

Online Safety Sessions – Session guide - 2020

We are delighted to come and deliver your Online Safety sessions – our Safeguarding Consultant looks forward to working with you.

Please note: We are able to deliver a mix of **virtual AND face to face sessions. It is recommended to maximise attendance as follows:

<p><u>Secondary:</u> Pupils: Face to face OR recorded sessions facilitated in class sized workshops Staff: Face to face OR live virtual session (set date and time) OR recorded session (set date and time OR on demand for an agreed period) Parents: Face to face OR live virtual session (set date and time) OR recorded session (set date and time OR on demand for an agreed period)</p>
<p><u>Secondary:</u> Pupils: Face to face Staff: Face to face OR live virtual session (set date and time) OR recorded session (set date and time OR on demand for an agreed period) Parents: Face to face OR live virtual session (set date and time) OR recorded session (set date and time OR on demand for an agreed period)</p>

To ensure the smooth running of the day, please find below further details for your reference:

Room layout	<p>-The preference is to deliver ALL sessions in the hall, with the set-up being seated in assembly format.</p> <p>The sessions being delivered from one location ensure a smooth transition between year groups to maximise time for delivery.</p>
Technology	<p>- The expectation is that the following equipment will be set-up and ready for use on arrival: Projector / Screen / Audio connection. The trainer will be using their own laptop which is either HDMI or VGA compatible. The presentations will all be delivered on Windows software on Powerpoint.</p>
Post Course information	<p>- A word document certificate template in relation to 'Online Safety Awareness' for your distribution to staff post-session. - PDF handouts from the Parent and Staff session will also be sent post-session for your distribution to attendees. Further information: Whilst ECP do not require evidence of attendees at either parent or staff workshops, for your own Single Central Record it is recommended that all attendees sign-in and the sheet is kept on your file for reference.</p>
Example of sessions in a day	<p>All sessions are delivered to pupils in their year group. If you are booking KS1/KS2 sessions are have more than a 2 form entry and wish to discuss how this can be facilitated in smaller assembly groups please get in contact.</p> <p>We require a timetable for the day which is in line with your school day. As an example please see the below: Please note: Session times 30-45 minutes for Key stage 1 and 45 – 60 minutes for Key stage 2 and above.</p> <p>09:00 – 09:45 Parents (Either AM or PM)</p>

09:45 – 10:15	Pupil Session 1
10:15 - 10:50	Pupil Session 2
11:05 – 11:45	Pupil Session 3
13:15 – 13:45	Pupil Session 4
13:45 – 14:15	Pupil Session 5
14:15 - 15:00	Pupil Session 6
15:30 - 16:30	Staff Session
18:00 - 19:00	Parents (Either AM or PM)
OR please see options for virtual session access.	

Useful outline for the Parent Awareness Session:

Internet Awareness Session for Parents

(INSERT DATE AND TIME)

(SCHOOL NAME) is organising a session for parents on the subject of Online Safety.

It will help parents understand the wide array of games, apps and websites that are currently popular for children. It will also talk about how children are taught to be safe online, whilst also giving parents tips and ideas on how to stay in control at home.

The session is inspirational and up-to-the-minute, and is a must for all those who are concerned about the safety of their children when using the internet.

PLEASE NOTE: The staff/parent sessions are not suitable for children to attend.

List of ideas in an e-mail of ways to maximise parents attendance to sessions:

Primary:

- ✓ Timings: When will your sessions take place to ensure numbers are high - consider 9am, 2:30pm, 6.30pm etc as options
- ✓ Organise a competition: Class with most parents attending the session wins afternoon off lessons, get to go cinema, house points etc.
- ✓ Hold the session on School Disco night: Whilst parents wait for children to finish, Online Safety talk elsewhere
- ✓ BYOD: Pupils bring your own device to school evening where they show teachers, and parents go in hall for Online Safety talk
- ✓ Food/Drink: Pizza, wine, anything to tempt them in!
- ✓ Own clothes day: year group with the most parents attending can on a Friday wear their own clothes to school.

Secondary:

Host on same evening as Year 7 Information Evening in July or Year 9 Options Evening in September