

Holland Haven
Online Safety- Social Media
Parent Advisory Booklet

Autumn 2022

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Social Media

At Holland Haven we want the children to have positive and safe experiences online. Social media is a great way for people to communicate, and the future, but also an ever-evolving entity. It is important for us as educators and parents to stay informed about the apps our children are using and how they work, in order for us to safeguard, guide and empower them.

This guide is here to support you and your family to be safe online. It contains some guides to some specific features of social media that you may not be aware of. This information has been compiled directly from all social media sites.

There are some fantastic resources out there to support your household. <https://nationalonlinesafety.com/guides> have guides for a variety of apps and games. These are tailored and more specific to each app.

Age-related rules

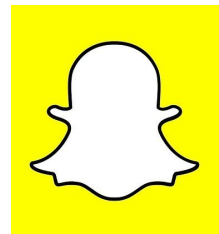
Thinkuknow discusses the age requirements of social media for children. Although they may be of age, they need to have the maturity to have a positive and safe experience of social media.

Legally only children of the age of 13 and over can have a social media account without parental permission.

[Thinkuknow Age Requirements](#)

Snapchat

Blocking



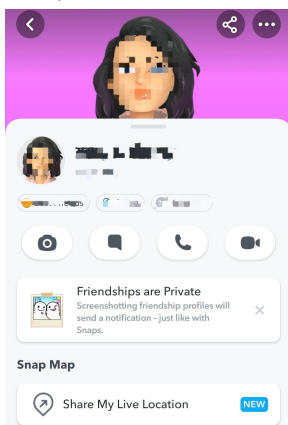
How to:

Step 1. Open Snapchat and login if needed.

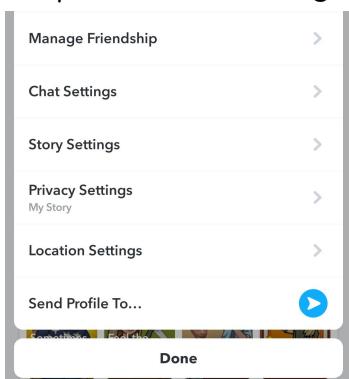
Step 2. Navigate conversation. If you once chatted with the person you want to block, tap the speech bubble at the bottom left side beside the capture tap. However, if you haven't talked with that person, you can head to the magnifying glass icon in your screen's top left corner. Enter their name or username in this search bar and search for it.

Step 3. Tap on the user avatar.

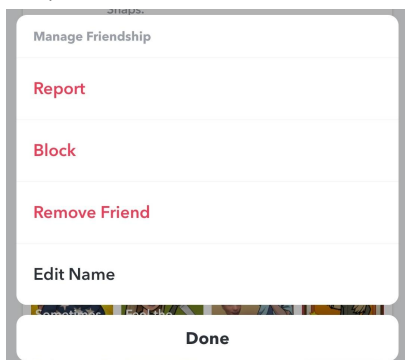
Step 4. Click on the three dots in the top right hand corner.



Step 5. Click Manage Friendship.



Step 6. Click block.



Ghost Mode

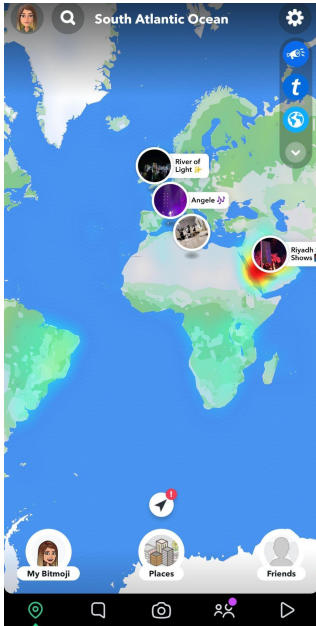
Children can be visible to people who are 'friends' on a map which shows where they are. To disable this follow these simple steps:

How to:

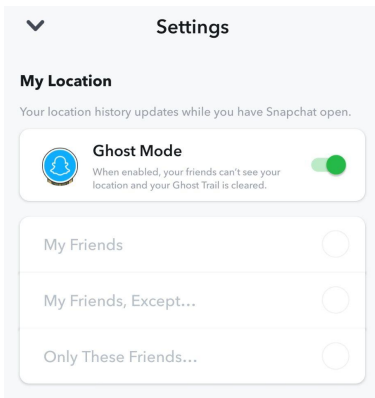
Step 1. Open Snapchat and login if needed.

Step 2. Navigate to the map icon at the bottom left hand corner.

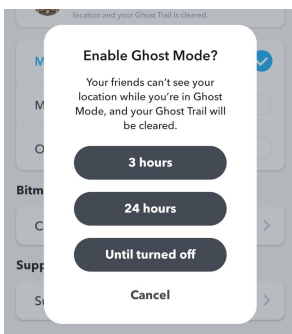
Step 3. Click on the cog wheel at the top right hand corner which is the settings.



Step 4. Activate ghost mode.



Step 5. Click on 'Until turned off' and this will keep it on ghost mode.



Family Centre

You set this up using the parent's phone and the child's.

How to:

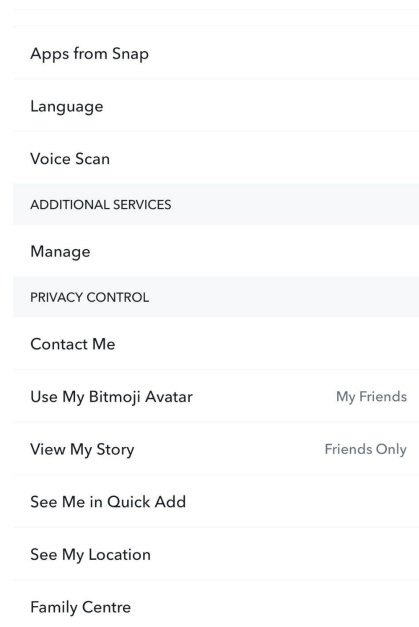
Step 1. Open Snapchat and login if needed.

Step 2. Click on your avatar.

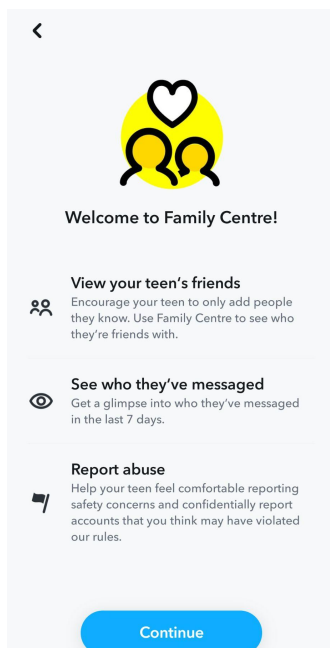
Step 3. Click on the settings icon. This will be in the top right hand corner as a little cog.

Step 4. Scroll down till you get to the Privacy Control and click on Family Centre.

< Settings

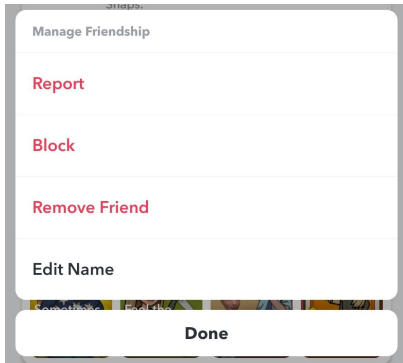


Step 5. Click on Continue and follow the instructions.



Reporting

In order to report a user on Snapchat, follow the instructions for blocking someone. Instead of clicking 'block' on step 6, click 'Report'.



TikTok

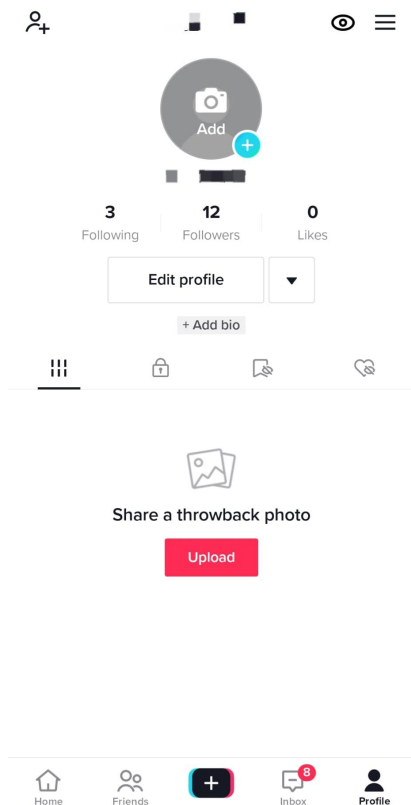


Privacy

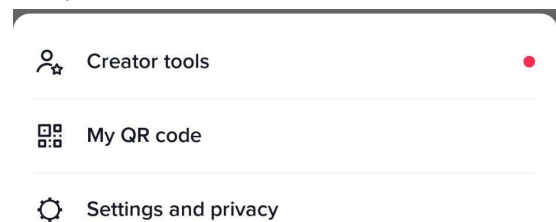
If your child has a TikTok account then you can make this private. Ensure people who don't know your child can't see their account.

How to:

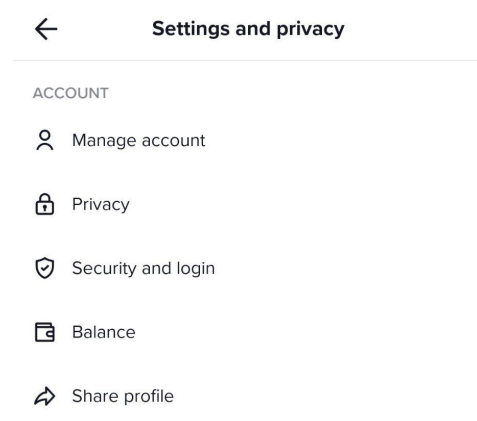
Step 1. Click on profile and click the three lines in the top right hand corner.



Step 2. Click on Settings and Privacy




Step 3. Click on Privacy.




Step 4. Make sure 'private account' is activated. It will light up green.

← **Privacy**

DISCOVERABILITY

Private account 

With a private account, only users you approve can follow you and watch your videos. Your existing followers won't be affected.


Activity status 


When this is turned on, you and the followers you follow back will see each other's activity status. You will see each other's activity status only when both of you turn this on.


Suggest your account to others >


Sync contacts and Facebook friends >


INTERACTIONS


 **Comments** >

 **Mentions and tags** >

 **Direct messages** >

 **Story** Only me >

 **Duet** Only me >

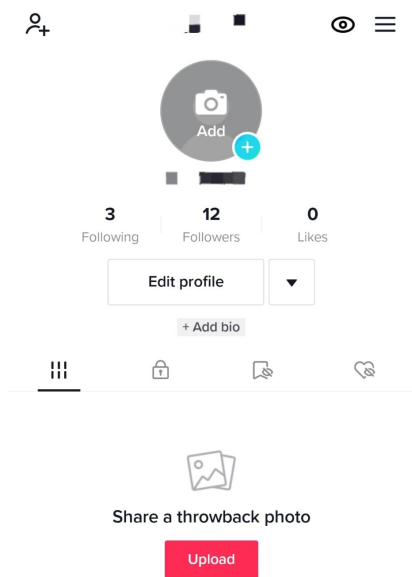
 **Stitch** Only me >

Content Preferences

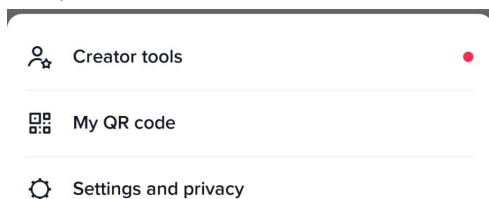
You can manage the content your child can see on TikTok.

How to:

Step 1. Click on profile and click the three lines in the top right hand corner.



Step 2. Click on Settings and Privacy



Step 3. Scroll Down

Step 4. Click on content preferences.

↗ Share profile

CONTENT & ACTIVITY

🔔 Push notifications

📺 LIVE Events

🗨 Language

🕒 Watch history

🗨 Content preferences

Step 5. Click on Restrictive Mode

Filter video keywords 0 >

Restricted Mode Off >

Step 6. Click Turn On at the bottom of the screen.



Restricted Mode: Off

⚠ Limit videos that may be inappropriate for some people. If you find an inappropriate video in Restricted Mode, report it to help us improve.

🔒 Turn the setting on and off at any time

Turn on

Step 7. Choose a passcode.



Set a passcode to turn on
Restricted Mode

1	2	3
4	5	6
7	8	9
	0	⌫

Step 8. Confirm your passcode and click set at the bottom of the screen.



Confirm your passcode



Set





Family Pairing

Family Pairing is designed by TikTok to help parents monitor their child's social media usage.



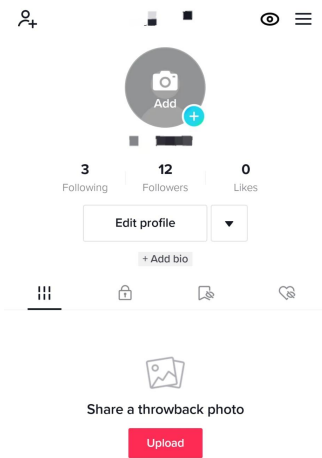
Keeping TikTok family-friendly

Family Pairing allows you to customize your teen's TikTok settings for a safer experience.

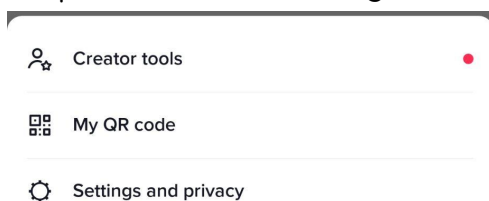
-  Set a limit on your teen's watch time
-  Limit who can send messages to your teen
-  Manage your teen's privacy and safety settings
-  Choose whether your teen can have a private or public account

How to:

Step 1. Click on profile and click the three lines in the top right hand corner.

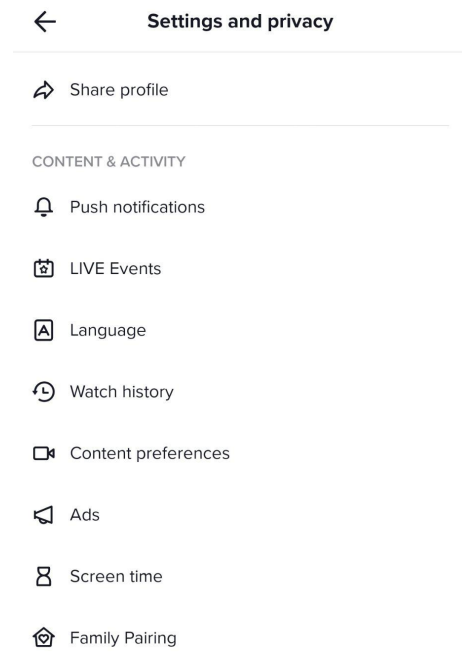


Step 2. Click on Settings and Privacy

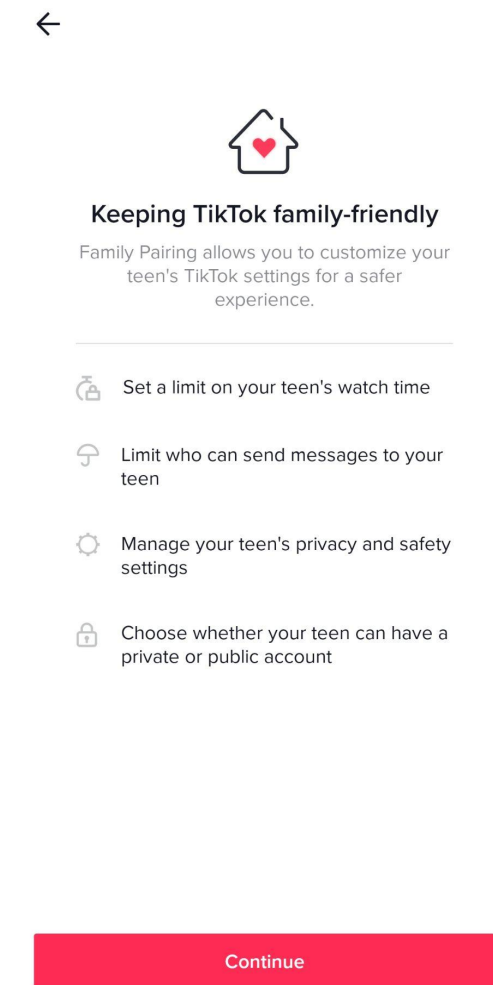


Step 3. Scroll Down

Step 4. Click on family pairing



Step 5. Click 'Continue'.

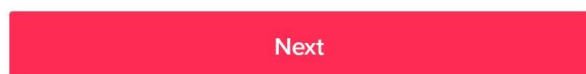
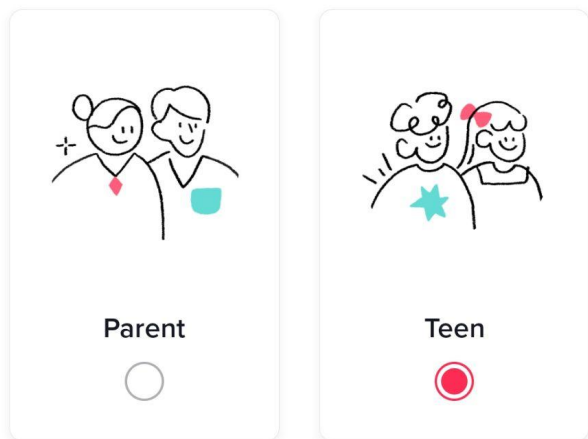


Step 6. Follow the steps from either device.



Family Pairing

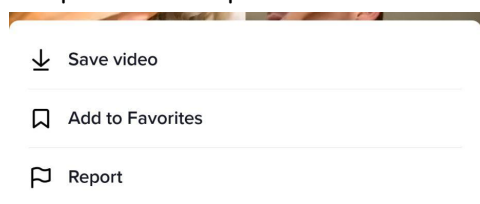
Who is using this TikTok account?



Reporting

Step 1. Hold your finger down on the content you wish to report.

Step 2. This option box will come up and press 'Report'



Blocking

Step 1. Click on the person's avatar.

Step 2. Click the three dots in the top right hand corner.

Step 3. Click 'Block'. You can also report the user here for offensive content or actions.

Facebook



Blocking

Step 1. Open Facebook.

If you aren't logged into Facebook, enter your email address (or phone number) and password to continue.

Step 2. Tap ☰. It's in either the bottom-right corner of the screen (iPhone) or the top-right corner of the screen (Android).

Step 3. Scroll down and tap Settings. It's near the bottom of the page. On Android, you must click the cog icon at the top.

Step 4. Tap Account Settings. This option will take you to your Account Settings page. On Android, skip this step.

Step 5. Tap Blocking. It's in the second group of options on this page, near the bottom of the screen. For some smaller phones, you may first have to scroll down.

Step 6.. Tap the name field. It's the text box that says "Type a name or email" near the top of the screen.

Step 7. Type in the name of the person you want to block, then tap Block. This will take you to the confirmation page.

Step 8. Tap Block next to the profile you want to block. Facebook will bring up several profiles that match the name you entered; tap Block to the right of the one you want to block.

Step 9. Tap Block when prompted. It's the blue button near the bottom of the page. Doing so will block your selected user.

Reporting

Step 1. Open Facebook.

Step 2. Go to the page of the person whom you want to report. Tap the search bar at the top of the screen, type in the name of the person you want to report, tap their name, and then tap their profile image.

Alternatively, locate and tap their name in your News Feed. You can also report business or celebrity pages, though the report options will differ slightly.

Step 3. Tap More or the three dots. This option is near the top of the user's page, just below and to the right of their name.

Step 4. Tap report this profile. It's in the pop-up menu. Doing so brings up another menu with reporting options.

Step 5. Select a reason for reporting the profile. Tap one of the following options in the menu:

Pretending to Be Someone

Fake Account

Fake Name

Posting Inappropriate Things

I Want to Help

Something Else

Step 6. Select follow-up details if necessary.

If you selected either the Pretending to Be Someone option or the I Want to Help option, do the following:

Pretending to Be Someone — Tap Me,

A Friend, or Celebrity in the "Who are they pretending to be?" section.

I Want to Help — Tap a reason (e.g., Suicide or Harassment) in the "Can you give us some more details?" section.

Step 7. Tap Send..

Step 8. Tap Done when prompted. Doing so confirms that your report was sent.


Instagram



Blocking

Step 1. Open Instagram.

Step 2. Go to a user's profile. Scroll through the home page until you find a user whom you want to block and tap their profile picture.

You can also tap Search Image  at the bottom of the screen and type in their name or username to find their profile.

Step 3. Tap ⋮. It's in the top-right corner of the screen. A menu will appear.
On Android, tap ⋮ here.


Step 4. Tap Block. This option is on the menu.

Step 5. Tap Block when prompted. Doing so will add the user to your profile's "Blocked Users" list, meaning that they won't be able to see your profile or comments.
On Android, tap Yes, I'm sure when prompted.

Reporting

Step 1. Open Instagram.

Step 2. Go to a user's profile. Scroll through the home page until you find a user whom you want to block and tap their profile picture.

You can also tap Search Image  at the bottom of the screen and type in their name or username to find their profile.

Step 3. Tap ⋮. It's in the top-right corner of the screen. A menu will appear.
On Android, tap ⋮ here.

Step 4. Click on whether you want to: 'Report post, message or comment' or whether you are going to 'Report account'.

If you are reporting the account:

Step 5. Click the option that is most relevant:

- It's posting content that shouldn't be on Instagram
- It's pretending to be someone else
- They may be under the age of 13

If you want to 'Report post, message or comment':

To Report a conversation:

Instagram app for Android and iPhone ^

- 1 Open the conversation in the Instagram app.
- 2 Tap the person's name at the top of your chat.
- 3 Tap **Report** at the bottom. Note: You will not see this option in a group chat.
- 4 Select a reason why you're reporting the message, then follow the on-screen instructions.
- 5 Tap **Submit report**.

To Report a message:

Instagram app for Android and iPhone ^

- 1 Open the conversation in the Instagram app.
- 2 Tap and hold the individual message that you'd like to report.
- 3 Tap **Report**.
- 4 Select a reason for why you're reporting the message, then follow the on-screen instructions.
- 5 Tap **Submit report**.

How to report a post through Feed:

Instagram app for Android ^



- 1 Tap **⋮** above the post.
- 2 Tap **Report**.
- 3 Follow the on-screen instructions.

Instagram app for iPhone ^

- 1 Tap **⋮** above the post.
- 2 Tap **Report**.
- 3 Follow the on-screen instructions.



Instagram app for Android



- 1 Tap  below the post.
- 2 Tap the comment that you'd like to report.
- 3 Tap .
- 4 Tap **Report this comment**.
- 5 Select an option for why the comment is abusive and then follow the on-screen instructions. Note: After you've reported a comment you'll no longer see it, but this doesn't mean that the comment was removed by Instagram.

Instagram app for iPhone



- 1 Tap  below the post.
- 2 Swipe left over the comment.
- 3 Tap .
- 4 Tap **Report this comment**.
- 5 Select an option for why the comment is abusive and then follow the on-screen instructions. Note: After you've reported a comment you'll no longer see it, but this doesn't mean that the comment was removed by Instagram.

Whatsapp



Blocking

On iPhone

Step 1. Open WhatsApp.

Step 2. Tap Settings. It's in the bottom-right corner of the screen.

If WhatsApp opens to a chat conversation, first tap the "Back" button in the top-left corner of the screen.

Step 3. Tap Account. This is near the top of the Settings page.

Step 4. Tap Privacy. It's at the top of the Account page.

Step 5. Tap Blocked. You'll find this near the bottom of the Privacy page. Doing so opens your WhatsApp block list.

Step 6. Tap 'Add New..' It's at the top of the page.

If you have any contacts blocked, Add New.. will appear below the bottom contact's name.

Step 7. Select a contact to block. Tap the name of the contact whom you want to block to add them to your block list.

Step 8. Block a contact from a chat. If you want to block someone who isn't in your contacts, you can block them from within their chat settings:

Tap the chat with the person whom you want to block.

Tap the contact's name or number at the top of the chat page.

Scroll down and tap Block Contact.

Tap Block when prompted.

On Android

Step 1. Open WhatsApp.

Step 2. Tap \therefore . It's in the top-right corner of the WhatsApp main screen. A drop-down menu will appear. If WhatsApp loads to a conversation when you open it, first tap your Android's "Back" button before tapping the \therefore icon.

Step 3. Tap Settings. This option is in the drop-down menu.

Step 4. Tap Account. It's near the top of the Settings page.

Step 5. Tap Privacy. You'll find this at the top of the Account page.

Step 6. Tap Blocked contacts. It's near the bottom of the Privacy page, just under the "Messaging" heading. Doing so opens your block list.

Step 7. Tap the "Add" icon. This person-shaped icon with a plus sign next to it is in the top-right corner of the screen. Your Android's WhatsApp contacts list will open.

Step 8. Select a contact. Tap the contact whom you want to block. Doing so immediately adds the person to your block list.

Step 9. Unblock the contact if necessary. If you ever want to unblock the contact, do the following:

Long-press the contact's name on the "Blocked contacts" page.

Tap Unblock name when prompted.

Step 10. Block a contact from a chat. If you want to block someone who isn't in your contacts, you can block them from within their chat settings:

Tap the chat with the person whom you want to block.

Tap the contact's name or number at the top of the chat page.

Scroll down and tap Block at the bottom of the page.

Tap BLOCK when prompted.

Reporting

Step 1. Open Whatsapp

Step 2. Open the chat of the person you want to report.

Step 3. Click the ☰ button in the top right hand corner.

Step 4. Click More.

Step 5. Click Report.

Step 6. Click report again.

Xbox One

Reporting & Blocking Users

Step 1. Turn on the Xbox One.

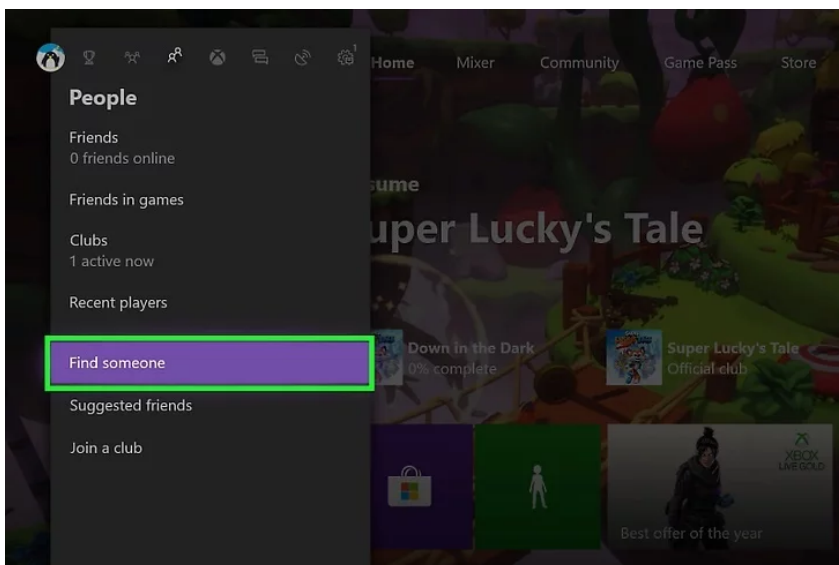
Step 2. Press the "Guide" button. It's the Xbox logo-shaped button in the middle of the controller. The guide will pop out on the left side of the screen.



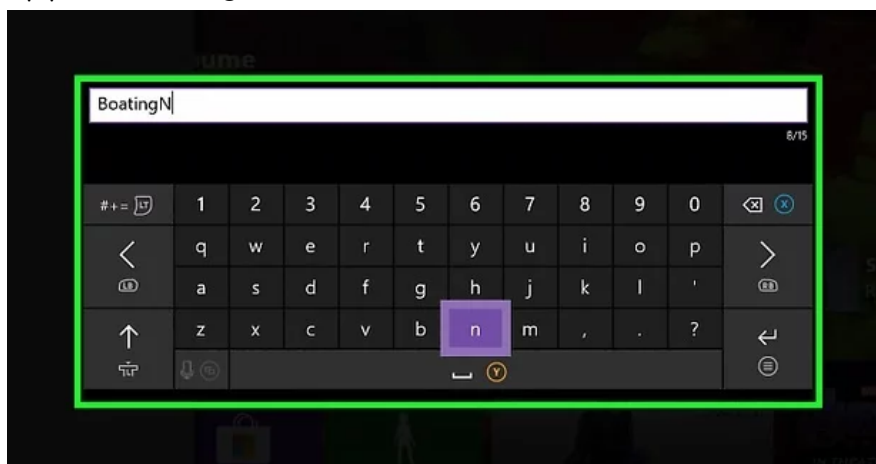
Step 3. Press LB. This is the button above the left trigger. Doing so opens the "People" tab.



Step 4. Select Find someone and press A. You'll find this near the bottom of the guide window.



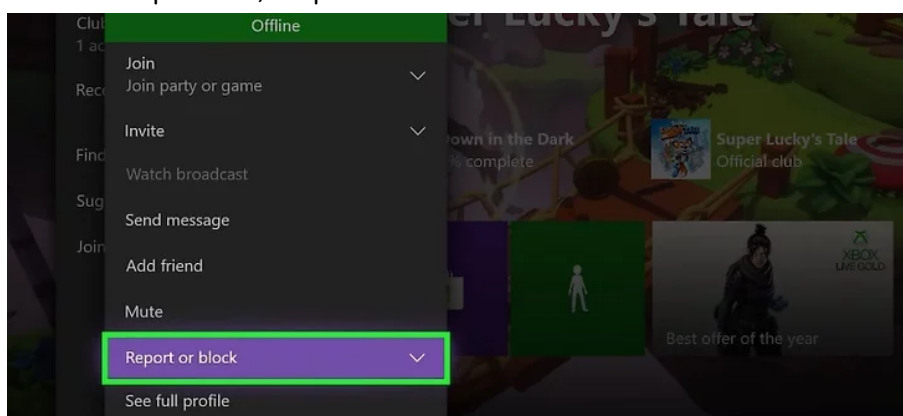
Step 5. Enter the player's name. Using the on-screen keyboard, enter the name of the person whom you want to report. Make sure that you type in the name exactly as it appeared in-game.



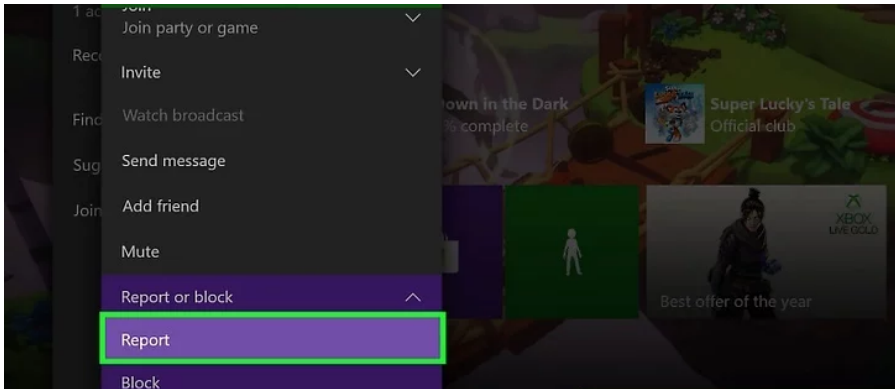
Step 6. Press . This button is to the right of the "Guide" button. Pressing it searches for the player in question.



Step 7. Select Report or block and press A. On the player's profile card, you'll see several options; Report or block is near the bottom of the screen.



Step 8. Select Report and press A. It's near the middle of the screen.



Step 9. Select a reason and press A. Choose one of the following reasons:

Player name or gamertag

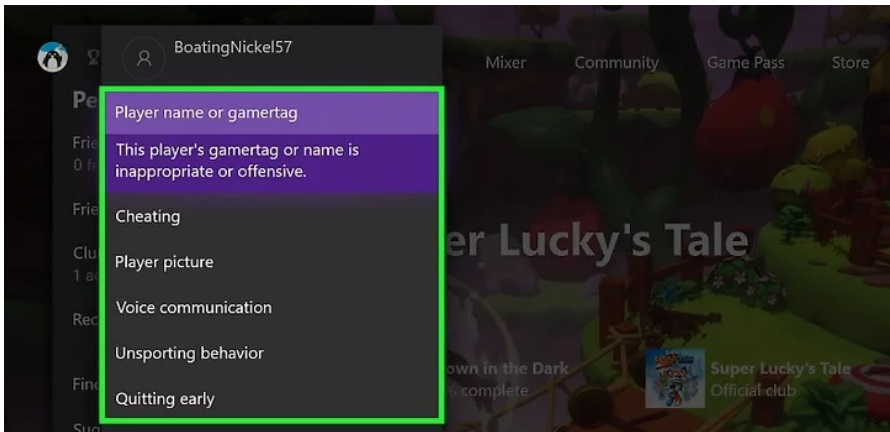
Cheating

Player picture

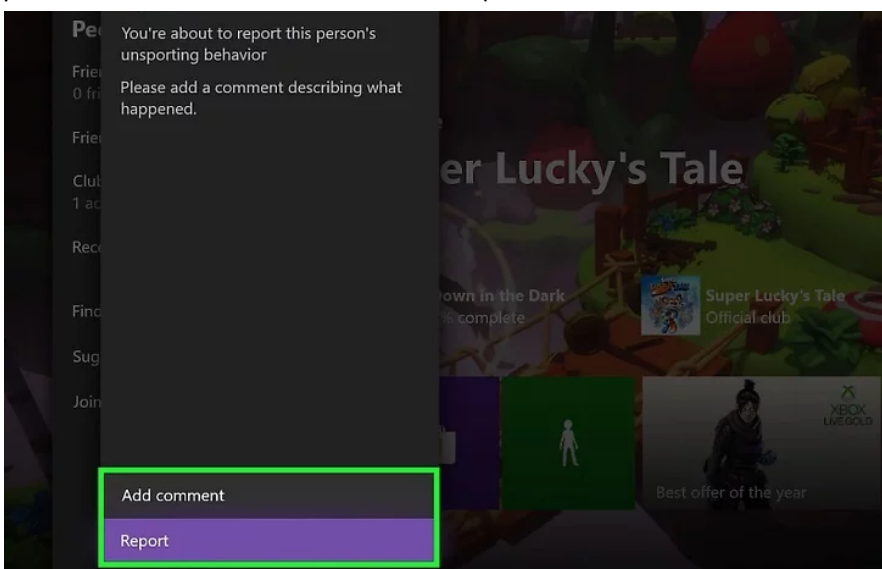
Voice communication

Unsporting behaviour

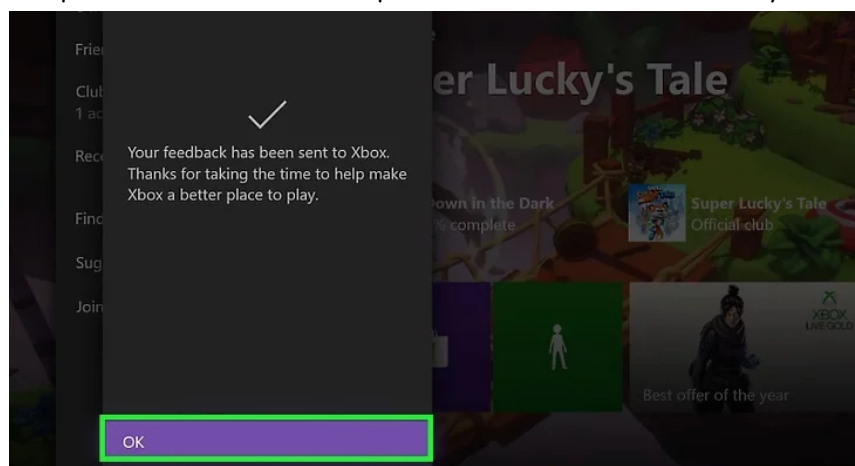
Quitting early



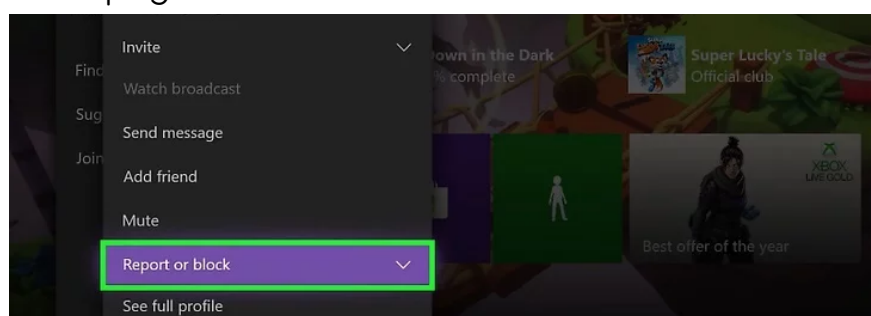
Step 10. Select Report and press A. It's at the bottom of the screen. This will send your report into Microsoft. You can first add a note to your report before selecting Report if you want Microsoft to know specific details.



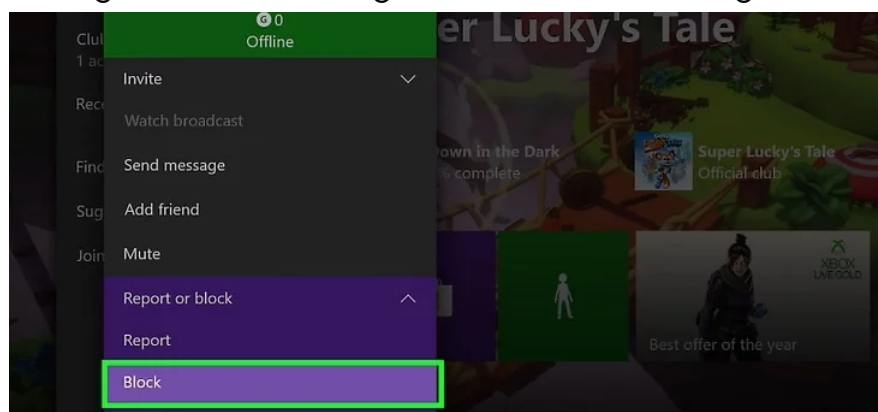
Step 11. Select OK and press A. This will return you to the player's card.



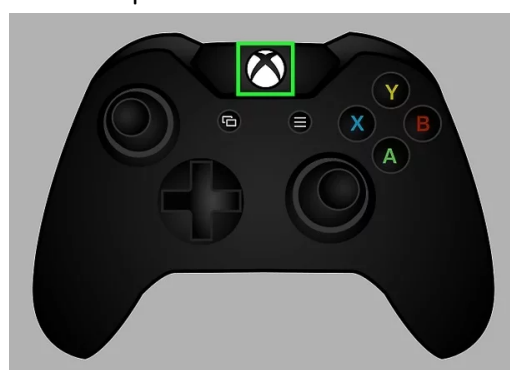
Step 12. Select Report or block again and press A. Doing so will re-open the Report or Block page.



Step 13. Select Block and press A. This blocks the player, thereby preventing you from seeing them or hearing from them in future games.

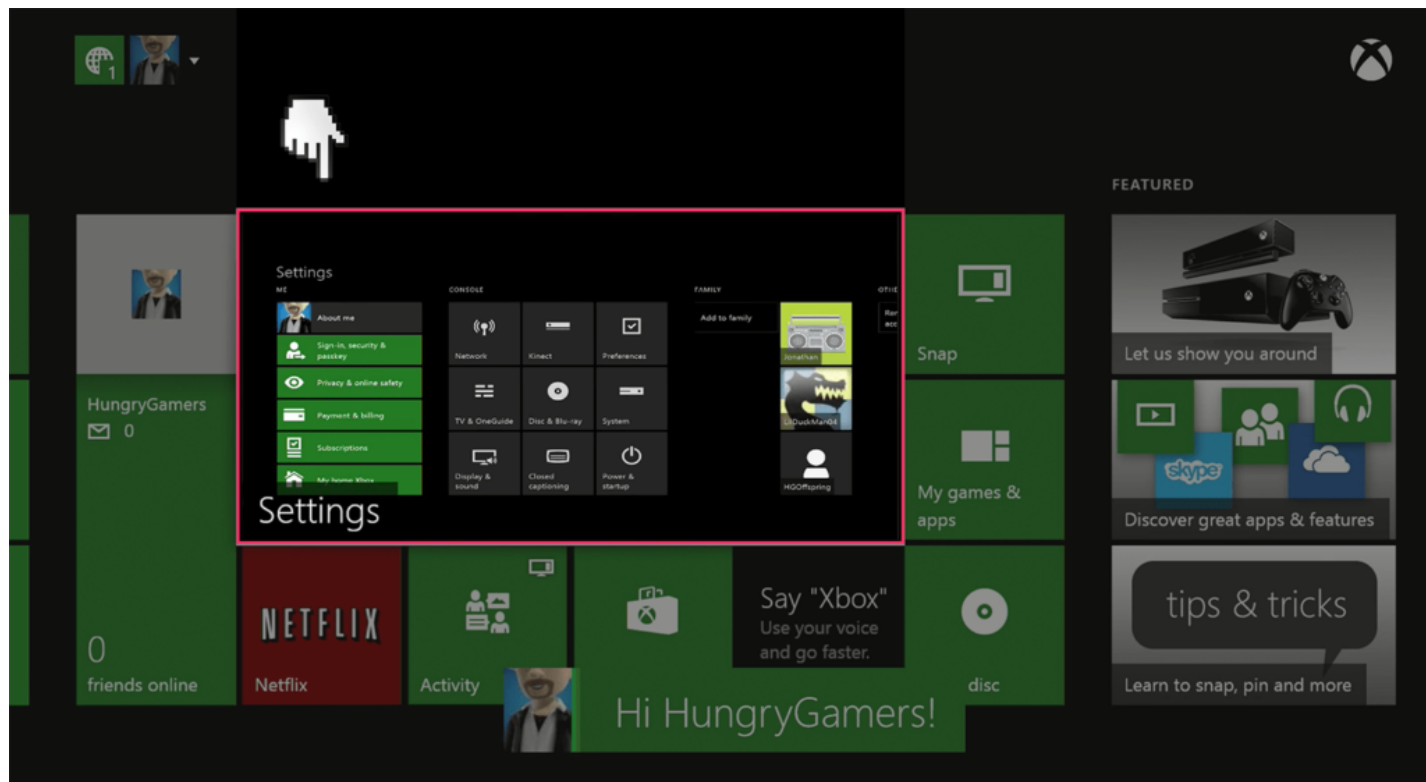


Step 14. Press the "Guide" button to return to your game. Your selected player has now been reported and blocked.

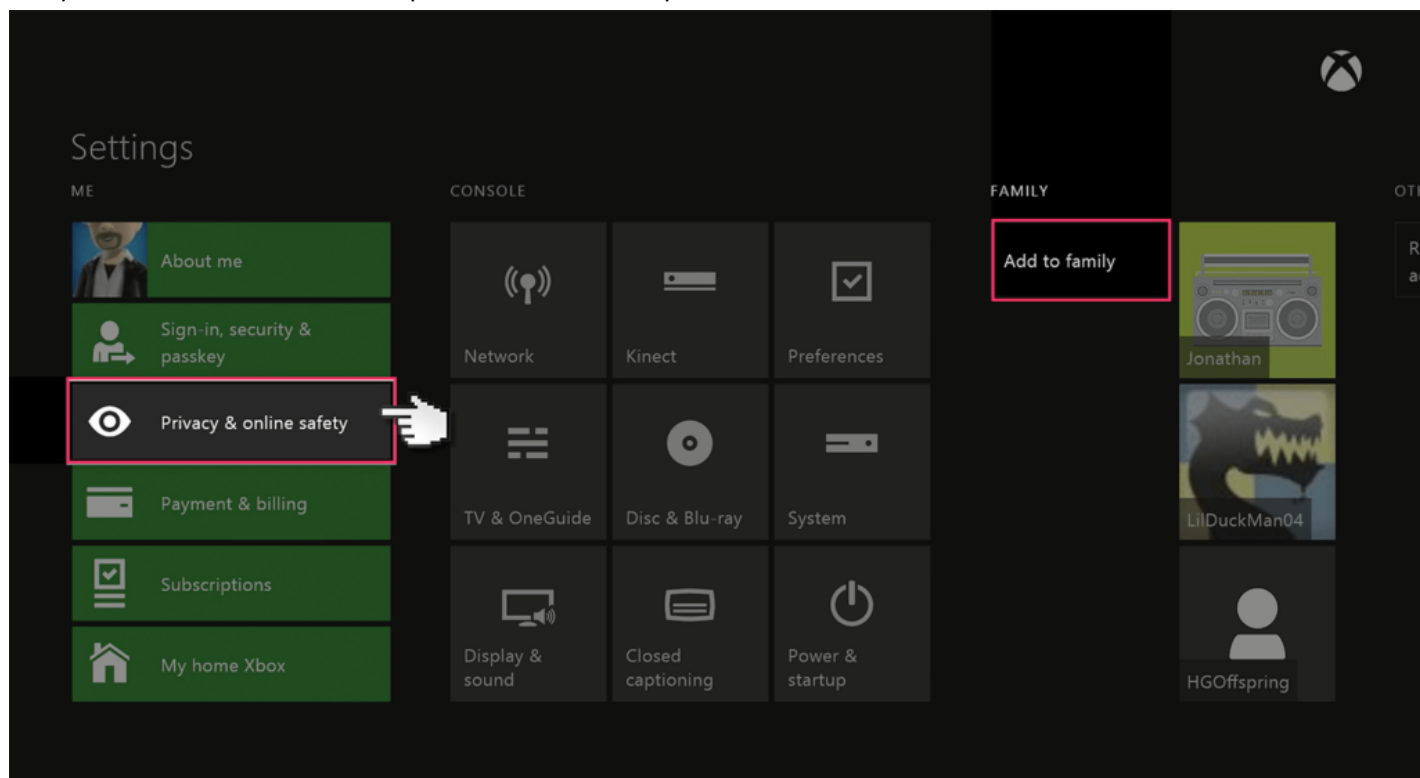


Child Privacy and Online Safety

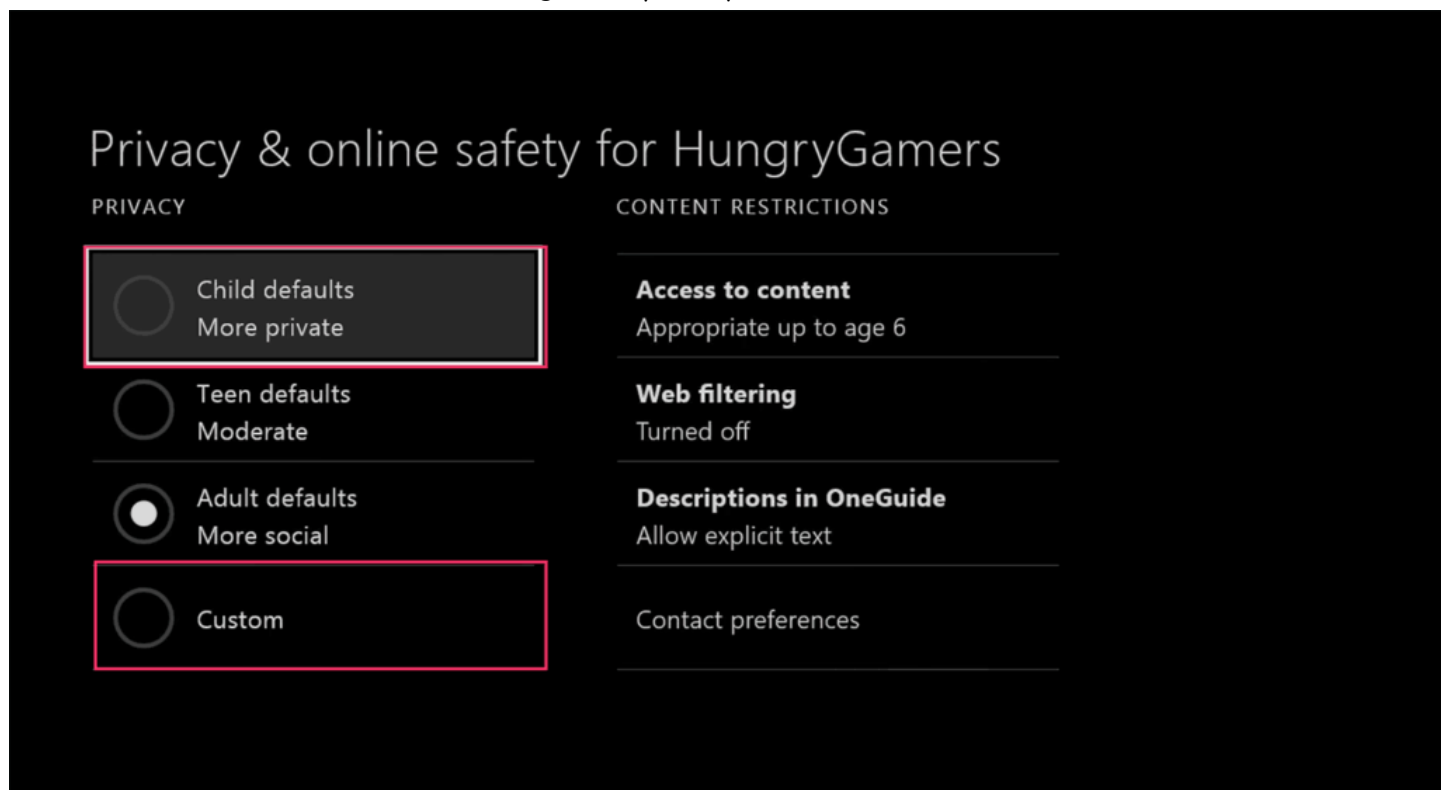
Step 1. When on the Xbox One dashboard click Settings



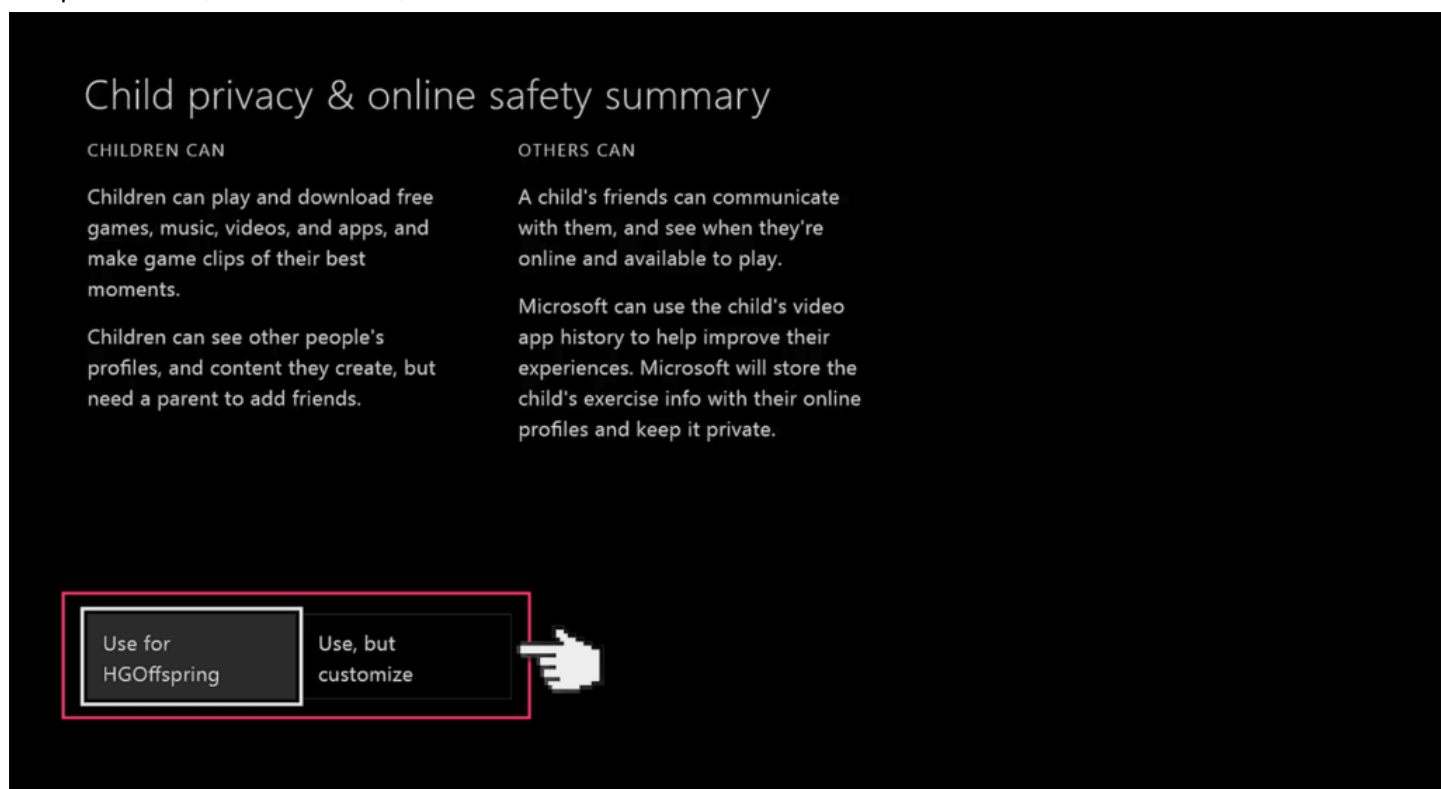
Step 2. Select the 'Privacy & online safety' menu.



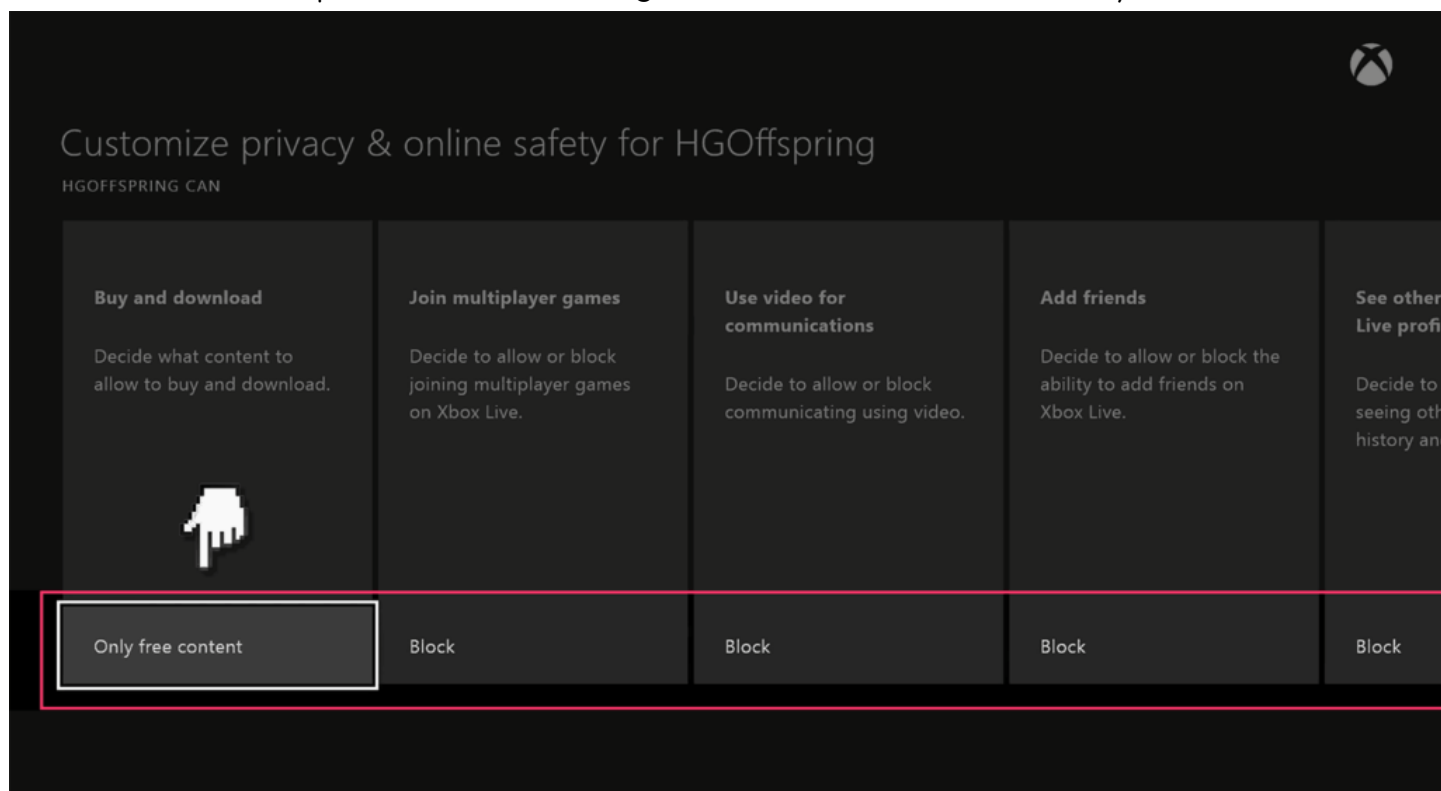
Step 3. Select 'Child defaults' to restrict all adult content from the user. Or select 'Custom' to customise the settings for your preference.



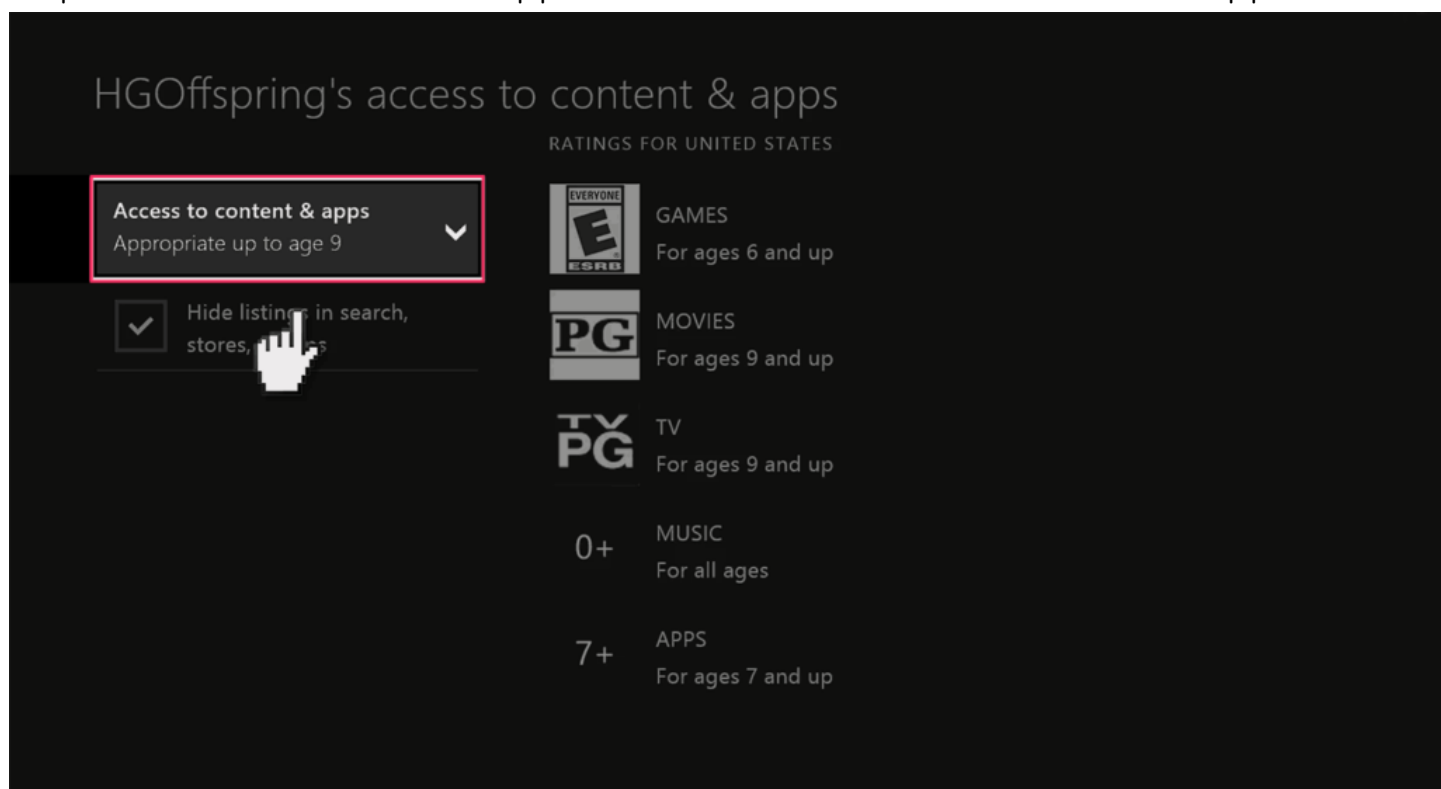
Step 4. Next, Select 'Use, but customise'.



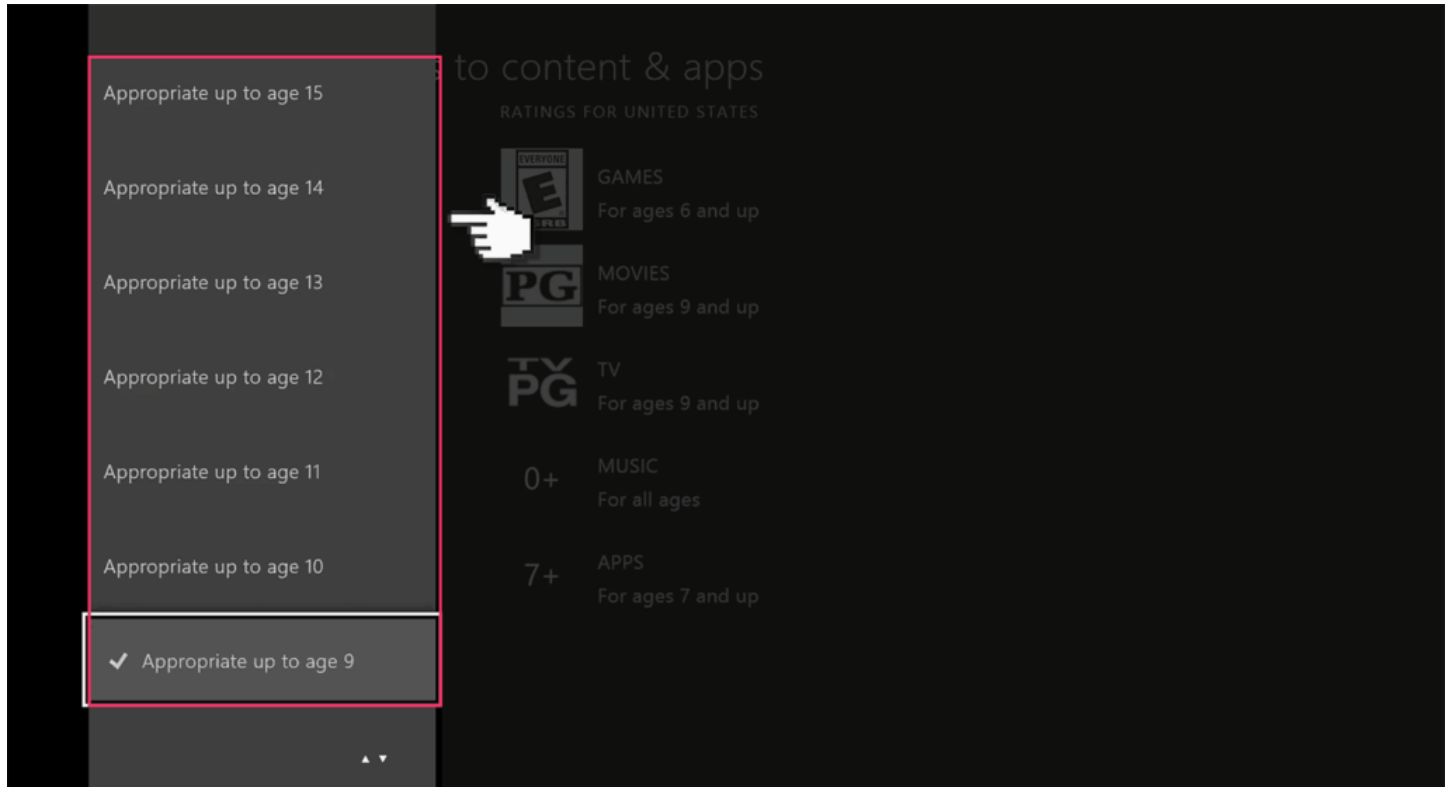
Step 5. There will be a number of default privacy settings you can choose from. Select one and either keep the default settings or customise them to suit your needs.



Step 6. Next select 'content & apps' and choose the 'Access to content & apps menu'.



Step 7. Choose what age group you want it restricted too.



PS4

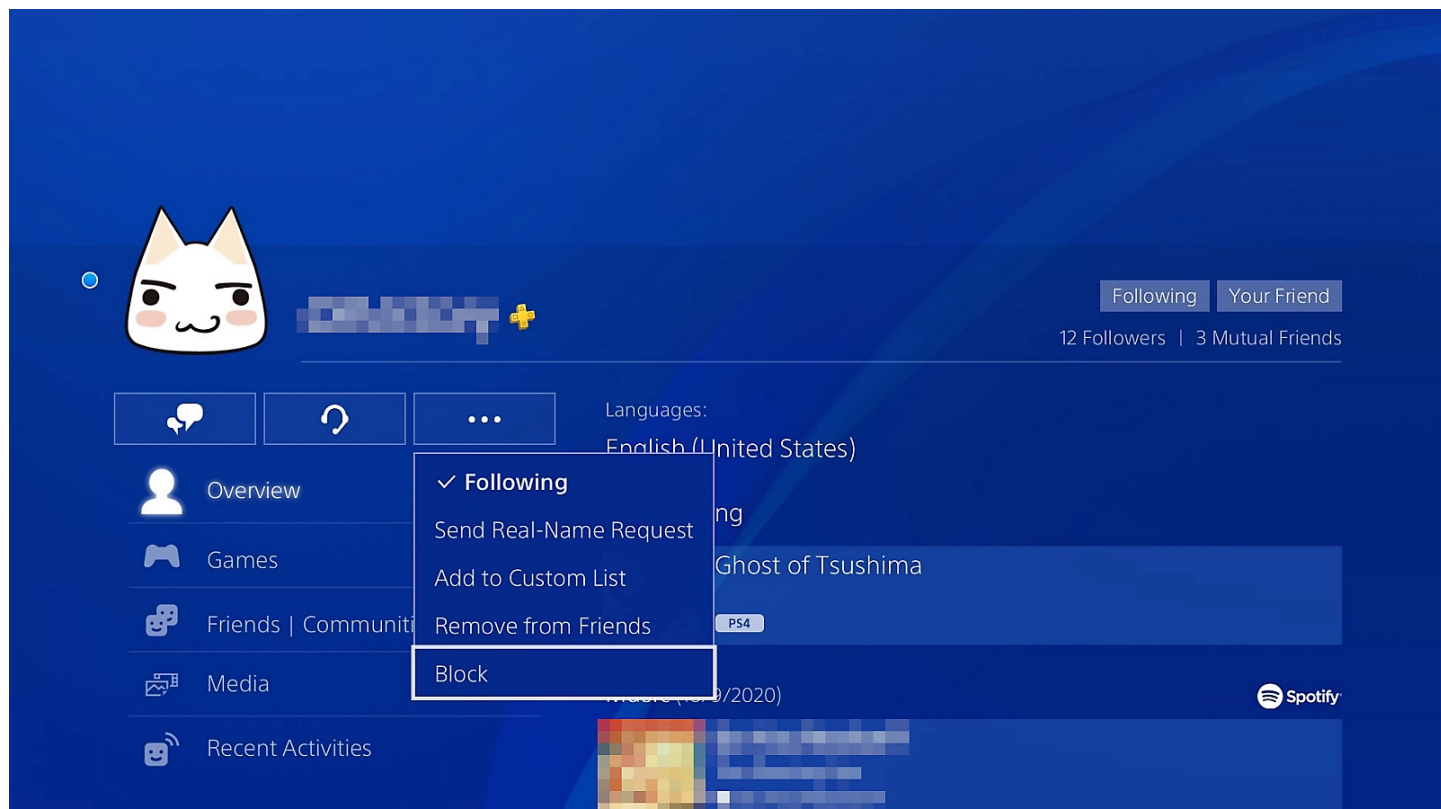
Blocking Users

Step 1. Select Friends from the function screen.

Step 2. Search for the player's online ID or select the player from your All Friends list.

Step 3. Select ... (More)

Step 4. Click Block. This blocks the player and adds them to your Players Blocked list.



Parental Controls

Step 1. On your PS4™ console, go to Settings

Step 2. Click Parental Controls

Step 3. Click Family Management.

Step 4. You may need to re-enter your account password.

Step 5. Select the child account you want to set restrictions for and select a feature to adjust.

Set play time restrictions:

Play time management gives family managers (and adult family members who are set as guardians) the ability to set limits on when, and for how long, each child can access PS4 consoles and PS5 consoles.

Set monthly spending limits:

If you set a spending limit for a child account, we will let that child spend up to that amount each month on PlayStation Store. The funds are taken from the family manager's wallet.

Restrict communication and user-generated content:

You can prevent child accounts from communicating with other players via chat, messages and game invitations. This setting also restricts viewing content created by other players. You can block videos, images, and text created by other users. Please note, child accounts can request an exception to use communication features in a specific game.

Set age rating levels for games, Blu-ray and DVD:

Games and videos are rated by age level to help parents figure out whether the content is appropriate for their child. Learn about age ratings before you adjust this setting.

Restrict use of Internet Browser

Restrict use of PlayStation® VR:

PlayStation® VR is not for use by children under 12 years.

Age Filtering for Online Content:

You can limit access to online game features and PlayStation Store content based on your child's age*.

PS5

Blocking Users

Step 1. Press the PS button to go to the control centre

Step 2. Select Game Base.

Step 3. From the Friends tab, select a friend from the list. You can also select players from the Parties tab by selecting the party and then the player from the members list.

Step 4. On the player's profile select ...(More)

Step 5. Click Block.



Parental Controls

Step 1. Go to Settings.

Step 2. Click on Family and Parental Controls

Step 3. Click on Family Management, and then select the child.

Step 4. Select Parental Controls to choose a preset parental control level for your child, or create custom parental controls by adjusting each setting individually.

Family Management Controls

Change Playtime for Today:

When you set the playtime duration for the day, the remaining playtime is displayed. You can also extend and reduce your child's playtime from here.

Playtime Settings:

You can select on which days and for how long your child is allowed to play. When your child's playtime runs out, you can choose whether they get a notification or are automatically logged out. The playtime duration for the day includes the playtime on your PS4 console. The total playtime is counted from both your PS5 console and PS4 console.

Time Zone:

Your child's playtime resets at 12:00 midnight in the selected time zone.

Allowed Games:

View requests to allow specific games and a list of games that already have been allowed. You can also allow games based on the request from here.

Family Member Information:

View your child's sign-in ID (email address), Online ID, and name. The name shown here is the name that was entered when your child's account was created, and is not visible to other players. This name appears in emails you receive from PlayStation for this account.

Reset Password:

Change the password your child uses.

Parental Controls

Set age rating levels for starting PS5 games and apps

Set age rating levels for starting PS4/PS3 games and apps

Set age rating levels for starting Blu-ray Disc. Set age rating levels for starting DVD

Restrict use of PlayStation®VR

PlayStation®VR is not for use by children under 12 years. Restrict web browsing

Restrict communication and user-generated content Age filtering for online content

Set monthly spending limit

Useful Links

Thinkuknow <http://www.thinkuknow.co.uk>

Thinkuknow is an education programme from the National Crime Agency's CEOP Command. Since 2006, it aims to ensure that everyone has access to this practical information – children, young people, their parents and carers and the professionals who work with them.

Internet Matters <https://www.internetmatters.org/advice/esafety-leaflets-resources/>

A comprehensive web resource with a wide array of tips and advice on how to navigate the online world with your child. Some of their guidance we attach below but you can find even more by visiting the link.

National Online Safety <https://nationalonlinesafety.com/resources/platform-guides/>

National Online Safety's mission is to make the internet a safer place for children. They aim to do this by equipping school staff, parents and children with the knowledge they need to understand online dangers and how best to react should an incident arise. The link above provides up to date information about a wide variety of social media apps and platforms your child might be using.

NSPCC <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

The NSPCC are the first to admit that the internet is amazing. Children can play, learn, create and connect - opening up a whole world of exciting possibilities. But with the digital world changing all the time, how can you make sure your child's staying safe? That's where the NSPCC comes in. Whether you're an online expert or you're not sure where to start, their tools and advice will help you keep your child safe.

Childnet <http://www.childnet.com/parents-and-carers>

Childnet International is a registered UK charity that aims to make the internet a safe place for children and young people. Packed with resources it is a great resource for parents.

CEOP <http://ceop.police.uk/safety-centre/>

Child Exploitation and Online Protection (CEOP) is part of the National Crime Agency and their website can be used to report if you are worried about online abuse or the way someone is communicating online.

BBC <https://www.bbc.com/ownit>

The BBC have a website and app called Own It. The website has a lot of content for children to help them navigate their online lives, and the free smartphone app comes with a special keyboard which can intervene with help and support in the moments that children need it the most.

SafetoNet <https://safetonet.com/>

SafeToNet is technology that educates children "in-the-moment" as they use their device. It is a safeguarding assistant that helps them become responsible and safe digital citizens. Its power lies in a smart keyboard that detects risks in real-time. It steers children away from trouble by filtering harmful outgoing messages before they can be sent and any damage can be done.