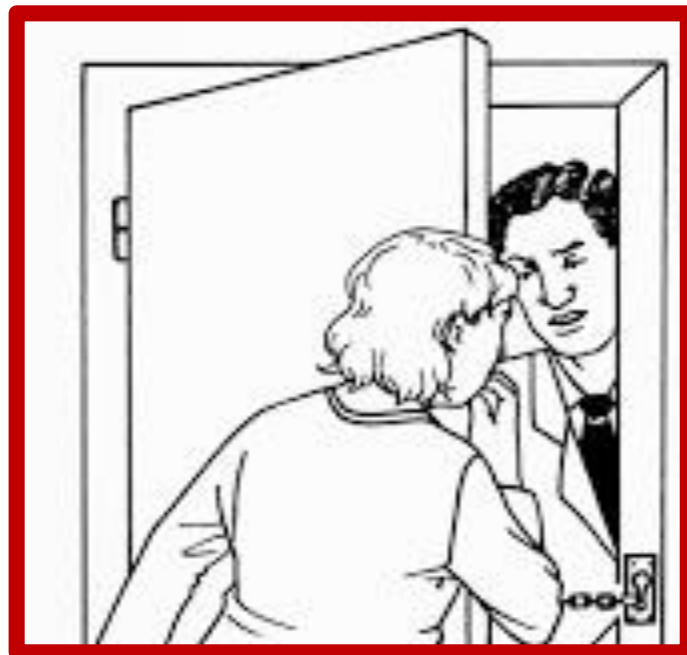


# KSFS Booklet 4

## Keeping yourself safe



# Keeping yourself safe

Here you can find out about:



How to stay safe when people come to your home



How to stay safe when you go out



What to do if someone abuses you or hurts you



How to stay safe from cyberbullying

# How to stay safe when people come to your home

## Being safe from strangers or fake callers



Your home should be a place where you feel safe.

Most people who come to your door won't harm you.



If a stranger comes to your door there are some things that you can do to keep yourself safe.

A stranger is someone you do **not** know.



A stranger could be a **fake caller**.



A **fake caller** is someone:

- who pretends to be someone they are not



- tries to trick their way inside your home to steal things.



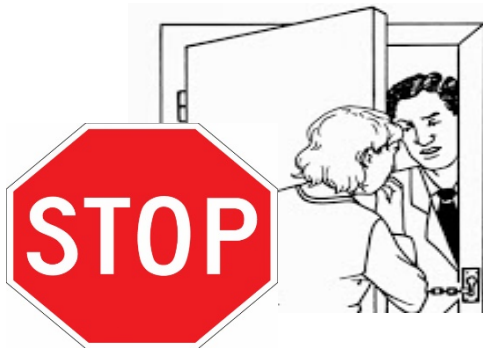
A **fake caller** can be a:

- man
- woman
- child.

## Here are some things you can do to keep yourself safe if a stranger comes to your door



Do **not** tell a stranger that you are at home on your own.



If you are not sure about who it is at your door do **not** let them in.



A **fake caller** may tell you that they need your help.

They may say **I need to:**

- use your phone
- have a drink of water





- get my ball back
- wash my hands
- do some urgent work in your home
- check your electricity meter.



They may say something else that is **not** true to try to get into your home.



**Do not let strangers asking for help into your home.**

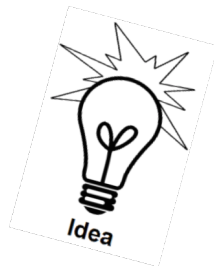


Always make an appointment for someone to come and do work at your home.

For example your:



- gas company
- electric company
- water company
- support agency.



### Agree on a password

A password is a secret word that you tell the company or person to say when they:

- come to do work in your home
- call you.





When they say the password you will know that they are not a **fake caller**.

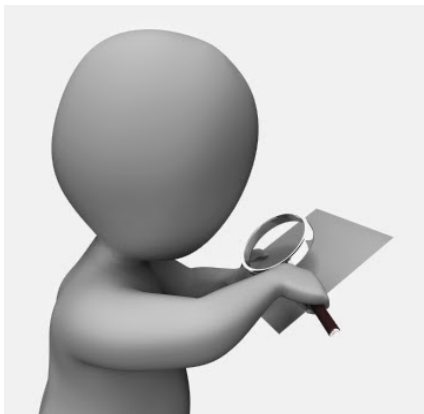


People who work for different companies and agencies will have an **identity card**.



An **identity card** will:

- have a photo
- tell you who they are
- tell you where they are from.



Check their identity carefully before you let them in.

It is okay if they have to wait while you check





You can phone the number on the **identity card** to check the person is who they say they are.



If they are **not** who they say they are:

- do not let them in

and

- phone the Police or someone who supports you.



If you need help very quickly in an emergency, call **111** and ask for the Police.



You do **not** need to pay to call **111**.



Do **not** say yes  
for work to be done  
by a stranger who knocks at your  
door.



If you are not waiting for anyone to visit you and someone knocks at your door, it is okay not to answer the door.



Keep your front and back doors locked even when you are at home.



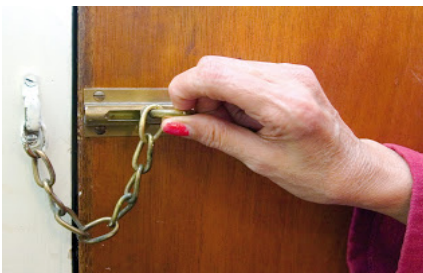
If you do decide to open the door always check who is there first.

You can:

- look through the spy hole
- look through a window
- use the safety chain if you have one.



If you answer the door and you have to get something, do **not** leave the door open.



It is okay to shut the door and to leave them waiting outside.

Do **not** leave anything valuable where a stranger may see it and take it.



For example:

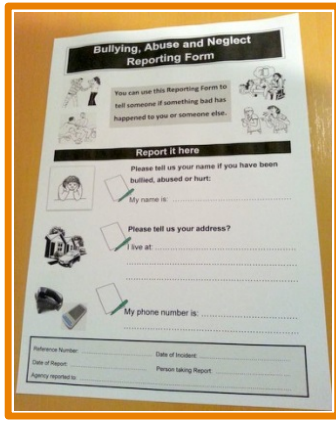
- your wallet or purse
- money
- keys.



**Remember if a fake caller comes to your door, tell the Police or someone who supports you.**



The Police want to hear about **fake callers** so they can stop them and keep you safe.



You can fill in the **Reporting Form**.

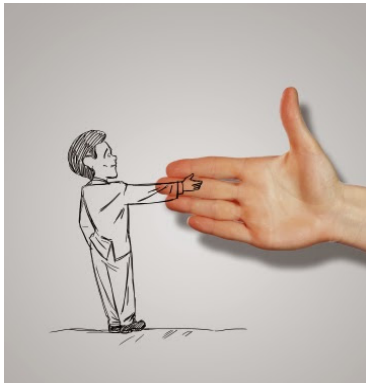
You can ask someone to help you.



If it is an **emergency** and you need help quickly call **111** and ask for the Police.



## How to stay safe from people who pretend to be your friend



People should treat you well and with respect.

Most friends really are friends because they:

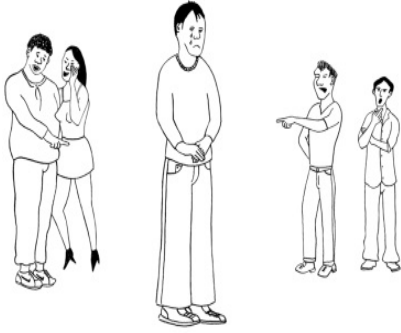
- care about you
- treat you well.



Some people may pretend to be your friend and treat you badly like:

- make you pay for everyone's drinks when you go out
- use all your phone credit and not pay you back





- tell you to do what they say or they will not be your friend any more
- bring their friends to your home, eat all your food and leave your home messy.



If your friends are treating you badly tell someone you trust.

If they commit a crime tell the Police.

A photograph of a 'Bullying, Abuse and Neglect Reporting Form' posted on a wall. The form has a title at the top and several sections with icons and text. It includes fields for 'My name is', 'Please tell us your address?', 'My phone number is', 'Reference Number', 'Date of Report', 'Date of Incident', and 'Person taking Report'. There are also checkboxes and a 'Report it here' section.

You can fill in the **Reporting Form**.



You can ask someone to help you.



If it is an **emergency** and you need help quickly call **111** and ask for the Police.

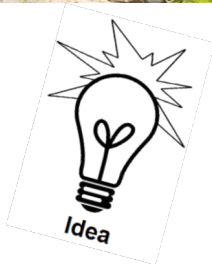




# How to stay safe when you go out



Usually you are safe in the street.



To keep yourself safe it is always a good idea to:



**1. plan where you are going and how to get there**

**2. tell someone:**



- where you are going
- how you are getting there and back
- what time you will be back.





You could:

“Hi I am here”



- ring them when you get there

“I am coming back now”



- ring them when you are coming back

- say who you are going with.

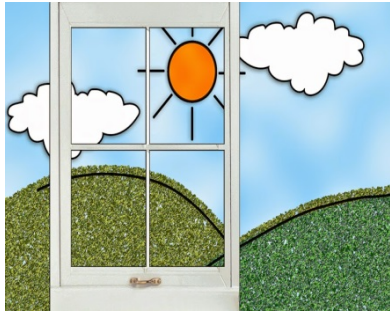


It is safer to go out with a friend if you can.

You can help each other to:



- stay safe
- get home safely.



It is safer to go out during the day when it is light.



If you decide to go out at night you could take a torch with you.

Busy places with street lights and lots of people about are safer.

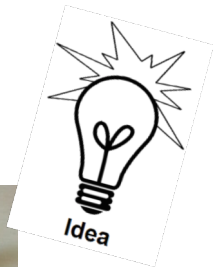


Do not walk through places on your own where there are not lots of people about.

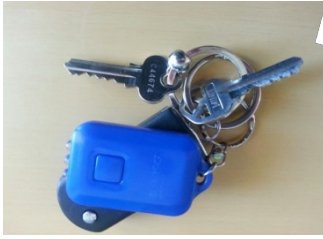
For example:



- dark alleys
- parks.



It is a good idea to take these things with you when you go out:



- your keys



- a mobile phone



- a personal alarm

- your Keeping Safe Card

- your mobility card / travel card

- enough money for going and getting home.



You may need money for a taxi if your bus or train does not turn up.



Do **not** carry more money than you need.



If you have a mobile phone  
make sure it is:

- charged up
- turned on.



Do **not** use your mobile phone to  
text when you are walking.



Do **not** get your purse or wallet  
out in the street.

## Be aware



It is important to be aware of what is happening around you.

It is **not** a good idea to wear headphones when you are out and about.



## Look confident

Try to look confident when you are out by looking like you know where you are going.



Look around you.

Do not keep looking down at the ground.

## Some ideas to keep you and your things safe:



### If you have a bag with you:

- ✓ make sure it is shut
  
- ✓ carry your bag at the front of your body if you can
  
- ✓ keep it where you can see it
  
- ✓ do not leave your bag on the back of a chair or wheelchair
  
- ✓ put your things in a safe place so they do not get lost or stolen
  
- ✓ put your keys in a pocket with a zip.



## Some ideas to keep your money safe:



### When you go out remember:



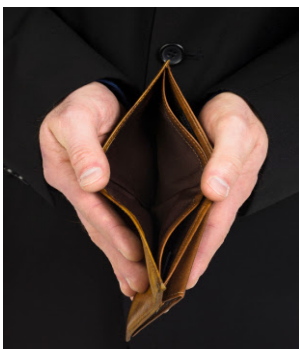
Only take the money that you need.

Do not leave your money lying around where people can see it.



Try not to keep all your money in 1 place:

- ✓ keep some of your money in a zipped pocket
- ✓ keep some of your money in a wallet or purse.



That way if you lose your wallet or purse you will not lose all of your money.





Make sure that your purse or wallet is in a safe place at all times.

If you have lots of money the safest place to keep your money is in a:



- bank
- post shop.

It is a good idea to go to the post shop or bank:



- with a friend or someone you trust
- at different times and days of the week so that other people do not always know where you are going.



## Be aware

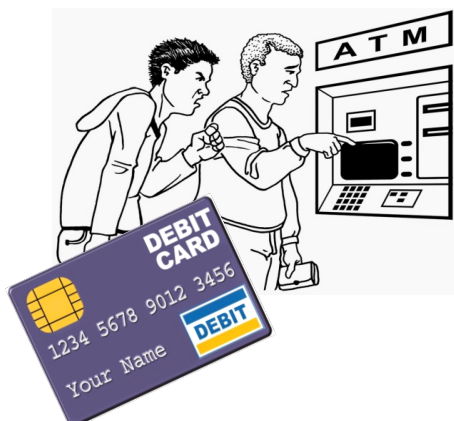
Take extra care when getting money out of an **ATM**.



An **ATM** is a machine at the bank where you can get your money out.



Remember it is important to be aware of what is happening around you.



Do **not** tell anyone your PIN number or bank details.



When you put in your PIN number make sure you do not let anyone see your PIN. Use your other hand as a cover.

## What to do if someone hurts you or does bad things to you



If someone tries to take your things from you let them take it.

Do not fight for your things.

It is safer to:

- let them have them
- not get hurt.



## Keeping yourself safe:

- try to stay calm
- go somewhere safe like a:
  - shop
  - library
  - busy place



- tell someone:
  - what has happened
  - that you do not feel safe
  - ask them to call the Police or someone who supports you.





## Use your Keeping Safe Card



Call the Police if:

- there are no shops near
- there is no one about
- and you need help quickly.



If it is an **emergency** and you need help quickly call **111** and ask for the Police.

## Things you can do if you are followed



If you think you are being followed go into a shop, library or busy place and ask for help.



Tell someone:

- what has happened
- that you do not feel safe
- ask them to call the Police or someone that supports you.



**Use your Keeping Safe Card.**



Call the Police if:

- there are no shops near
- there is no one about
- and you need help quickly.



If it is an **emergency** and you need help quickly call **111** and ask for the Police.



## Things you can do if someone harasses you

Here are some things you can do if someone:

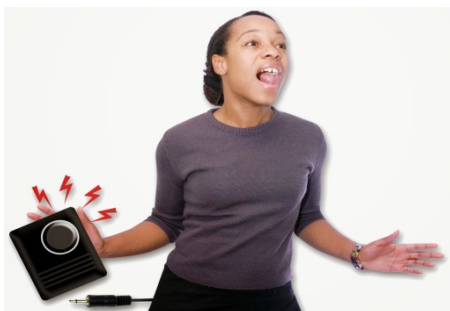


- shouts or swears at you
- calls you names
- makes fun of you or bothers you.



### You can:

- try to keep calm
- try to ignore them
- do not answer back as it might make things worse
- shout for help
- say “NO”





## You can also:



- use your personal alarm
- go somewhere busy like a shop or library and ask for help.

## Tell someone:



- what has happened
- that you do not feel safe
- ask them to call the Police or someone that supports you.

## Use your Keeping Safe Card





Remember to call the Police if:

- there are no shops near
- there is no one about
- and you need help quickly.



If it is an **emergency** and you need help quickly call **111** and ask for the Police.

## Things you can do if someone attacks you



### You can:

- shout for help
- shout as loud as you can for people to help you and to call the police
- use your personal alarm
- get away quickly
- try to get to a safe place, somewhere busy like a shop or library and ask for help.



**Use your Keeping Safe Card.**



## Tell someone:

- what has happened
- that you do not feel safe
- ask them to call the Police and someone that supports you.

If there are no shops near and no one is about call the Police.

## Use your Keeping Safe Card

In an **emergency** and you need to get help quickly call **111** and ask for the Police.

## When not to call 111



Do **not** call **111** if it is **not** an emergency and you do **not** need help quickly.

You can call the police on 105 for example:

- if you just need advice or information
- if you need to talk to a Police Officer who is already helping you with something.

If something happens and you do **not** need help very quickly you can:

- tell someone you trust
- ask them to support you to report to the Police
- call 105 or visit your local Police Station.



**Easy Read Reporting Form**

Fill in this form to tell someone if something bad has happened to you or someone else

Do not fill in this form in an emergency. If you need help quickly call 111 and ask for the Police

**Report it here**

Please tell us:

Your name .....

Your date of birth .....

Where you live .....

Your phone numbers .....

If you are supporting someone to fill in this Form please tell us your:

Name .....

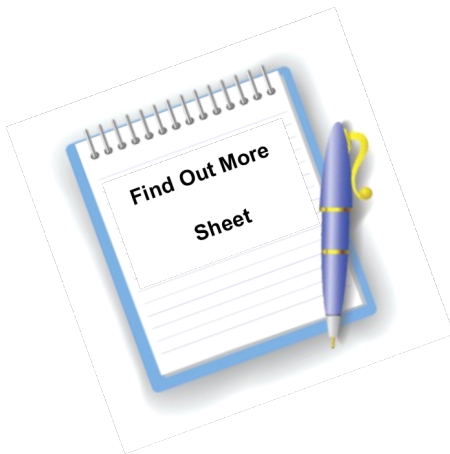
Phone number(s) .....

Email .....

How you know the person making the report .....

You can fill in the **Reporting Form**.

You can ask someone to help you.



You can use the **Find Out More Sheets** to find your local Police Station.



You can ask someone to support you to fill the sheet in.



**Say NO to abuse**

**All abuse is wrong. Tell someone.**

Here are some ideas to keep you safe when using transport



Do **not** get into a car with a stranger.



Never get in a car with someone you do not know unless you have booked a taxi.



If someone stops to ask you for directions do not get too close to their car.

Always trust your feelings.  
If you feel unsafe then make sure you do something to keep yourself safe.  
**Say "NO"**

## Here are some ideas to keep you safe when you travel by taxi



It is best to book a taxi on the phone.

When you book a taxi:

- say where you are
- say where you want to go
- ask the taxi company:

➤ what the driver's name will be

➤ the colour of the taxi

➤ what time the taxi will arrive

➤ how much the trip will cost.





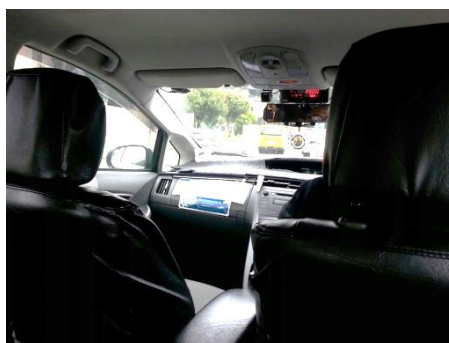


When the taxi arrives check:

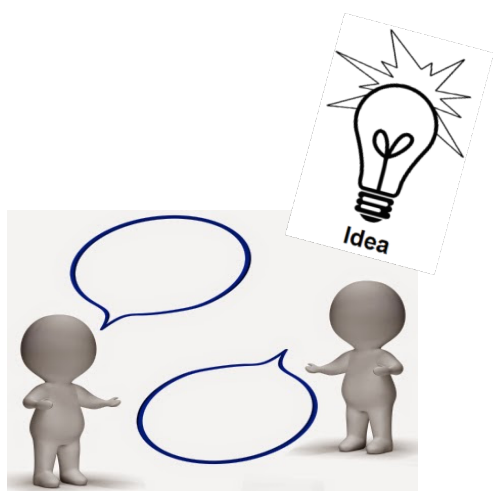
- it is the right car and driver
- the taxi driver's identity card.



The taxi driver must have an identity card.



Always sit in the back of the taxi behind the driver.



It is a good idea **not** to talk about personal things.

You could talk about everyday things like the weather.



Have your house keys ready and ask the driver to wait outside in their car until you are safely inside.

## Here are some ideas to keep you safe on the bus



Plan your trip.



You can use your  
**Find Out More Sheet.**



It is safer to travel in the  
day light.

Try to sit near other people.



If you do not feel safe near  
someone move away.



You could sit near the driver.

Tell the driver if you do not feel safe.



Do not get off the bus before your stop as you will have further to walk.

## Here are some ideas to keep you safe on the train



Plan your trip.

Good planning can stop you waiting a long time for a train.



It is safer to travel in the daytime.



If you have to wait for a train try to wait:



- in a well-lit place
- where there are other people.



Do not sit in an empty train carriage.



Try to sit near other people.



If you do not feel safe near someone move away and sit near someone else.



Tell someone on the train, that you do not feel safe.



If you are attacked:

- call for help
- shout as loudly as you can
- use your personal alarm
- use the emergency chain on the train.



This will let the driver know there is a problem.

**In an emergency call 111 and ask for the Police**

## How to stay safe from cyberbullying



It is important to stay safe on the internet and when using your phone.

Here are some examples of phone bullying:



- sending nasty texts
- making nasty phone calls
- sending nasty emails
- sending lots of unwanted messages.



**If someone sends you nasty texts or messages or makes nasty phone calls tell someone you trust.**



## Some things you can do to keep safe from phone bullying:



- do **not** ignore any threatening texts or phone calls.

Tell someone you trust.



If the calls or texts make threats that someone is in danger call **111** straight away and ask for the Police.



- do **not** reply as it may make things worse



- do **not** give out any information about yourself to callers you do not know
- do **not** give your number to people you do not trust



- do **not** reply to a text from a number you do not know

- **do** ask them to STOP

They may not know that their texts are upsetting you

- **do** think about changing your phone number

- **do** keep a copy of any nasty texts

- **do** write down:
  - the date
  - the time
  - the phone number they used
  - what was said in any nasty calls.

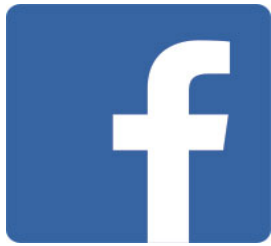


You may need this information to show the Police if the problem gets worse.



You can ask someone to help you.

## About Facebook and other social networking websites



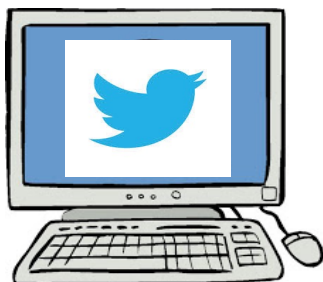
**Facebook** is a **social networking website** that anyone can use.



This means it is a website that helps people keep in touch with other people.



**Skype** is a service that puts people in touch with each other over the internet.



**Twitter** is a website where people can share short messages and pictures with other people.



You can use **Facebook** to:

- send messages to friends and family
- share photos and videos
- keep in touch with people.



Do **not** send a photo or video of someone without their permission.

**Always ask first!**



When you join **Facebook** on the internet you are asked to write a **Profile**.



A **profile** is where you put information about yourself like your name, age, where you live and a photo of yourself.

## Some more things you can do to keep safe on the internet.



Be careful how much information you put on your **Facebook** profile.



You do not want to tell strangers too much about yourself.



Ask someone to help you write your **profile**.



**Facebook** sometimes suggests **friends** for you.



They are people **Facebook** thinks you may know.



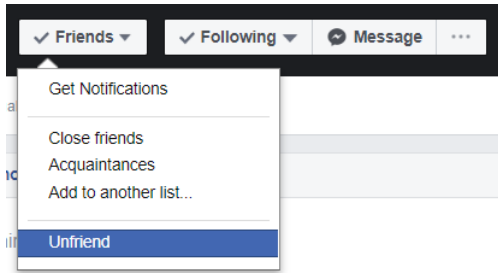
Only become **friends** with people on **Facebook** that you know.



Do **not** agree to meet up with people you do not know or are unsure about.



If someone you are **friends** with on **Facebook** sends you nasty messages you can stop them from contacting you.



This is called **unfriending**.



**Do** be careful who you talk to on the internet.



If you are worried about things talk to someone you trust for help.



**Do** be careful what messages and photos you put on **Facebook**.





Do **not** write on Facebook or any social networking site unkind things about other people.



People can get into trouble for writing things if they make other people upset or angry.



You can talk to someone from a stopping violence agency about taking out a **Protection Order** if a family member or someone close to you is cyberbullying you.



A **Protection Order** covers someone contacting you by:

- phone
- mobile
- internet.



Ask someone you trust to support you to take out a **Protection Order**.

**Remember!**

If the calls or texts make threats that you or someone is in immediate danger call **111** straight away and ask for the Police.



It may be that the person who is internet or phone bullying you has committed a crime.

The Police can help you.



You can also talk to your phone company about any calls, texts or messages that are threatening and upset you.



New Zealand's phone companies have agreements in place to work together to stop internet and phone bullying.



They also work with the Police in very bad cases and can help you to:

- block a number
- stop calls.



There are a number of things your phone company can do:

- send a warning message to the bully
- stop them from using the network.



To get help from your phone company you can ring your phone company on these numbers:



### **2 degrees**

Call **200** from your mobile or **0800 022 022**.

Look at the 2degrees website

**[www.2degreesmobile.co.nz](http://www.2degreesmobile.co.nz)** to find out how you can stop or block someone from calling you.



### **Spark**

Call **0800 809 806** from a landline or mobile or look at Spark's website:

**[www.spark.co.nz](http://www.spark.co.nz)**



### **Vodafone**

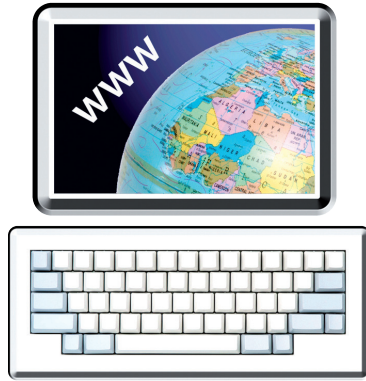
**Blacklist** is a free service for people who use a Vodafone mobile.



### **Skinny mobile**

Phone - **0800 475 4669 (0800 4 SKINNY)**

**[www.skinny.co.nz](http://www.skinny.co.nz)**



You can go on to Vodafone's **website [www.vodafone.co.nz](http://www.vodafone.co.nz)** to find out how you can stop or block someone from calling you.



If the person making nasty calls contacts you 4 or more times you can call **Vodafone** on:

- **777** from your mobile or
- **0800 800 021** using a landline.

# netsafe

**Netsafe** is an organisation that can help keep you safe on the internet and from phone bullying.



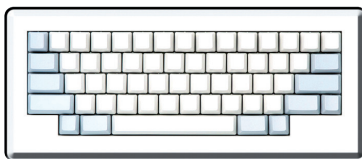
**netsafe**

**Netsafe** can also give you advice about how to remove personal photos of you or your private parts that:

- you do not want anyone to see
- someone has put online without your permission.



**netsafe**



You can contact **Netsafe**:

- by calling **0508 638 723**
- on their website  
**[www.netsafe.org.nz](http://www.netsafe.org.nz)**



Do **not** send a photo or video of someone without their permission.

**Always ask first!**



This information has been translated into Easy Read by the Make It Easy service of People First New Zealand Inc. Ngā Tāngata Tuatahi.



The ideas in this document are not the ideas of People First New Zealand Ngā Tāngata Tuatahi.



Make It Easy uses images from:

- [Changepeople.org](http://Changepeople.org)



- [Photosymbols.com](http://Photosymbols.com)



- [Sam Corliss](#)



All images used in this Easy Read document are subject to copyright rules and cannot be used without permission.