

## PERSONAL SAFETY TIPS

### ONLINE AGGRESSION

Online aggression is defined as any act of aggression, or a behaviour intended to harm another person who does not wish to be harmed, that takes place using electronic media. (DeWall, Anderson, & Bushman, 2013)



### WHAT SHOULD I DO IF I AM BEING HARASSED ONLINE?

- ACT QUICKLY
- BLOCK THE HARASSERS FROM CONTACTING YOU ON YOUR SOCIAL MEDIA ACCOUNTS AND MOBILE PHONE
- KEEP ANY EVIDENCE OF HARASSMENT (SCREENSHOTS, MESSAGES AND COMMENTS)



### PERSONAL SAFETY ONLINE

- Have adequate privacy settings installed across your devices and online profiles.
- Think twice before sharing personal information, contact details or online profiles public
- Disable comments on social media sites to prevent trolling and use two-factor authentication to make it difficult for hackers to access your account.
- Also, enable two-factor authentication on email accounts and mobile phones.

### INTERNET FORUMS

#### SAFE SET UP:

1. Have and share clear forum community guidelines.
2. Engage a Moderator to support discussions.
3. Safeguarding Procedures - Tell people what behaviours are/aren't acceptable.
4. Choose a username with care - avoid using your full name as your username or sharing email addresses, telephone numbers or other personal information.



### TOP TIPS: PERSONAL SAFETY WHEN MANAGING FORUMS

- Develop team 'ground rules' that commit to respecting the views of others
- Display calm
- Make sure everyone is heard
- Model neutral language - encourage 'I' statements rather than 'you' statements
- Focus on wants and needs, rather than opinions and accusations
- Work towards solutions, and determine how each person can move forward
- Maintain confidentiality and encourage others to do so too
- If necessary, take the conversation offline or decide to end the forum if necessary.

## MY FORUM SAFETY CHECKLIST

- Do I have a plan?
- Have I stated the ground rules?
- Am I reinforcing boundaries?
- Can I contact someone covertly if I want assistance?
- Have I thought through my own 'what if plan'?
- Do I feel confident to continue?

### **SUGGESTED QUESTIONS (ADAPT TO SUIT):**

IF THE ANSWER TO ANY OF THE QUESTIONS ARE 'NO' THEN TALK TO A COLLEAGUE OR SOMEONE WHO COULD HELP

## **MANAGING CONFLICT SITUATIONS**

1. Acknowledge the issue
2. Stay calm
3. Stick to the Community Guidelines
4. Ask questions to clear any misunderstandings
5. Seek to find some common interests
6. Encourage communication that is calm and respectful
7. If necessary, take the conversation offline.
8. Practice self-care at all times.



# MY PLAN FOR PERSONAL SAFETY

I have identified some Personal Safety risks for myself are ...

Some actions I can take to reduce risks are ...

**FOR MORE INFORMATION ...**

**suzy lamplugh** **LIVE**  
**trust** **LIFE**  
**SAFE**

[info@suzylamplugh.org](mailto:info@suzylamplugh.org)  
[www.suzylamplugh.org](http://www.suzylamplugh.org)  
0207 091 0014

 [suzylamplughtrust](https://www.facebook.com/suzylamplughtrust)  
 [@live\\_life\\_safe](https://twitter.com/live_life_safe)



**0808 802 0300**

[advice@stalkinghelpline.com](mailto:advice@stalkinghelpline.com)  
[www.stalkinghelpline.org](http://www.stalkinghelpline.org)  
0808 802 0300

 [stalkinghelpline](https://www.facebook.com/stalkinghelpline)  
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