**Online Safety Champion**

**Competition Information**

Dear teacher,

Thank you for downloading this pack. In this document, you’ll find useful information for the competition, including how to enter.

The Lesson Plan and Lesson Slides provide information about the competition for students. The Online Safety Champion Template is one part of the entry while the Online Safety Champion Questionnaire is the second part. Both are needed to enter.

You can choose from printing the PDF files and providing hard copies for students to fill out, or you can have children complete the entries on school computers with software such as Microsoft Word and Paint (or similar programmes).

Find more information about how to enter below.

**Key information**

* We must receive your class’ entries by 13 June 2025. This means that if you are posting the entries, you must do so in advance of this date. We cannot accept entries received after this date.
* All students’ entries should be received as batches per one class. If you have multiple classes, please submit them as separate batches of entries.
* An entry includes the Online Safety Champion Template and Questionnaire. If either of these handouts are incomplete, the entry is incomplete and cannot be included in judging.
* You can introduce children to the competition by using the Lesson Plan and Slides in this pack.
* If sending the competition home for homework, you can also use the editable letter to parents to inform them about the competition.

**How to enter**

You can enter this competition in two ways: digitally or through the post.

**To enter digitally**

1. Have students create their Champion on the Online Safety Champion Template using the .PNG file.

When they finish, they should save their Champion and then insert the image into their Online Safety Champion Questionnaire on the third page.

*Note: You can also let students draw their Champion on a printed Template that you then scan for students to include in their Questionnaire.*

1. Have students complete ALL questions on their Online Safety Champion Questionnaire and insert their Template image.

In Microsoft Word, this is done by choosing ‘Insert’ at the top of the window and then selecting ‘Pictures’ > ‘This Device…’ and finding the image.

1. Ensure students add their initials or name to the file. They should then send or share the document with you in whichever way you normally assess their work.
2. Once you’ve collected all students’ submissions, create a Zip folder to add all of them to. Name the Zip folder [Schoolname\_TeacherName]. For example, LondonSchool\_JohnSmith. Submit this file [here](https://docs.google.com/forms/d/e/1FAIpQLSfvGCzHjYdD17dxZJ6AgVcScMs-kvnvdg8DCnn03Z7oHwx1fw/viewform).

To create a Zip folder on Windows: Open File Explorer and navigate to where you’d like the folder to sit. This might be your personal drive. Right click in an empty space (not on a file) and select New > Compressed (zipped) folder. Name it as above and then copy and paste (or drag) all of your students’ entries into this new folder.

If you have any trouble submitting a digital entry, contact schools@internetmatters.org.

**To enter through the post**

1. Have students draw their Champion on the Online Safety Champion Template that you’ve printed out. Remind them to put their name on it.
2. Have students complete ALL questions on their Online Safety Champion Questionnaire. Remind them to put their name on it.
3. Collect all students’ responses and organise them so the Template and Questionnaire from the same child are together. Put all entries into a large envelope along with the Submission by Post form below, and mail it to:

Internet Matters Competition

Faraday Building

1 Knightrider St

London EC4V 5AF

To ensure entries are received in time, we recommend sending your class’ entries before 6 June before the competition closes on 13 June 2025.

If you have any questions please contact schools@internetmatters.org.

**Thank you for participating!**

**Submission by Post**

Please include this section of this document with any entries you send by post.

First and last name:

Email:

Phone number:

School name:

Your role & year you teach:

How many entries have you submitted?