor about other contraception options.

## Useful phone numbers

### Homelessness

Shelterline  
0808 800 444  
[www.shelter.org.uk](http://www.shelter.org.uk)

### Alcohol and drug abuse

The Recovery and Wellbeing Network  
0330 303 8080  
<http://wellbeing.turning-point.co.uk>

### Bereavement

Cruse Bereavement Support  
0808 808 1677  
[www.cruse.org.uk](http://www.cruse.org.uk)

### Mental health

MIND  
0300 123 3393  
[www.mind.org.uk](http://www.mind.org.uk)

### Child abuse

ChildLine  
0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

### Radicalisation

NSPCC  
0800 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### Sexual assault

West London Rape Crisis Centre (Women and Girls Network) (WLRCC)  
020 8567 7347  
[www.wgn.org.uk](http://www.wgn.org.uk)

### Eating disorders

B-eat  
Adult helpline: 0808 801 0677  
Youth helpline: 0808 801 0711  
[www.b-eat.co.uk](http://www.b-eat.co.uk)

### General health

NHS Choices  
Non-emergency medical advice: 111  
[www.nhs.uk](http://www.nhs.uk)

## 17. E-safety – staying safe online

Mobile phones and computers help us stay connected with friends and family, meet new people and to share information – but they also make it easier for bullies and other people who might want to hurt you to get close to you. This guidance will help you stay safe when using your phone, tablet or PC.

### Cyber bullying

Cyber bullying is when a person or group of people uses the internet or any other digital technology to threaten, tease or abuse someone. Examples of cyber bullying

*Social networking sites:* leaving abusive messages on someone's profile; creating fake profiles.

- *Instant messaging and chatrooms:* sending threatening or abusive messages; encouraging others to join in; using another person's account to send abusive messages without permission.
- *Mobile phones:* sending abusive or inappropriate text messages, video or images.
- *Email:* abusive email messages, possibly including a group of people; attaching inappropriate video or images; sending computer viruses.
- *Abusing personal data:* posting personal information, images or fake messages on any website that can then be viewed openly.

*Cyber bullying is against the law – if someone is being threatening or abusive towards you online, there are various ways you can help and protect yourself*

Cyber bullying is a form of emotional abuse, and can be very upsetting for anyone who finds themselves victim to it. Here are some steps you can take to address cyber bullying:

1. Talk to someone you trust about what is happening – parent/carer, Tutor or teacher.
2. Don't reply to any abusive messages.
3. Keep copies of any abusive messages you receive.
4. Never give out personal information about yourself to anyone online unless you know who the recipient is.
5. Change your usernames and online nicknames.
6. Block abusive users or email addresses and report abuse to host websites.

### Mobile phone safety tips

- Keep your phone with you at all times
- Only give out your number to people you trust
- Only lend your phone to people you trust
- Don't answer calls from unknown or withheld numbers
- Make sure your phone's PIN/security pattern is activated
- Keep Bluetooth switched off unless you are using it

If you are being bullied through your phone:

1. Talk to someone you trust about what is happening – parent/carer, Tutor or teacher

2. Change your number and only give out the new one to people you trust
3. Don't reply to any abusive messages
4. Keep any abusive messages you receive
5. Call your mobile operator for guidance and support
6. If the problem becomes very serious, contact the Police

## Internet safety tips

The internet is a great place to connect in a fun way with your friends, and to share messages and photos, but it is important to know how to stay safe and protect yourself from online abuse or harassment.

1. Don't add anyone to your friend list unless you know them.
2. Do not reply to abusive messages, but do not delete them — tell someone you trust about them as soon as you can.
3. Avoid revealing your personal details or those of your parents or carers, especially on open sites like blogs, chatrooms and message boards. This includes names, addresses and phone numbers — all of these can be used by people to identify you.
4. Do not arrange to meet someone in person if they are a stranger who you have met online.
5. Try not to use provocative usernames or online nicknames to avoid attracting unwelcome attention.
6. Never respond to rude, threatening or obscene messages.
7. Never open an email unless it is from a trusted source — emails can contain viruses.
8. Online payments: to avoid potential fraud, check a recipient's bank details by sending £1 first, then the remainder of the payment once you know the £1 has been received.