

Article 16 (Privacy) You have the right to privacy.

Article 17 (Information) You have the right to get information that is important to your well-being, from...computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

Article 36 (Protection) You have the right to protection from any kind of exploitation (being taken advantage of)

1. Introduction

Langtoft Primary School recognises that digital technologies are an essential part of children's lives and learning. Technology provides significant educational opportunities but can also expose children and adults to safeguarding risks.

Online safety is a safeguarding issue and is embedded throughout the school's safeguarding culture, curriculum, policies and daily practice.

The aims of this policy are to:

- Safeguarding and promote the welfare of all children online.
- Provide a safe and secure digital environment for pupils, staff and visitors.
- Ensure effective filtering and monitoring systems are in place.
- Educate pupils to become safe, responsible and resilient digital citizens.
- Support parents and carers in keeping children safe online.
- Ensure staff understand emerging online risks, including artificial intelligence (AI).
- Establish clear reporting, recording and escalation procedures for online safety incidents.

The policy applies whenever school devices, school systems, school accounts or school networks are used, whether on or off site, and this policy applies to all pupils, staff, governors, volunteers, contractors, visitors, and parents and carers.

2. Legislative Framework

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- Prevent Duty Guidance
- UK GDPR and Data Protection Act 2018
- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010

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- Searching, Screening and Confiscation Guidance
- Teaching Online Safety in Schools
- DfE Filtering and Monitoring Standards
- DfE Guidance on Generative Artificial Intelligence in Education
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Staff Code of Conduct
- Data Protection Policy

3. Online Safety as Safeguarding

The school recognises that online safeguarding risks can occur both inside and outside school. Online risks broadly fall into four categories:

Content

Children may be exposed to:

- Bullying content
- Harmful or extremist material
- Violent content
- Misinformation and disinformation
- Self-harm related content
- Sexual content
- AI-generated harmful content
- Deepfake images and videos

Contact

Children may experience:

- Grooming
- Sexual exploitation
- Criminal exploitation
- Radicalisation
- Online coercion
- Fraud and scams

Conduct

Children may:

- Experience cyberbullying
- Share inappropriate content
- Engage in unsafe behaviours
- Be involved in harmful online interactions

Commerce

Children may encounter:

- Gambling
- Financial scams
- Inappropriate advertising
- In-app purchases



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4. Emerging Technology and Artificial Intelligence

The school recognises that AI technologies are now widely available and increasingly used by children.

The school will:

- Risk assess AI tools before educational use.
- Teach children how AI systems work.
- Promote critical evaluation of AI-generated content.
- Teach pupils about misinformation and deepfakes.
- Ensure AI use supports and enhances learning safely.

Staff must:

- Use only approved AI systems for school purposes.
- Never enter confidential, safeguarding, medical, staff or pupil information into public AI systems unless specifically authorised.
- Check all AI-generated output for accuracy, bias, safeguarding concerns and suitability.
- Report any AI-related safeguarding concern immediately.

Staff will remain vigilant to risks including:

- AI-enhanced grooming.
- AI chatbots influencing vulnerable children.
- Deepfake imagery and videos.
- AI-generated nude or semi-nude images.
- Image manipulation or "nudification" applications.
- Identity theft and impersonation.

Any concerns involving AI-generated content will be treated as safeguarding concerns.

5. Roles and Responsibilities

Governing Body

Governors will:

- Ensure online safety remains a safeguarding priority.
- Review the effectiveness of this policy annually.
- Ensure filtering and monitoring arrangements are effective.
- Monitor online safety trends and incidents.
- Ensure appropriate resources are allocated.

Governors will receive annual reports regarding:

- Filtering and monitoring effectiveness.
- Significant incidents.
- Staff training.
- Curriculum provision.

Headteacher

The Headteacher is responsible for:

- Strategic leadership of online safety.
- Ensuring compliance with safeguarding duties.



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- Implementing this policy.
- Supporting staff training.
- Reporting serious incidents to governors and relevant agencies.

Designated Safeguarding Leads (DSLs)

The DSLs have lead responsibility for online safeguarding.

They will:

- Respond to online safety concerns.
- Maintain incident records.
- Liaise with external agencies.
- Support staff and families.
- Deliver safeguarding and online safety training.
- Monitor emerging online risks.

DSLs will be trained regarding:

- Online exploitation.
- Online grooming.
- Cyberbullying.
- Radicalisation.
- Serious violence.
- AI-enabled abuse.
- Deepfakes.
- Nude and semi-nude image incidents.
- Online fraud and coercion.

Filtering and Monitoring Lead

The school will appoint a senior leader as Filtering and Monitoring Lead.

Responsibilities include:

- Reviewing filtering systems annually.
- Reviewing monitoring systems annually.
- Working with ARK IT Solutions.
- Identifying safeguarding trends.
- Reporting findings to governors.
- Ensuring systems remain effective and proportionate.

ARK IT Solutions

Technical support providers will ensure:

- Secure network infrastructure.
- Appropriate filtering systems.
- Appropriate monitoring systems.
- Secure password management.
- Secure remote access.
- Regular security updates.
- Malware and virus protection.

Staff

All staff must:

- Follow this policy.
- Complete online safety training.
- Report concerns immediately.
- Monitor pupil activity appropriately.

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- Deliver online safety education.
- Model safe technology use.

Pupils

Pupils are expected to:

- Follow Acceptable Use Agreements.
- Report concerns to trusted adults.
- Protect personal information.
- Use school technology responsibly.
- Treat others respectfully online.

Parents and Carers

Parents and carers are encouraged to:

- Monitor home internet use appropriately.
- Promote safe online behaviours.
- Report concerns to school.
- Attend online safety information events/read online safety information where possible.

6. Filtering and Monitoring

The school uses filtering and monitoring systems to reduce exposure to harmful content and identify safeguarding concerns.

The school will:

- Meet DfE filtering and monitoring expectations.
- Review arrangements annually.
- Maintain documented records of reviews.
- Respond to alerts promptly.
- Ensure staff understand how concerns are identified and escalated.

The school acknowledges that filtering alone cannot eliminate all online risks. Effective supervision, education and safeguarding procedures remain essential.

7. Online Safety Education

Online safety education is embedded throughout:

- Computing
- PSHE
- Relationships Education
- Assemblies
- Safeguarding curriculum

Pupils will be taught about:

- Online relationships
- Digital footprints
- Privacy and personal information
- Cyberbullying
- Online gaming



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- Social media
- Misinformation and fake news
- Search skills
- Online scams
- AI and emerging technologies
- Reporting concerns

Learning will be age-appropriate and adapted where necessary for vulnerable pupils and pupils with SEND.

8. Communication Systems

School email systems must be used for all professional communications.

Staff must:

- Use school email accounts.
- Communicate professionally.
- Follow safeguarding procedures.
- Retain appropriate professional boundaries.

Staff must not:

- Use personal email to contact pupils.
- Use personal social media to communicate with pupils or parents about school matters.
- Accept pupils as social media contacts.

9. Mobile Phones, Smart Watches and Personal Devices

Staff

Staff may bring personal devices to school but must:

- Use them professionally.
- Not photograph pupils on personal devices.
- Not use personal devices for inappropriate communication.

Pupils

Where permitted, pupil mobile phones must:

- Be switched off.
- Be handed to staff for secure storage.
- Be collected at the end of the school day.

Smart watches with communication, internet, recording or camera functions are not permitted during the school day unless specifically authorised. Pupils are not permitted to wear smart watches.

10. Images, Videos and Live Streaming

The school recognises the educational value of photographs and videos.



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The school will:

- Obtain parental consent.
- Use only authorised equipment.
- Store images securely.
- Follow data protection requirements.
- Follow DfE and LA guidance on the publication of photographs of pupils in school newsletters, publications, on school website and social media accounts.

Staff must not:

- Store pupil images on personal devices.
- Share photographs via personal accounts.
- Retain images for personal use.

11. Social Media

The school recognises the educational value of photographs and videos.

The school will:

- Obtain parental consent.
- Use only authorised equipment.
- Store images securely.
- Follow data protection requirements.
- Follow DfE and LA guidance on the publication of photographs of pupils in school newsletters, publications, on school website and social media accounts.

Staff must not:

- Store pupil images on personal devices.
- Share photographs via personal accounts.
- Retain images for personal use.

12. Cyberbullying

Cyberbullying will not be tolerated.

Examples include:

- Threatening messages.
- Sharing harmful content.
- Excluding individuals online.
- Impersonation.
- Posting embarrassing material.
- Creating or sharing manipulated images.

All incidents will be investigated and managed in line with safeguarding and behaviour procedures.



13. Nude and Semi-Nude Images

The school follows national safeguarding guidance regarding nude and semi-nude image incidents.

Staff must:

- Never copy, print, forward or share indecent images.
- Secure devices containing suspected material.
- Report concerns immediately to a DSL.
- Preserve evidence appropriately.

DSLs will assess incidents and involve Police, Children's Services, LADO or other agencies where necessary.

This includes:

- AI-generated images.
- Deepfake imagery.
- Digitally manipulated images.

14. Data Protection and Information Security

The school complies with UK GDPR and Data Protection Act 2018 requirements.

Staff must:

- Maintain secure passwords.
- Protect confidential information.
- Use approved storage systems.
- Report data breaches immediately.

Personal data must only be shared where lawful and appropriate.

15. Online Safety Incident Management

All online safety concerns must be reported immediately.

Incidents may involve:

- Grooming.
- Cyberbullying.
- Radicalisation.
- Fraud.
- AI-related harm.
- Harmful content.
- Deepfake imagery.
- Data breaches.
- Illegal material.

The DSL will:

1. Assess risk.



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2. Record the concern.
3. Preserve evidence.
4. Determine whether referrals are required.
5. Inform relevant agencies where appropriate.
6. Review lessons learned.

Serious incidents may require referral to:

- Children's Services
- Police
- CEOP
- LADO
- Prevent Team
- Internet Watch Foundation

16. Training

All staff will receive:

- Online safety training during induction.
- Regular safeguarding updates.
- Annual online safety refreshers.
- Updates regarding emerging technologies and AI risks.
- Filtering and monitoring awareness training.

Governors will receive appropriate online safety and safeguarding updates.

17. Working with Parents and Carers

The school will support parents through:

- Newsletters
- Website information
- Parent workshops
- Signposting to external organisations

Areas covered may include:

- Social media
- Gaming
- Screen time
- AI tools
- Cyberbullying
- Online scams
- Privacy and security

18. Monitoring and Review

This policy will be reviewed annually and earlier if required due to:

- Changes in legislation.
- Updated safeguarding guidance.



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- Significant incidents.
- Emerging technology risks.

An annual online safety report, including filtering and monitoring effectiveness, will be presented to the Governing Body.

Appendix 1 Acceptable Use Agreement



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LANGTOFT PRIMARY SCHOOL
Online Safety Policy ~ September 2026

Acceptable Use Agreement: EYFS and Key Stage 1 Pupils

Name: _____

When I use computers, iPads, the internet or other technology in school, I agree to:

I will:

- ☒ Use technology carefully and sensibly.
- ☒ Only use websites, apps and games that an adult has allowed me to use.
- ☒ Ask an adult before using the internet.
- ☒ Tell a teacher or trusted adult straight away if I see anything that makes me feel worried, upset, scared or uncomfortable.
- ☒ Be kind and respectful to other people online.
- ☒ Keep my personal information private, including:
 - My full name
 - Address
 - Telephone number
 - Passwords
- ☒ Look after school equipment.
- ☒ Use my own username and password.
- ☒ Log off when I have finished using a device.

I will not:

- ☒ Share my password with anyone.
- ☒ Be unkind or rude online.
- ☒ Use technology to upset other people.
- ☒ Visit websites that a teacher has not approved.
- ☒ Take photographs or videos without permission.
- ☒ Try to use someone else's account.
- ☒ Change settings on school devices.

Remember

STOP • CLOSE • TELL

If I see something that worries me online, I will:

1. Stop what I am doing.
2. Close the screen or app.
3. Tell an adult immediately.

Pupil Agreement

I understand these rules and will do my best to follow them.

Pupil Signature: _____

Date: _____

Parent/Carer Agreement

I have discussed these rules with my child and support the school's approach to online safety.

Parent/Carer Signature: _____

Date: _____



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Acceptable Use Agreement: Key Stage 2 Pupils

Name: _____

Technology is an important part of learning. I understand that using technology safely is my responsibility.

I agree that I will:

- ☒ Use school computers, iPads and online platforms for learning purposes.
- ☒ Be respectful, kind and responsible when communicating online.
- ☒ Keep my usernames and passwords secure.
- ☒ Protect my personal information and never share:
 - Home address
 - Phone number
 - Passwords
 - Personal photos
 - Other private information
- ☒ Tell an adult immediately if:
 - I see inappropriate content.
 - Someone upsets me online.
 - Someone asks for personal information.
 - I am worried about anything I see online.
- ☒ Think carefully before posting, sharing or commenting online.
- ☒ Check information carefully and understand that not everything online is true.
- ☒ Use artificial intelligence (AI) tools only when instructed or permitted by a teacher.
- ☒ Tell a teacher if I see AI-generated content, images or videos that seem unsafe, unkind or fake.

I understand online risks may include:

- Cyberbullying
- Scams
- Fake information
- Grooming
- Harmful online challenges
- Deepfake videos and images
- AI-generated content designed to mislead people

I will not:

- ☒ Access social media, websites, apps or games that have not been approved by staff.
- ☒ Deliberately search for inappropriate content.
- ☒ Use technology to bully, threaten or exclude others.
- ☒ Share pictures, videos or personal information without permission.
- ☒ Pretend to be someone else online.
- ☒ Use another person's username or password.
- ☒ Attempt to bypass school filtering or monitoring systems.
- ☒ Download software or files without permission.
- ☒ Use AI tools to cheat, copy work or create harmful content.
- ☒ Create, share or save harmful, inappropriate or manipulated images of other people.



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Mobile Phones

If I bring a mobile phone to school:

- ☒ I will hand it to staff when I arrive.
- ☒ I will keep it switched off during the school day.
- ☒ I will only collect it at the end of the day.

Monitoring

I understand that:

- The school may monitor internet use and online activity.
- Filtering and monitoring systems help keep everyone safe.
- There will be consequences if I break these rules.

Pupil Agreement

I have read and understood this agreement and will follow these rules whenever I use school technology.

Pupil Signature: _____

Date: _____

Parent/Carer Agreement

I understand the expectations for my child when using technology in school and will support the school in promoting safe and responsible online behaviour.

Parent/Carer Signature: _____

Date: _____

School Signature

Member of Staff: _____

Date: _____



Appendix 1c Staff, Volunteer and Governor Acceptable Use Agreement

September 2026

Introduction

The purpose of this agreement is to ensure that all staff, volunteers and governors use school technology safely, responsibly and professionally and understand their role in safeguarding children online.

Online safety is a safeguarding responsibility. All adults working within the school are expected to model safe and responsible use of technology and maintain professional standards at all times.

Personal Responsibilities

I understand that:

- The school's ICT systems are provided primarily to support teaching, learning and the effective operation of the school.
- My use of school systems, devices, email and internet access may be monitored and reviewed where appropriate.
- This agreement applies when using school systems both on and off site.
- Failure to follow this agreement may result in disciplinary action and, where appropriate, referral to external agencies.

I agree to use all school technology in a professional, lawful and responsible manner.

Safeguarding Responsibilities

I will:

- ☒ Maintain an awareness of current online safety risks.
- ☒ Report any safeguarding concern immediately to a Designated Safeguarding Lead (DSL).
- ☒ Follow the school's Child Protection and Safeguarding Policy.
- ☒ Remain vigilant to online risks including:
 - Cyberbullying
 - Child sexual exploitation
 - Criminal exploitation
 - Grooming
 - Radicalisation
 - Fraud and scams
 - Online harassment
 - Deepfake content
 - AI-generated harmful content
 - Nude and semi-nude image incidents
- ☒ Record concerns in line with school safeguarding procedures.
- ☒ Preserve evidence appropriately when online incidents occur.

Professional Conduct

I will:

- ☒ Communicate professionally with pupils, parents and colleagues at all times.
- ☒ Use only approved school communication systems when contacting pupils or parents.
- ☒ Maintain professional boundaries online and offline.
- ☒ Ensure all online activity reflects the values and reputation of the school.
- ☒ Respect the privacy and dignity of pupils and colleagues.



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I will not:

- ✗ Communicate with pupils via personal email accounts.
- ✗ Use personal social media accounts to communicate with pupils.
- ✗ Accept current pupils as friends, followers or contacts on personal social media platforms.
- ✗ Engage in online behaviour that could bring myself or the school into disrepute.

Artificial Intelligence (AI)

I understand that AI technologies present both opportunities and safeguarding risks.

I will:

- ✓ Use only approved AI tools for educational or professional purposes.
- ✓ Critically evaluate AI-generated content before using or sharing it.
- ✓ Verify the accuracy of AI-generated information.
- ✓ Consider potential bias, misinformation and safeguarding implications.
- ✓ Follow school guidance regarding the use of AI in teaching, administration and communications.

I will not:

- ✗ Input confidential, safeguarding, medical, personnel or pupil information into publicly available AI tools unless specifically authorised.
- ✗ Use AI to generate inappropriate, discriminatory or misleading content.
- ✗ Rely on AI-generated information without appropriate professional review.
- ✗ Use AI tools in ways that compromise safeguarding, data protection or professional standards.

Data Protection and Information Security

I will:

- ✓ Keep all passwords secure and confidential.
- ✓ Use strong passwords and multi-factor authentication where available.
- ✓ Lock devices when unattended.
- ✓ Store data securely using approved systems.
- ✓ Follow all GDPR and data protection requirements.
- ✓ Immediately report any suspected data breach.

I will not:

- ✗ Share passwords.
- ✗ Access information without a legitimate professional reason.
- ✗ Transfer personal data using unauthorised systems or devices.
- ✗ Store confidential school information on personal devices unless authorised.

Email and Digital Communication

I will:

- ✓ Use my school email account for school business.
- ✓ Take care when opening attachments and links.
- ✓ Check the recipient before sending sensitive information.
- ✓ Use professional language in all communications.

I will not:

- ✗ Send inappropriate or offensive messages.
- ✗ Use school email accounts for personal business activities.
- ✗ Forward confidential information without authorisation.



Social Media

I understand that activity on social media can affect professional reputation and public confidence.

I will:

- ☒ Review privacy settings regularly.
- ☒ Exercise professional judgement before posting content online.
- ☒ Ensure any reference to the school is appropriate and professional.
- ☒ Follow the Staff Code of Conduct.

I will not:

- ☒ Post content that could damage the reputation of the school.
- ☒ Discuss confidential school matters online.
- ☒ Post photographs or information relating to pupils without authorisation.
- ☒ Criticise pupils, parents, colleagues or governors online.

Images, Video and Audio Recording

I will:

- ☒ Use only school-approved devices to photograph or record pupils.
- ☒ Ensure parental permissions are followed.
- ☒ Store images securely.
- ☒ Delete images from devices once transferred to secure school storage.

I will not:

- ☒ Use personal mobile phones to photograph or record pupils.
- ☒ Share pupil images via personal accounts or messaging services.
- ☒ Retain pupil images for personal use.

Mobile Phones and Personal Devices

I will:

- ☒ Use personal devices responsibly and professionally.
- ☒ Follow school procedures regarding mobile phones and smart devices.
- ☒ Ensure personal devices do not compromise safeguarding or confidentiality.

I will not:

- ☒ Use personal devices in ways that compromise professional standards.
- ☒ Use cameras, messaging or social media functions while supervising pupils unless specifically authorised.

Filtering and Monitoring

I understand that:

- The school uses filtering and monitoring systems to support safeguarding.
- Internet activity may be monitored for safeguarding, security and compliance purposes.
- Attempts to bypass filtering and monitoring systems are prohibited.

I will not:

- ☒ Attempt to disable, circumvent or interfere with filtering or monitoring systems.
- ☒ Access inappropriate, illegal or harmful material.
- ☒ Use proxy services or unauthorised software to bypass school safeguards.

Acceptable Use of Technology

I will not:

- ☒ Access, create, store or distribute illegal material.
- ☒ View, download or share inappropriate content.

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- ✗ Deliberately introduce malware, viruses or malicious software.
- ✗ Attempt to gain access to accounts, systems or information without permission.
- ✗ Use school systems for unlawful, discriminatory, abusive or offensive purposes.
- ✗ Use technology to harass, intimidate or victimise others.

Declaration

I have read, understood and agree to comply with the school's:

- Online Safety Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Staff Code of Conduct
- ICT and Information Security Procedures

I understand that failure to comply with this agreement may result in disciplinary action and, where appropriate, referral to external agencies.

Name: _____

Role: _____

Signature: _____

Date: _____

Headteacher Signature: _____

Date: _____

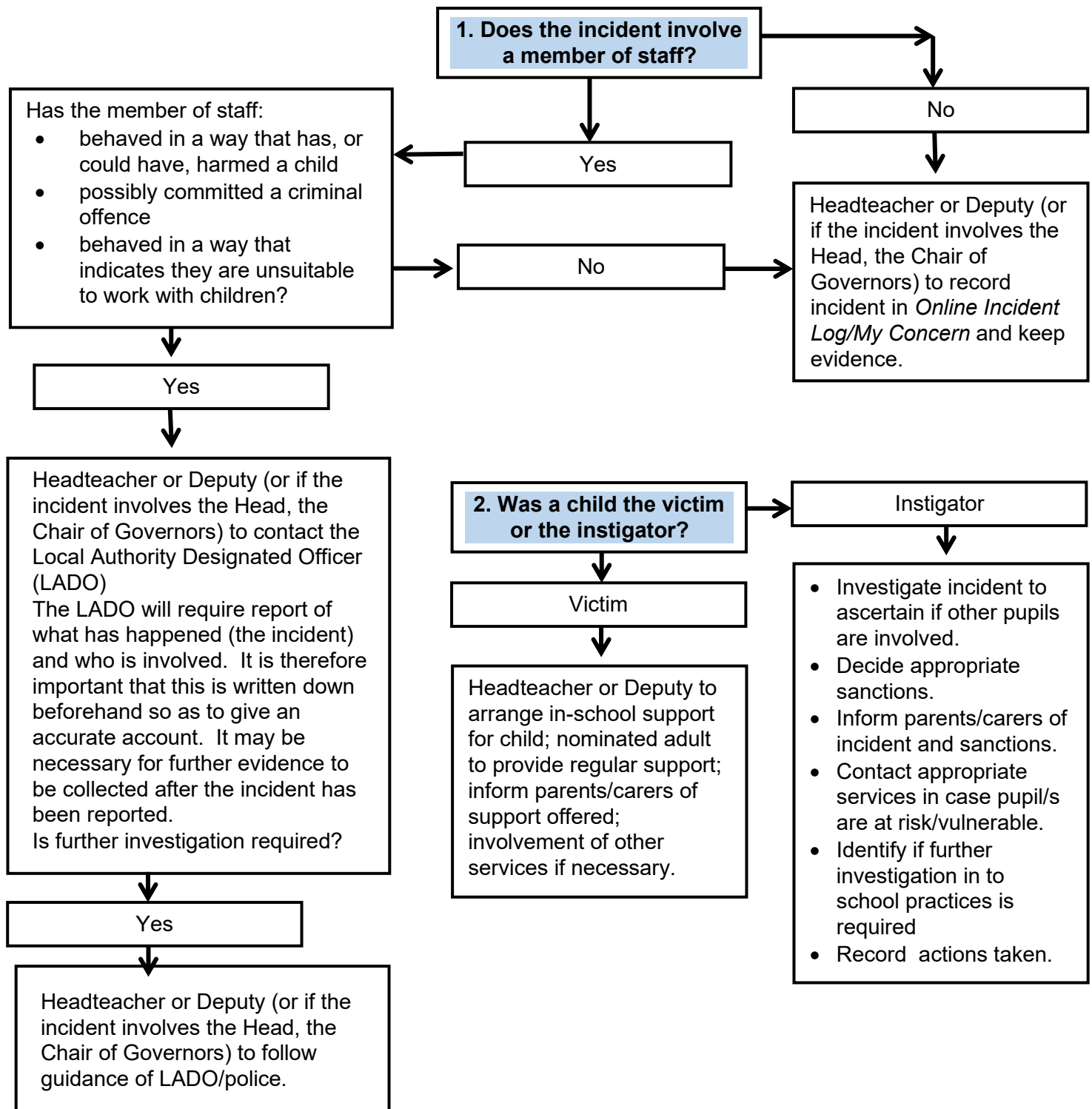


Appendix 2 Flowcharts for managing online incidents

Flowchart 2a for managing an online incident involving non-illegal activity

Incidents not involving any illegal activity, such as:

- using another person's user name and password
- accessing websites which are against school policy
- using a mobile phone to take video during a lesson
- using the technology to upset or bully (in extreme cases this could be illegal)



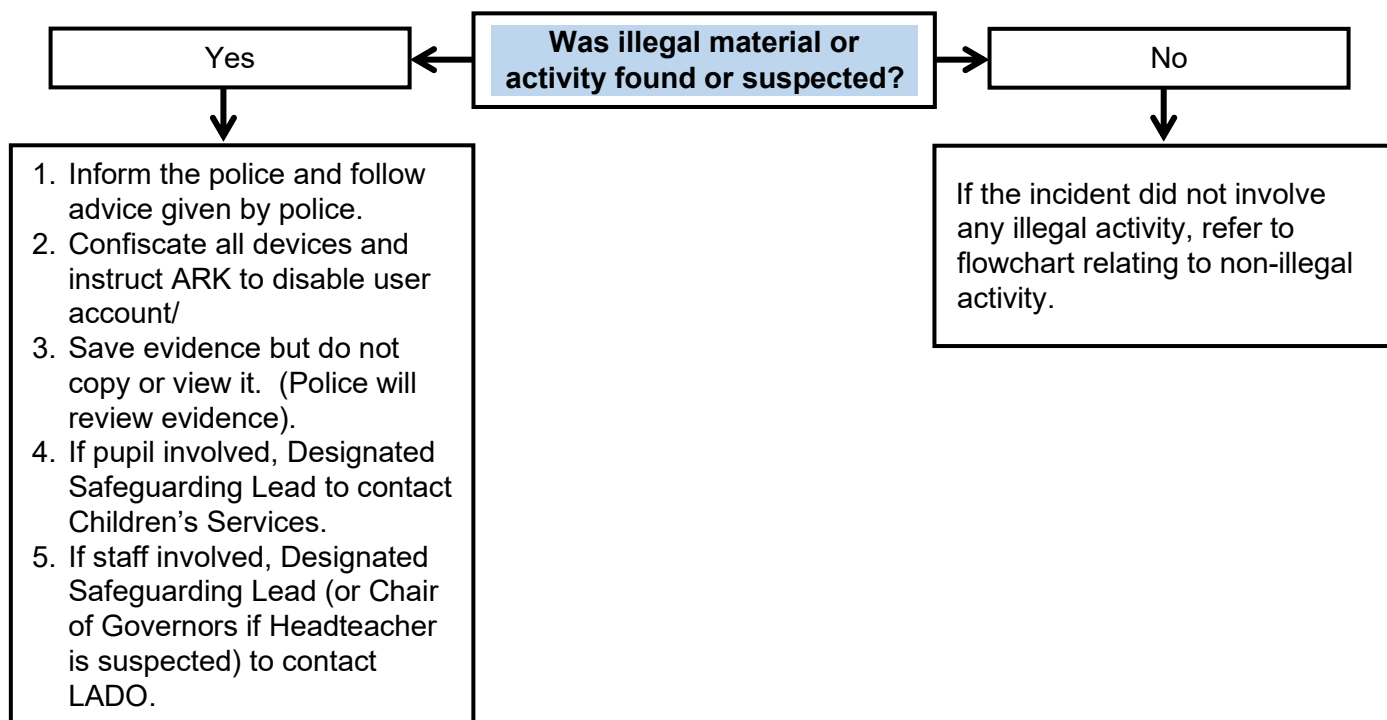
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Flowchart 2b for managing an online incident involving illegal activity

Illegal means something against the law such as:

- downloading indecent images of children
- passing onto others images or video containing child pornography
- inciting racial or religious hatred
- promoting illegal acts



Appendix 3

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ONLINE INCIDENT LOG

This log will be completed by the head teacher or deputy following each incident. All incidents will be reported to governors in the Headteacher's report to Governors.

Date and time	Name of pupil or staff member	Room and computer/device number	Details of incident (including evidence)
Action taken and reason:			
Date and time	Name of pupil or staff member	Room and computer/device number	Details of incident (including evidence)
Action taken and reason:			

*This will also be recorded on My Concern

Appendix 4 Advice for Parents and Children on Cyber-bullying

What to do if a child has come to you and needs help

- 1) Communication with your child is essential. Talk to them and reassure them that they can always come to you if something upsets or worries them online.
- 2) Save the evidence wherever possible. You may be able to report what has happened to the online service being used when the incident occurred. Evidence may include screen shots taken on a laptop or mobile device, emails, texts or online conversation histories. If you do need to make a report, evidence gathered will make it easier to show exactly what has taken place.
- 3) Knowing who to report to is a really useful step to resolve many issues, so do familiarise yourself with the services available below. Depending on what has happened, it might be necessary to let your child's school know too.

Where to report online safety concerns or risks

Grooming or other illegal behaviour

If you want to report someone who is behaving suspiciously online towards a child, you should contact 999 if it is an emergency situation, or otherwise make a report to [CEOP, the Child Exploitation Online Protection Centre.](#)

Criminal content online

If you see any criminal content online, you should report this to the [Internet Watch Foundation \(IWF\).](#) Criminal content in the UK includes child sexual abuse images, criminally obscene adult content, as well as non-photographic child sexual abuse images.

Online content which incites hatred on the grounds of race, religion, disability and sexual orientation or transgender identity, should be reported to True Vision, which tackles all forms of hate crime. [True Vision](#) will give you information on content which indicates hatred and how to report it.

Media content inappropriate for children

If you want to make a complaint about an advert, television or radio programme, film, newspaper, magazine, video game or other type of content online or offline, that you think is unsuitable for children, you can report it using [ParentPort.](#)

Getting help/advice

Many popular online services have some really useful help and advice areas, as well as ways to report and block content that is not allowed on the site (for example, cyberbullying).