

## CHILD PROTECTION AND SAFEGUARDING - ONLINE SAFETY

Policy applies from EYFS to Sixth Form and to all Staff	
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Date of next review:	01.09.2024 or earlier to reflect any changes in legislation
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Version	Date	Paragraph	Material change	Approval
09.22 v1	01.09.2022	3 - Filtering  3 - Mobile Computing Devices	New filtering paragraph added.  New paragraph re the use of school devices and filtering inserted.	Mr Luke Goodman and the Council of Governors



		Appendix C	Insertion of a new paragraph re. additional advice and support.	
09.23 v1	01.09.2023	All  2.1, 2.2 and 2.3 4	Updated to reflect changes to Keeping Children Safe In Education 2023, specifically: Updated online filtering and monitoring responsibilities. Updated Online Safety section.	Mr Chris Collins and the Council of Governors

**Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.**

#### **Related Policies**

Child Protection and Safeguarding  
 Behaviour - Senior School / Infant and Junior School  
 Child-on-Child Abuse  
 Data Protection  
 Data Retention  
 Online Filtering and Monitoring  
 Pupil Code of Conduct  
 Preventing Radicalisation  
 Staff Acceptable use of ICT Agreement  
 Staff Code of Conduct - Senior School / Infant and Junior School  
 Taking, Storing, and using Photographs or Video (Parents)

#### **1. Introduction**

At Clifton High School it is understood that Information and Communication Technology (ICT) provides a very important part of the pupils learning experience and that they exist in an online world. It is understood that due to the ever-changing nature of online environment, it is not possible to always be specific about new threats - it is the underlying intention that matters most.

The aim at Clifton High School is to promote the positive use of ICT and ensure that all staff, pupils, parents, and all those working with pupils recognise the risks and potential dangers that may arise from the use of Internet, Digital and Mobile Technologies (IDMTs), that they understand how to mitigate these risks and potential dangers and are able to recognise, challenge and respond appropriately to any online safety concerns so that pupils are kept safe.

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The term “online safety” is specifically defined for the purposes of this policy as the process of limiting the risks to pupils and staff when using IDMT through a combined approach to policies and procedures, education, and training.

**The main areas of risk for our school community are:**

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse;
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites;
- hate sites;
- content validation: how to check authenticity and accuracy of online content;
- grooming;
- cyberbullying in all forms;
- identity theft (including ‘frape’ (hacking Facebook profiles)) and sharing passwords;
- privacy issues, including disclosure of personal information or publishing of images/video without consent;
- digital footprint and online reputation;
- health and well-being (amount of time spent online);
- personally produced sexual imagery (sending and receiving of intimate images); and
- copyright (little care or consideration for intellectual property and ownership).

## **2. Roles and Responsibilities**

### **2.1 Governors and Head of School**

- Take overall responsibility for online safety (and in the case of the nominated governor for Online Filtering and Monitoring, to ensure that the filtering and monitoring systems are effective).
- Ensure that staff receive suitable children protection and safeguarding training (including online safety, filtering and monitoring training) in order to carry out their online safety roles.
- Ensure that Clifton High School is an environment in which pupils can learn and staff can work safely whilst using Internet Digital and Mobile Technologies (IDMTs).
- Are aware of the procedures to be followed in the event of a serious online safety incident.

### **2.2 Designated Safeguarding Lead (DSL)**

The DSL has overall responsibility for child protection and safeguarding (including online safety and understanding the School’s filtering and monitoring systems) and is trained in online safety issues. The DSL must be aware of the potential for serious child protection and safeguarding issues to arise from:

- sharing of personal data;

- access to illegal and inappropriate materials;
- inappropriate on-line contact with adults and strangers;
- potential or actual incidents of grooming; and
- cyber-bullying (including child-on-child abuse).

### 2.3 Staff

- Must follow the Clifton High School Acceptable use of ICT Agreement and the Clifton High School policy on Taking, Storing, and using Photographs or Video. Refer to Taking, Storing, and using Photographs or Video (Staff).
- Must abide by the Staff Code of Conduct. Refer to Staff Code of Conduct.
- Must abide by the Clifton High School style guide for email communication in the staff area of SharePoint.
- Should embed online safety issues in all aspects of the curriculum and other school activities.
- Supervise and guide pupils carefully when engaged in learning activities involving online technology (including extra-curricular and extended school activities if relevant). Pupils are taught basic workplace computer etiquette in Computing.
- Ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.
- Must attend online safety, filtering and monitoring training (which form part of the annual CPD programme) and are aware of online safety issues related to the use of mobile phones, cameras, smart technology, and hand-held devices and that they monitor their use and implement current school policies regarding these devices.
- Report any suspected misuse or problem to the Class Teacher, Form Tutor, Head of Year, DSL, DDSL or DSLS, logging any concerns or actions on CPOMS.
- Must be aware of current online safety issues and guidance e.g., through Continued Professional Development (CPD), Staff Briefings.
- Model safe, responsible, and professional behaviours in their own use of technology.
- Ensure that any digital communications with pupils is on a professional level and only through school-based systems, never through personal mechanisms, e.g., personal email, text, mobile phones, social networking.

### 2.4 Parents

- Must follow the Clifton High School policy on Taking, Storing, and using Photographs or Video (Parents). Refer to Taking, Storing, and using Photographs or Video (Parents).
- Are kept informed of any new issues that may affect pupil safety and which may affect the wider school community. This is done through the Clifton High School Parents bulletin, which is available through the Parent Secure Area on the school website and information evenings organised through the school.

- Consult with the school if they have any concerns about their children's use of technology.
- Read, understand, and promote the Pupils' Code of Conduct and Behaviour Policy with, for the purposes of this policy, reference to the rules for safer internet use.

## **2.5 Pupils**

- Must abide by the rules for the safe use of the internet:
  - email and internet access are a privilege and not a right, and is provided to assist pupils with their work and to help them improve their IT skills;
  - pupils are responsible for the content of any email which is sent from their account. Pupils who act inconsiderately or irresponsibly or abuse the system may have its use withdrawn and a more serious consequence; and
  - pupils should be aware that all their school electronic communications could be subject to scrutiny.
- Understand the importance of reporting abuse, misuse, or access to inappropriate materials.
- Follow the school policy on Taking, Storing, and using Photographs or Videos (pupils).
- Know and understand the school policy on bullying, which includes cyberbullying.
- Take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Know and understand the school policy on the use of mobile phones and hand-held devices.
- Understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.
- Look after each other, and to report any concerns about the misuse of technology, or worrying issues to a member of staff, who will take appropriate action.
- Know that sanctions for the misuse or attempted misuse of the internet, mobile phones and other electronic devices will be imposed.
- Treat staff and each other online with the same standards of consideration and good manners as they would during face-to-face contact.

## **3. Education and Training**

The Designated Safeguarding Lead (DSL) is trained in online safety issues and is aware of the potential for serious child protection issues that can arise. In their absence, the Deputy Designated Safeguarding Leads (DDSLs) are also aware of all procedures to be followed in case of a serious incident.



Pupils receive online safety guidance throughout the school curriculum including in Computing lessons, circle time, PSHE, Health & Wellbeing, Life Skills, Google Safeguarding Classroom and assemblies. They are taught to:

- understand acceptable behaviour when using an online environment/email;
- understand why they should not post or share detailed personal information and to know how to ensure they have turned-on privacy settings;
- understand why they must not post pictures or videos of others without their permission;
- to know not to download any files without permission and have strategies for dealing with receipt of inappropriate materials;
- be aware that child sexual exploitation can occur using technology;
- be aware of the possible forms of online sexual harassment;
- be aware that radicalisation can occur through social media and the internet; and
- know how to seek help if they experience problems when using the internet and related technologies and how to report any form of online abuse.

Members of Staff are updated regularly on online safety issues (and receiving training on online filtering and monitoring) through professional development and staff meetings and new members of staff are provided with information and guidance as part of the induction process.

Parents are informed and educated of the issues surrounding online safety through sending information home via the weekly parents bulletin and the use of workshops/presentations in parents evenings.

#### **4. Online Safety**

##### **4.1 Use of Personal Equipment in School**

At times, both staff and pupils may choose to bring their own personal items of electronic equipment into school. The use of these items is governed by this policy, the Acceptable Use of ICT Agreements, the Behaviour policies, the Pupil Codes of Conduct, Taking, Storing, and using Photographs or Video (Staff) and the Staff Handbook, . Anyone choosing to bring in their own property into school is doing so at their own risk, and the school is not responsible for any loss or damage to this property whilst in school.

Rules regarding the use of mobile phones by pupils at school are set out in section 9 of Pupil Code of Conduct - Seniors and section 9 of Pupil Code of Conduct - Infants and Juniors.

##### **4.2 Keeping the School Network Safe**

The IT Manager is responsible for ensuring that the School's ICT infrastructure is secure and is not open to misuse or malicious attack and the IT Manager, the Finance Director and the governor responsible for online safety are responsible for ensuring that the School meets the



online safety technical requirements. For more information see the Online Filtering and Monitoring policy.

#### **4.3 Network Security**

The School uses software to ensure that appropriate firewalls are in place to protect the School and its users. In addition:

- All users are required to change their password in every 12 months using strong password requirements.
- Users have access only to certain limited areas that they are authorised to use.
- No software installation is possible without the approval of the IT Department.

#### **Email antivirus and spam protection**

Clifton High School uses an industry grade protection in Microsoft Office 365 with built in malware and spam capabilities that help protect inbound and outbound messages from malicious software and spam. The IT Manager can provide further granular control and customisation through the Exchange Admin Centre.

#### **General Antivirus Protection**

Sophos Antivirus protects every desktop PC or laptop in use in the School. This offers a centralised control, install and clean-up facility in case of virus breakout.

#### **4.4 Online Filtering and Monitoring**

The Online Filtering and Monitoring policy sets out the School's policy on filtering online content and monitoring users' activity.

#### **4.5 Wi-Fi network**

The Wi-Fi network is totally separated from the domain network. It has been configured to use a Virtual Lan network (VLAN), which provides internet access for Clifton High School users using their personal login. The same rules apply for Wi-Fi users as well as desktop users and the Internet content filtering offers good protection.

#### **4.6 Taking, Storing and Using Photographs or Video**

Photographs and videos are regularly taken for recording pupils participating in activities or celebrating their achievements and are an effective form of recording their progression (especially in EYFS). It is essential, that photographs or video are taken and stored appropriately to safeguard all pupils. Refer to Taking, Storing, and Using Photographs or Video (Staff) and Taking, Storing and using Photographs or Video (Parents). Members of staff are not permitted to use their personal devices for taking photographs. **EYFS staff members are prohibited from having their personal devices in the classroom.**



#### **4.7 Data Protection**

Clifton High School is committed to following the data protection principles, including the integrity and confidentiality of personal data and complies with the data protection legislation. Refer to the Data Protection and Data Retention policies for more information.

#### **4.8 User Accounts and Passwords**

All users of the School's ICT systems log in with an individual username to ensure that they only have access to the data which they have a right to access to. All passwords must meet the School's complexity requirements and are forced to be changed every 12 months.

Users must not share their logon details with others or attempt to log on using another user's account.

Before leaving a computer, all users must ensure it is either locked or logged out, ensuring nobody else can access an individual logon. All users are responsible for any activity that takes place under their user account.

#### **4.9 Mobile Computing Devices (including BYOD)**

Mobile computing devices may be school owned/provided or personally owned and include smartphones, tablets, notebook/laptops or other technology that usually has the capability of utilising the School's wireless network. The device then has access to the wider internet which may include the School's learning platform and other cloud-based services such as email and data storage.

In the case of pupils who have been issued with School devices, they can use them in lessons to support their learning, with the permission of the class teacher. Use of the device is bound by the same rules as any other school computer device. Installation of applications is managed and limited to those provided by Clifton High School, and pupils must not attempt to alter the restrictions or policies that have been put in place on these devices. Further information regarding the School's online filtering and monitoring systems which mobile devices are subject to is set out in the Online Filtering and Monitoring policy.

All users should understand that the primary purpose of using mobile/personal devices in a school context is educational. Teaching about the safe and appropriate use of mobile technologies is an integral part of the School's online safety education programme, through PSHE and School Assemblies.

### **5. Specific Safeguarding Issues**

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school approach to online safety empowers Clifton High School to



protect and educate pupils, students, staff, and parents in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

### 5.1 Areas of risk

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism;
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

### 5.2 Cyberbullying

- Cyberbullying can be a form of child-on-child abuse. The Anti Bullying Policy describes the preventative measures and the procedures that will be followed when cases of cyberbullying are identified.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school; but everyone needs to learn how to stay safe online. Pupils are taught of the possible consequences of cyberbullying and what to do if it happens to them.
- Staff must follow the Staff Acceptable use if ICT Agreement to stay safe.
- Harassment and bullying by pupils online will not be tolerated.

### 5.3 Preventing Radicalisation

Children are vulnerable to extremist ideology and radicalisation. This can occur through many different methods including social media and gaming.

As part of the school's responsibilities under the prevent duty, the rules employed by the School's Internet filtering solution are designed to limit potential access to content and sites that could pose a risk to pupils regarding extremism and radicalisation. Refer to Preventing Radicalisation policy.

### 5.4 Online Sexual Harassment

This may be stand/alone or part of a wider pattern of sexual harassment and/or sexual violence.



It may include:

- Non-consensual sharing of sexual images and videos;
- Sexualised online bullying;
- Unwanted sexual comments and messages, including, on social media; and
- Sexual exploitation: coercion or threats.

**Child Sexual Exploitation (CSE)** is a form of child sexual abuse, which can occur through the use of technology. This is when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator.

Consensual and non-consensual **sharing of nude and semi-nude images and/or videos** (also known as Sexting or youth produced sexual imagery) is the exchange of self-generated sexually explicit images, through mobile picture messages or webcams over the Internet. Pupils may also call it cybersex or sending a nude, semi-nude, picture or selfie. Sexting is illegal. By sending an explicit image, a pupil is producing and distributing child abuse images and risks being prosecuted, even if the picture is taken and shared with their permission. It is easy to send a photo or message, but the sender has no control about how it's passed on. When images are stored or shared online, they become public. They can be deleted on social media or may only last a few seconds on apps like Snapchat, but images can still be saved or copied by others. These images may never be completely removed and could be found in the future, for example when applying for jobs or university.

Pupils may think 'sexting' is harmless, but it can leave them vulnerable to:

- blackmail when an offender may threaten to share the pictures with the pupil's family and friends unless the pupil sends money or more images;
- bullying may result when images are shared with their peers or in school;
- unwanted attention when images posted online attract the attention of sex offenders, who know how to search for, collect and modify images; and
- emotional distress resulting from embarrassment and humiliation. If they are very distressed this could lead to suicide or self-harm.

Pupils are informed of the consequences of sexting and the legal implications through PSHE lessons and assemblies.

## **5.5 Responding to incidents of misuse**

It is expected that all members of the school community will be responsible users of ICT, however, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.



If members of staff suspect that misuse might have taken place, but that the misuse is not illegal it is essential to report it on CPOMS to the Head of Year, Deputy Head (Pastoral) and inform the Head of Information Technology or Network manager, as soon as possible, and it will be dealt with through normal behaviour procedures.

If a child protection or safeguarding issue arises then the Child Protection and Safeguarding Policy must be followed. If any misuse appears to involve illegal activity the SWGfL flow chart (Appendix A) is consulted and followed, the sections on reporting the incident to the police and the preservation of evidence. Illegal activity would include:

- child sexual abuse images;
- adult material which potentially breaches the Obscene Publications Act;
- criminally racist material; and
- other criminal conduct, activity, or materials.

If cyberbullying has taken place the Anti Bullying Policy will be followed. The DSL (or DDSL) is responsible for ensuring staff are kept fully informed about any issues and their resolution.

If members of staff suspect that any misuse might have taken place it is essential that correct procedures are used to investigate, preserve evidence, and protect those carrying out the investigation. In such event the SWGfL 'Record for Reviewing devices internet sites (responding to incidents of misuse) will be followed (Appendix B). This guidance recommends that more than one member of staff is involved in the investigation which should be carried out on a 'clean' designated computer. The School is more likely to encounter incidents that involve inappropriate rather than illegal misuse.

## 6. Useful Links

### Sources of further information

- [www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis](http://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis)
- [www.swgfl.org.uk/staying-safe](http://www.swgfl.org.uk/staying-safe)
- [www.childnet.com](http://www.childnet.com)
- [www.Thinkuknow.co.uk](http://www.Thinkuknow.co.uk)
- [www.internetmatters.org](http://www.internetmatters.org)
- [www.nspcc.org.uk/keeping-children-safe/online-safety](http://www.nspcc.org.uk/keeping-children-safe/online-safety)
- [www.ceop.police.uk](http://www.ceop.police.uk)

For further links to additional advice and support please see [Appendix C](#).



### **Appendix A: SWGfL Flow Chart**

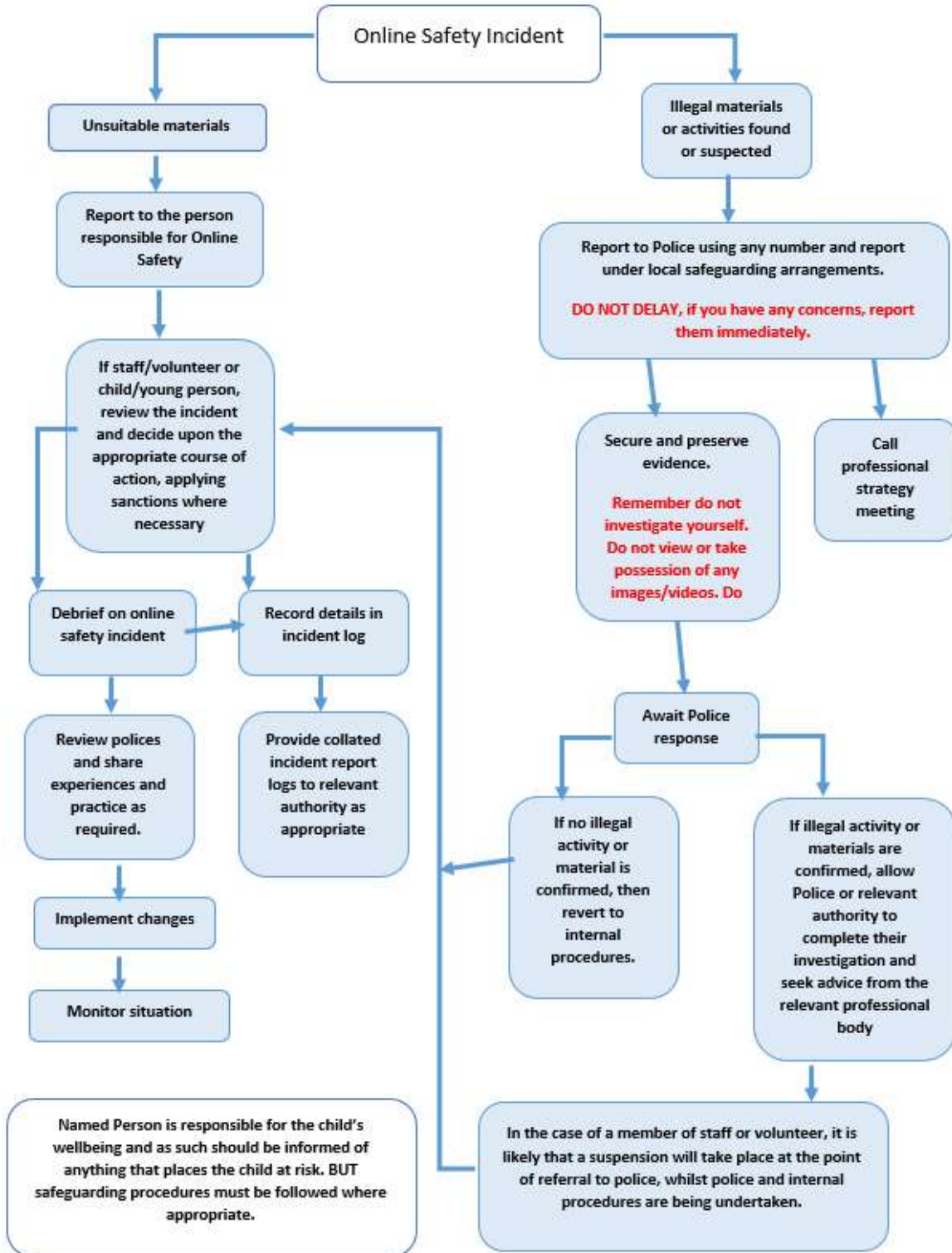
The following chart is used for guidance in any e-Safety scenario where illegal activity is suspected.

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**Appendix B: Record of reviewing devices/internet sites** (responding to incidents of misuse)

Group: .....

Date: .....

Reason for investigation: .....  
.....  
.....

Details of first reviewing person

Name: .....

Position: .....

Signature: .....

Details of second reviewing person

Name: .....

Position: .....

Signature: .....

Name and location of computer used for review (for web sites)

.....  
.....

Web site(s) address/device	Reason for concern
Conclusion and Action proposed or taken	

## Appendix C: Additional advice and support

### Online safety-advice

- [Childnet](#) provide guidance for schools on cyberbullying
- [Educateagainsthate](#) provides practical advice and support on protecting children from extremism and radicalisation
- [London Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [NSPCC E-safety for schools](#) provides advice, templates, and tools on all aspects of a school or college's online safety arrangements
- [Safer recruitment consortium](#) "guidance for safe working practice", which may help ensure staff behaviour policies are robust and effective
- [Searching screening and confiscation](#) is departmental advice for schools on searching children and confiscating items such as mobile phones
- South West [Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [Use of social media for online radicalisation](#) - A briefing note for schools on how social media is used to encourage travel to Syria and Iraq
- [Online Safety Audit Tool](#) from UK Council for Internet Safety to help mentors of trainee teachers and newly qualified teachers induct mentees and provide ongoing support, development and monitoring
- [Online safety guidance if you own or manage an online platform](#) DCMS advice
- [A business guide for protecting children on your online platform](#) DCMS advice
- [UK Safer Internet Centre](#) provide tips, advice, guides and other resources to help keep children safe online

### Online safety- Remote education, virtual lessons and live streaming

- [Case studies](#) for schools to learn from each other
- [Guidance Get help with remote education](#) resources and support for teachers and school leaders on educating pupils and students
- [Departmental guidance on safeguarding and remote education](#) including planning remote education strategies and teaching remotely
- [London Grid for Learning](#) guidance, including platform specific advice



- [National cyber security centre](#) guidance on choosing, configuring and deploying video conferencing
- [UK Safer Internet Centre](#) guidance on safe remote learning

### Online Safety- Support for children

- [Childline](#) for free and confidential advice
- [UK Safer Internet Centre](#) to report and remove harmful online content
- [CEOP](#) for advice on making a report about online abuse

### Online safety- Parental support

- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, and to find out where to get more help and support
- [Commonsensemedia](#) provide independent reviews, age ratings, & other information about all types of media for children and their parents
- [Government advice](#) about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying
- [Internet Matters](#) provide age-specific online safety checklists, guides on how to set parental controls, and practical tips to help children get the most out of their digital world
- [How Can I Help My Child?](#) Marie Collins Foundation - Sexual Abuse Online
- [Let's Talk About It](#) provides advice for parents and carers to keep children safe from online radicalisation
- [London Grid for Learning](#) provides support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Stopitnow](#) resource from [The Lucy Faithfull Foundation](#) can be used by parents and carers who are concerned about someone's behaviour, including children who may be displaying concerning sexual behaviour (not just about online)
- National Crime Agency/CEOP [Thinkuknow](#) provides support for parents and carers to keep their children safe online
- [Net-aware](#) provides support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Parentzone](#) provides help for parents and carers on how to keep their children safe online





- [Talking to your child about online sexual harassment: A guide for parents](#) - This is the Children's Commissioner's parent guide on talking to your children about online sexual harassment
- [#Ask the awkward](#) - Child Exploitation and Online Protection Centre guidance to parents to talk to their children about online relationships

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