

# Staying Safe at City College Birmingham



| Bullying | Abuse | Online Bullying | Online Privacy |

## Bullying

City College is committed to protecting all of its students from bullying. Bullying of any kind is unacceptable. If bullying does occur, please report it and we will deal with it promptly and effectively.

Bullying is picking on people. It can be:

- verbal - name-calling, sarcasm, spreading rumours, teasing
- emotional - being unfriendly, deliberately leaving people out, tormenting (e.g. hiding books, threatening gestures)
- physical - pushing, kicking, hitting, punching or any use of violence
- racist - racial taunts, graffiti, gestures
- sexual - Inappropriate comments or physical contact
- homophobic - focusing on gay people's sexuality

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Being bullied? Email us for help and confidential advice.

[heretohelp@citycol.ac.uk](mailto:heretohelp@citycol.ac.uk)

## Abuse

We all have a responsibility to protect everyone from abuse or neglect.

If you or someone you know is suffering from physical, emotional or sexual abuse, or from neglect, tell someone.

If you are concerned for yourself or someone you know, you can talk with a member of the Student Services team at any campus. They will obtain further help for you.

Other sources of help;

**Childline 0800 1111**

**West Midlands Police 0845 113 5000**

### How we keep students safe

Staff at City College are trained to provide the help and support needed to keep you safe while at college.

To help keep you safe we provide:

- Health and Safety inductions for all students – make sure you know the issues for the classes and workshop areas you use
- ID cards for all staff, students and visitors. Remember that you need to wear yours all the time you are in College.
- Welfare and mentoring support if you need it – contact Student Services at your campus.
- Software, training and advice on safety online. Talk to a member of the Learning Resources team for further information.

## Online Bullying

Some people use computers and mobile phones to bully others. This is not right and you do not have to put up with it. If you are aware that someone is being bullied in this way, you should report it.

If you are being bullied online:

- Save any abusive texts, emails or other evidence.
- Do not respond to or confront the bully. If they get a reaction from you it may encourage them.
- Tell someone you trust, your tutor or a member of Student Services. They will be able to help make it stop.

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## Online Privacy

Chatting to friends on sites like Facebook or MySpace is great, but how much information does your profile give away?

What's on your profile?

- Your full name?
- Home address?
- Mobile number?
- Photos of you?
- Where you are going at the weekend?

Imagine if someone wanted to find you or find out information about you and you didn't want them to.

Would the information on your profile make this easy? Your personal information may be more public than you think!

- Set your privacy settings to private so only people you accept as friends can view your profile.
- Only upload photos you'd be happy for anyone to see including your family or a future employer. You never know where they may end up.
- Think about whether you're giving someone 'clues' to finding you, before you write on your profile.

CEOP (The Child Exploitation and Online Protection Centre) is a multi-agency service dedicated to tackling the exploitation of children and young people through new technology. CEOP has also introduced an application on Facebook called ClickCEOP ([www.facebook.com/ClickCEOP](http://www.facebook.com/ClickCEOP)).

Through this application, children and young people will be able to access advice, help and support from the CEOP Centre.





## **YOUR SAFETY IS IMPORTANT TO US**

If you have any concerns about your safety or the safety of someone you know, talk to your tutor or contact **Student Services** for advice and support;

**Call: 0121 204 0315**

**email: [heretohelp@citycol.ac.uk](mailto:heretohelp@citycol.ac.uk)**

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