# GUIDE_

## STAYING SAFE
## ON FACEBOOK

The Diana Award is one of Facebook's safety partners; this means that we advise Facebook on how to help young people keep themselves safe online. We also educate people about the tools Facebook have to help keep users safe. Every couple of years, we take our National Anti-Bullying Youth Board to Facebook's European Headquarters in Dublin where they spend the day learning about Facebook's Safety Tools and meet the people who design the tools and deal with reports of bullying behaviour. Our Youth Board wanted to share with you what they learnt so you can keep yourself safe on Facebook and know what to do if a problem arises with you or someone you know.

## FOR YOUNG PEOPLE

### OUR YOUTH BOARD'S TOP TIPS:

#### 1. FACEBOOK'S BULLYING PREVENTION HUB_
Facebook launched a Bullying Prevention Hub, which educates young people on how to report online abuse or harassment. It also offers resources and tools for parents and staff to support young people and help them deal with difficult situations.

#### 2. HOW TO BLOCK SOMEONE ON FACEBOOK_
If someone is displaying bullying behaviour on Facebook, you can block them. This means that you can no longer see their timeline and details and they can no longer see yours. You also won't be able to find each other's timelines in the search bar. They do not know you have blocked them unless they try to view your timeline. You can unblock them at any point too.

#### 3. HOW TO UNFRIEND SOMEONE ON FACEBOOK_
If you have added someone you don't know or no longer want to share your information with, you can unfriend them. This stops you seeing their content and stops them from seeing yours but if you want to add them as a friend again you have to send them a new friend request. They will not know you have removed them as a friend unless they try to search for your profile.

#### 4. USING SOCIAL REPORTING TO GET A FRIEND TO REMOVE A POST OR PICTURE_
If your friend on Facebook has posted a picture or written something about you or someone else that makes you feel upset, uncomfortable or unsafe, you can use the social reporting tool to privately ask them to take it down. You can also use this tool to report Facebook content to someone you know and trust, e.g. a teacher.

#### 5. CHECK YOUR PRIVACY SETTINGS_
You can change your privacy settings to adjust who sees the information you share. We would strongly recommend making sure your privacy settings are set so that only your friends can see your personal information. You can check your privacy settings by clicking on 'Account' and selecting 'Privacy Settings'.

#### 6. HOW TO REPORT CONTENT TO FACEBOOK_
You can report content to Facebook if someone is displaying bullying behaviour towards you or someone else. To ensure that this is done safely, all reports are anonymous which means that the person won't know it was you who reported them. Facebook will let you know the outcome of your report in the support dashboard.

**FACEBOOK POLICY TEAM'S TOP TIPS:**

### 1. WHAT ROLE CAN STAFF PLAY IN KEEPING YOUNG PEOPLE SAFE ONLINE?

Staff play a critical role in educating young people on how to stay safe online. We understand you need to educate yourself before you educate others and Facebook have lots of resources to do just that. Check out Facebook's Family Safety Centre for advice on how to teach online safety to your students and download Facebook's Guide for Educators. Our Anti-Bullying Resource Centre also has lots of ideas and resources to help you prevent bullying behaviour online and advice on how to effectively deal with students' reports of online bullying behaviour.

### 2. WHAT ADVICE CAN STAFF GIVE TO YOUNG PEOPLE IF THEY HAVE FOUND OUT THAT A STUDENT IS EXPERIENCING BEHAVIOUR ONLINE?

Let the student who is experiencing bullying behaviour know that you've heard they may be having problems online and advise them to speak about it to someone they trust, making sure they know you are there to listen and support. If, as a staff member, you are unable to view the online bullying behaviour yourself, encourage the student who has reported the incident to take screenshots as evidence. Depending on the severity of the content, you can visit Facebook's Help Centre and use the information to make an online report to Facebook for the content to be taken down and action to be taken against a user's account.

### 3. HOW CAN I EDUCATE MY STUDENTS TO STAY SAFE ONLINE?

Make sure you're clued up on Facebook's Safety Features so you can educate your students. Watch the videos above to learn about Facebook's Safety Features and have a look at the following pages:

www.facebook.com/safety

www.facebook.com/safety/bullying

www.facebook.com/help

### 4. I KNOW SOME OF MY STUDENTS ARE UNDER 13 AND USING FACEBOOK. WHAT CAN I DO AS A STAFF MEMBER?

Everyone needs to be 13 or over to have a Facebook account. When you sign up to Facebook, it will automatically adjust your account settings depending on your age and will put higher privacy settings in place for younger users. If you find that a student under 13 is using Facebook, we advise you speak to the student first and let them know of the age restriction and why it is in place. If you still have concerns, you can send the profile into Facebook and report it to them using this link.

Facebook will then investigate the account and take it down if necessary.

### 5. SOME TEENS OVER SHARE. WHAT CAN I DO TO HELP THEM UNDERSTAND BOUNDARIES?

Make sure that the students are aware of the potential audience they are sharing their information with. Encourage them to go through their Friends List and unfriend anyone they don't know or trust. You can also ask them to check their Privacy Settings to ensure that only their Facebook Friends can view their information and not the general public. Facebook have also created a campaign to encourage young people to think before they share: www.facebook.com/safety/groups/teens/. If the student has uploaded some content they regret, they can delete the content using the drop-down menu. If the content has been uploaded by someone else and makes them feel upset, uncomfortable or unsafe, they can request the content be removed by reporting it to Facebook using the drop-down menu.

We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

Throughout all of our programmes and initiatives, 'change' for and by young people is central, including our anti-bullying work which encourages change in attitudes and behaviours.

We hope you found this resource useful and wish you all the best in your anti-bullying journey. If you would like to help us create more resources and train even more Anti-Bullying Ambassadors, you can make a £5 donation by texting CHANGE 5 to 70470 or visit diana-award.org.uk/donate

**Give us feedback on this resource:**
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