Our School
Launch Plan

SAFER SCHOOLS

ZURICH Municipal

iNEQE SAFEGUARDING GROUP

Educate, empower, and protect

the entire school community.

Countdown to Launch!

Your School Launch Plan has been created to inspire and help share Safer Schools with your school community! Whether you are tech savvy or a tech novice, the steps provided will help build confidence as you harness and launch this digital toolkit to your school community. These tools will assist you and your school as you continue to shape a safeguarding first culture and there is nobody better placed to decide the journey your school takes with Safer Schools, thank you!

The following launch guidelines are simply that: a guide. Use our checklists as inspiration and get creative with it! Why not make your own?

If you have any questions, please get in touch with us, we are here to help.

Contact Details

📞 +44(0) 2896 005777

✉️ saferschoools@ineqe.com

🌐 www.oursaferschools.co.uk

Lets get started!

Safer Schools is a Digital Safeguarding Ecosystem delivered in partnership by Zurich Municipal and INEQE Safeguarding Group.

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Steps to Launch

Timeline to launch your App in your community

Step 5
Launch Celebration & Next Steps

Step 5
Pupils

Step 4
Parents & Carers

Step 3
Staff

Step 2
Governors & Senior Leadership

Step 1
Launch Prep

"Making children safer online is a team effort. By educating and empowering pupils, parents, and staff about online safety, we can create a safer online environment for everyone. The Safer Schools App is a valuable tool that can help schools do this."

- Colin Stitt, Head of Safer Schools

Step 1/ **Launch Prep**

Create your checklist. Check out ours below for some inspiration!

⭐ **Choose Your Safer Schools Champion**

It is important to determine who will be responsible for championing Safer Schools within your school community, they will be our main point of contact. This could be your Designated Teacher, a senior member of staff or any other member of staff involved in a pastoral role. Every ship needs a captain, and every Safer School needs a champion!

Top Tip: Need help with this? Check out the FAQs on Page 12.

⭐ **Register Your School**

It's important to register your school to gain access to your school's customised version of the App. To do this, simply visit our website to register your school if you haven't done so already.

https://oursaferschools.co.uk

⭐ **Build Your Launch Team!**

In our experience, your launch will be stronger and more effective with a little help from your fellow staff members. This can be anyone from your Senior Leadership Team, Pastoral Care Team, or your IT co-ordinator.

If you want to launch fast, launch alone. *If you want to launch well, launch together.*

⭐ **The Safer Schools Portal**

Login to your user-friendly management Portal to discover how you can get the most out of your Safer Schools App. Read our Tutorials & Tips to learn how you can communicate with your school through the Portal, monitor digital tests, customise your App and creating news builder articles.

You will be able to send messages directly to the devices of users using push notification technology and upload and share surveys. Our support articles will provide you with a step-by-step guide to help you get the most out of these features. You can find these on our support centre: **https://saferschools.ineqe.com/supportcentre**

CPD Professional Development

Read through the professional development content within the Safer Schools App and have a go at Safeguarding Level 1 to familiarise yourself with this section.

Support Materials

To support you on each step of your launch journey we have created a range of promotional resources, including template letters and/or emails, presentations and introductory videos for each role. Please visit our website where you can download, adapt and make these support materials your own. To do this; simply visit **oursaferschools.co.uk** choose your region, navigate to the support section and select 'Launch your App'.

Launch Plan and Timeline

Use our template located at the back to create and organise your launch plan for your school community. Agree and schedule your key dates with your launch and senior leadership team.
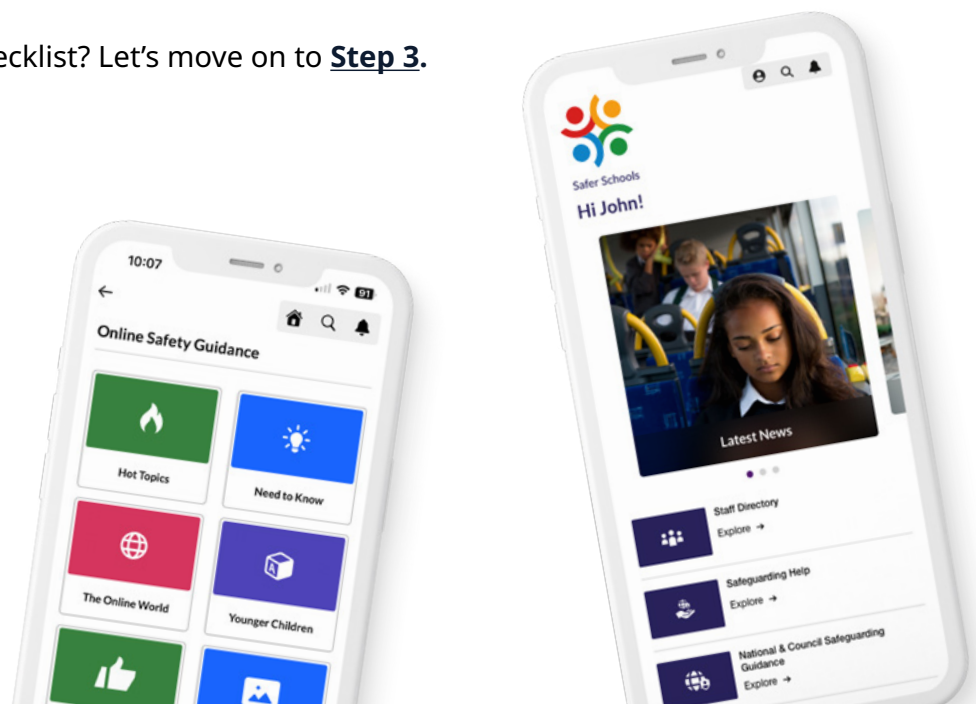
Completed your checklist? Let's move on to **Step 2.**
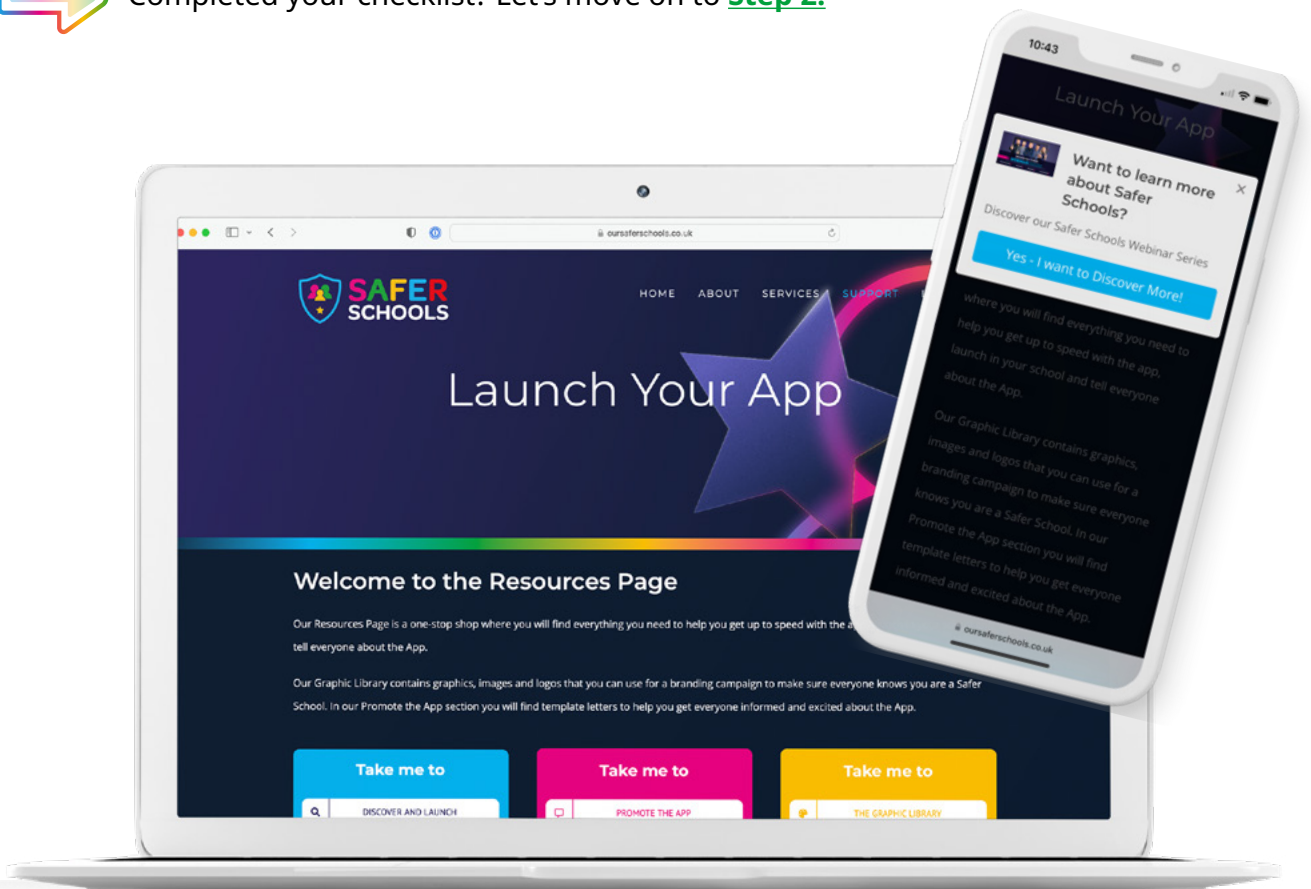
Step 2/ Governors and/or Senior Leadership

Create your checklist. Check out ours below for some inspiration!

⭐ ### Introduce Safer Schools

Talk to your governors and/or senior leadership about the benefits of your Safer Schools App, Resources and Training.

⭐ ### Provide Access to the App

Provide them with login instructions and entry codes so that they can explore the App for themselves. We have created template letters for you to download from the 'Launch your App' section of our website.

⭐ ### Present Your Launch Timeline

Share your plans for launching Safer Schools with your Governors and/or Senior Leadership Team and ask for feedback.

⭐ ### Encourage Engagement

Highlight the Digital Test section of the App to your Governors and/or Senior Leadership and ask them to share a fact that surprised them or something that they were unfamiliar with.

➡️ Completed your checklist? Let's move on to **Step 3**.

Step 3/ **Staff**

Create your checklist. Check out ours below for some inspiration!

⭐ **Introduce Safer Schools**

Showcase the benefits of Safer Schools to your staff and explain how it will assist them in keeping the children and young people in their care safer online.

⭐ **Provide Access to the App**

Provide staff with login instructions and their entry codes so they can explore the App for themselves! We have created a letter and /or email template for you to download and customise from the 'Launch your App' section of our website.

⭐ **Review Content**

Encourage your staff to explore the App and navigate through the content! You want them to feel confident doing this so they can show parents and pupils if asked.

Top Tip: Remember that your Staff have access to our Teach Hub, a library of online safety resources, with lesson plans, PowerPoints, worksheets, and crib notes on topics such as influencers, fake news, trusted adults and more. The Teach Hub can be accessed through this URL (**https://oursaferschools.co.uk/teachhub/**)

Make sure to share your License Key from your welcome email!
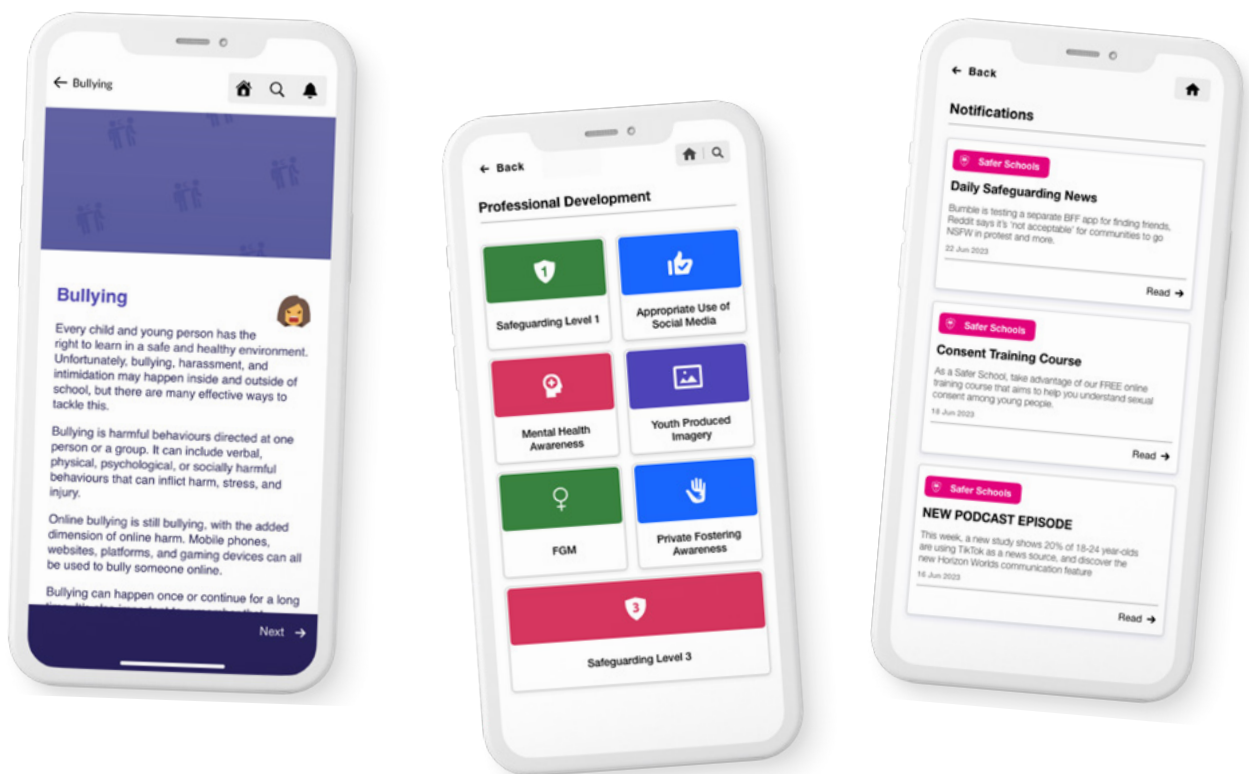
Professional Development

Ask all staff to read through the Safeguarding Level 1 course in the App and complete the digital test to receive their CPD Certificate.

Engage

Follow up with your staff via email or upload a survey from your Safer Schools Portal straight to staff users in the App. Share your plan for launching the App with Parents and Carers with staff members. Why not share the launch date as a push notification or create a news builder article?

Top Tip: To discover how to upload and send a survey to your App or how to create news builder articles, visit our Support Centre: **https://saferschools.ineqe.com/supportcentre**

Contact Us

If you have any questions or need support, please contact us! Let us know your plans for Launch so we can celebrate with you.

Completed your checklist? Let's move on to **Step 4.**

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Step 4/ Parents and Carers

Create your checklist. Check out ours below for some inspiration!

Top Tip: Congratulations - you are making great progress! Completing your first 3 steps will ensure that this next step goes smoothly and your school staff will be able to answer any questions that your parents or carers might have!
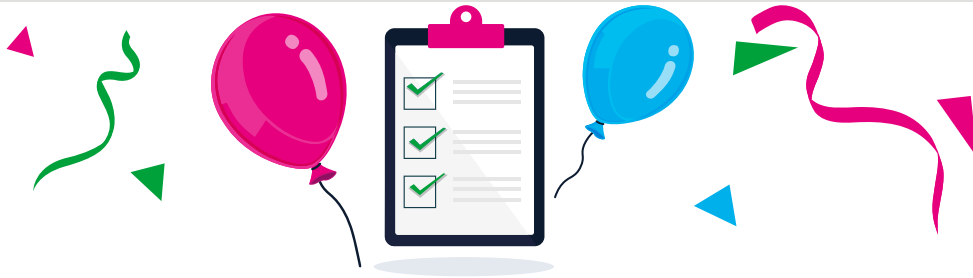
Write Home

Send a letter or email home to parents informing them of the exciting news that your school is launching Safer Schools, an App aimed at helping to keep their children and young people safer online. Make sure to include the download and login instructions for the App. You can access the letter and/or email template from the 'Launch you App' section of our website.

⭐ Presentation

Deliver a presentation to parents and carers on: how to download the App, entry codes, and the launch plan for pupils.

⭐ Home Learning Hub

Your parents and carers also have access to our Home Learning Hub. This is a library of resources, adapted for use at home, that can be used to teach online safety and digital resilience.
https://oursaferschools.co.uk/home-learning-hub/featured/

> **Top Tip:** Share the Home Learning Hub resource with your parents and carers through a push notification to their App, add a section on your school website or post on your school's social media. Or why not all three?

⭐ Share the News

Share the News of your Launch on your social media/school website/school newsletter to encourage your parents and carers to download the app. On the 'Launch your App' section of our website, you can access different social media graphics for promoting your App.

⭐ Share your Plans

Communicate to the parents and carers your plans to launch Safer Schools to your school pupils. Check out our guidance on The Dual Approach on the next page.

➡️ Completed your checklist? Let's move on to **Stage 5.**

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Step 5/ Pupils

Create your checklist. Check out ours below for some inspiration!

Top Tip: To engage all your school pupils with Safer Schools, consider putting together a group of pupils (e.g., prefects, student council, iSafety club/council) to act as your Safer Schools Champions.

Route 1 – The Dual Approach

Don't forget that your pathway to completing your Safer Schools Launch is a flexible one! You can launch to the school's parents and carers and pupils together. This is empowering for both groups as they work collaboratively to engage with your App.

Write Home

Send two letters or emails home to parents and pupils communicating the benefits of the App in helping to keep them safer online. You can access the letter and/or email templates from the 'Launch your App' section of our website.

Top Tip: If you are launching Safer Schools through this route, remember to include the pupil's App entry codes in the letters/ emails you send home.

Set Homework

Set collaborative homework for the pupils to do with their parents and carers using their app! These ideas include Quick Quizzes, Digital Tests, Fact-Finding challenges, and learning activities/worksheets from the Home Learning Hub.

Route 2 – The Pupil Exclusive Approach

Time to Present

Launch the App through a presentation in School Assembly/Class. You can use our Introductory Video and the presentation you will find on the 'Launch you App' section of our website.

Write Home

Send a letter or email home using the templates provided by us to share pupils' entry codes with them and their parents and carers. Consider giving this out in School Assembly or Form Class.
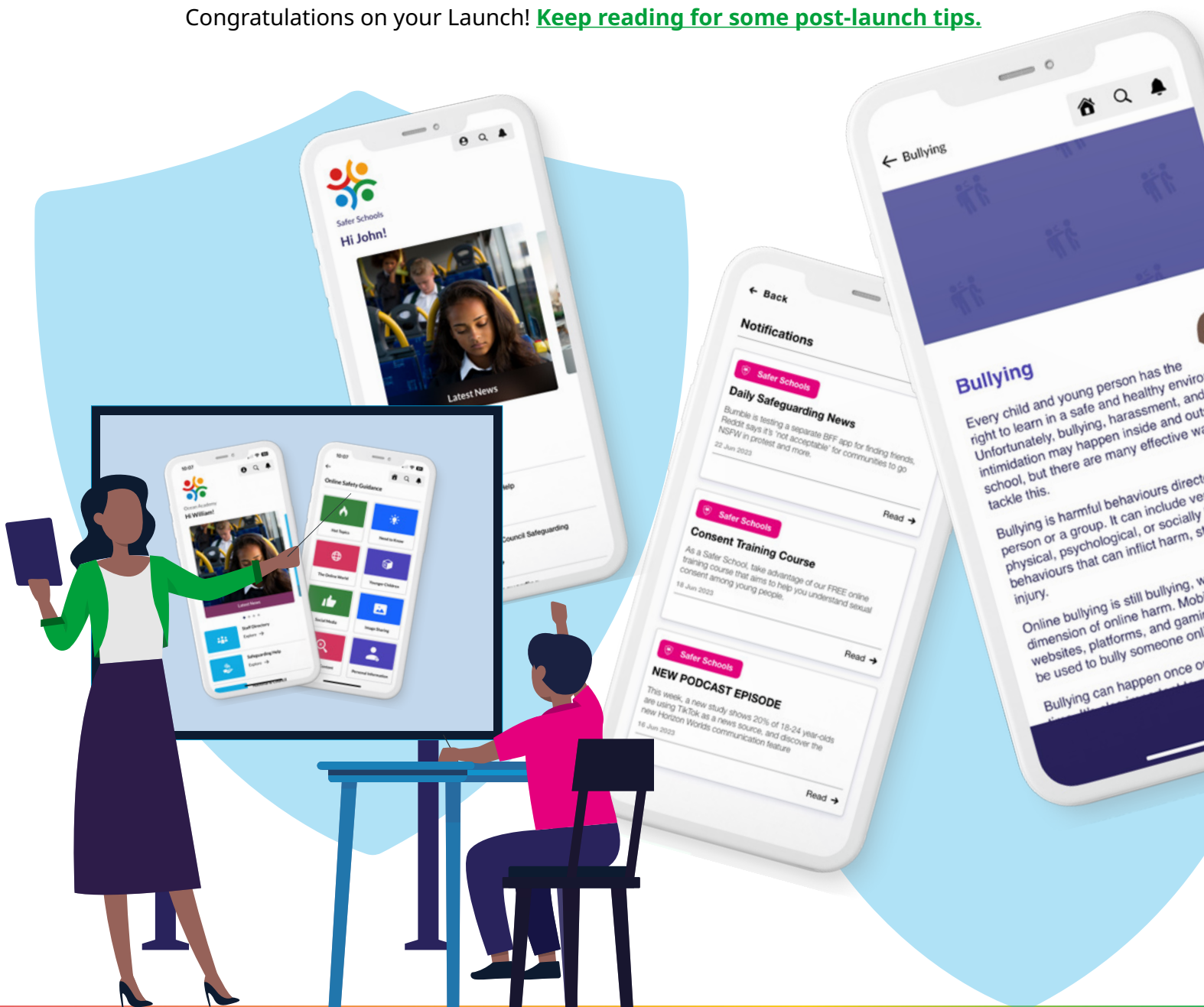
Test their knowledge

Use the Quizzes within the App during ICT Class or Assembly. Then, ask pupils to take the corresponding Digital Test in the App. Present certificates and celebrate engagement.

Homework

Encourage staff to set homework, following on from an online safety lesson, in the form of a Digital Test or reading of content.

Congratulations on your Launch! **Keep reading for some post-launch tips.**

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1. Celebrate

Share and celebrate your school's achievements! Some ideas include:

⭐ Award Digital Test certificates during an assembly Share on your school's social media, website, and newsletters

⭐ Gather feedback from your school community on how your Safer Schools App has helped them be safer online.

⭐ Hold a competition! Encourage pupils, either individually or in a group, to write an article on what they have learnt and publish the winner's article in the school newsletter and you can even create a news builder article of what they have written and push this to the App. Or, you can ask pupils to design an image that best describes your school and put the winner's design as the School image in your App!

2. Keep Engaged

Keep using and signposting to your App. We have a dedicated team who keep it updated regularly. If there any updates or developments, you will be the first to know!

3. Something Missing?

If there's information or advice you would like to see in your App, please get in touch and let us know!

4. Say Hello

We would love to hear how your Safer Schools Launch went, any feedback that you have, or if there is any way we can support your school community further.
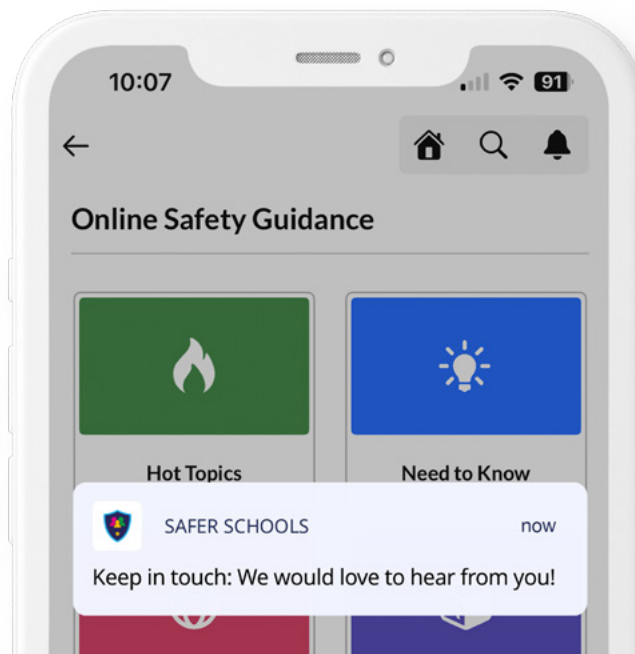
"Building momentum is key to a successful Safer Schools launch.

- **Colin Stitt,** Head of Safer Schools

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FAQs on Launching

Who should be our Safer Schools admin?

From our experience, a good point of contact is someone with safeguarding responsibilities e.g. DSL or Duputy DSL.

What does a Safer Schools admin do?

The Safer Schools admin is the contact point between the Safer Schools Team at Ineqe Safeguarding Group and your school, so they have a responsibility to share communications within their role. They receive a login to the Web Management Portal where they can send push notifications to every user of the App in their school community. Through this site, they also have access to test results of staff and pupils and the ability to create new admin accounts if they wish to add new admin users.

I can't access the admin portal?

Check with the lead admin that you have permission. If you're the Safer Schools admin you can reset your password if you've forgotten it. For more help, please get in touch with the Safer Schools team.

Where can I find our school's entry codes?

You can find your school's entry codes in your web management portal. You can access this by visiting **https://oursaferschools.co.uk/** and clicking "Portal".

How can I send push notifications or add a new admin account?

You can achieve all of this through the web management portal, where you will find guides to walk you through the process.

What is a push notification?

A push notification is a message that is 'pushed' to the user's device, prompting them to open the App. For example, if you have the BBC News App on your phone and the breaking news appears on your screen, that's a push notification! We encourage all users of the App to use push notifications.

Why send push notifications?

They are a free form of direct communication with your school community. Push Notifications can be used in a variety of ways, such as introducing new App features or school news announcements.

Who sends push notifications?

Anyone with admin access to the web management portal.

What support can the Safer Schools team offer?

We want to support every school to launch successfully and cascade the App throughout their community. We have a dedicated front facing team to help you do just that!

Phone – We can talk and walk you through the launch plan over the phone.

Present – A member of the Safer Schools team can deliver the launch presentation to staff, parents, and carers. Contact us for more details (please note this is subject to availability).

Email – We can answer any questions about launching by email: **saferschools@ineqe.com.**

Resources – These are all available via our website.

Meet Me – You can schedule a phone call or video call with a member of our Safer Schools Team at a time that suits you. 'Meet Me' is available on team member's email signatures or on the contact us section of our website.

Who are INEQE Safeguarding Group?

INEQE Safeguarding Group is a leading independent safeguarding organisation based in the UK. Over 250 years of safeguarding expertise is brought together with the brilliance of advanced software development to deliver safeguarding solutions to a wide spectrum of clients including from public and private sectors across the UK, Ireland and beyond.

Visit our website:

www.ineqe.com

Who are Zurich Municipal?

Zurich Municipal, part of Zurich's UK General Insurance division, is a leading provider of risk and insurance solutions to Britain's public services. Zurich is dedicated to providing expert advice and support to public service providers including local authorities, social housing providers, educational institutions and charities and voluntary organisations.

For information visit:

www.zurich.co.uk/municipal

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Template Checklist

School Name:

School Launch Dates:

Safer Schools Account Contact:

Date I contacted Safer Schools:

Conversations I need to have:

- [ ]
- [ ]
- [ ]

Things I need to plan:

- [ ]
- [ ]
- [ ]

Questions I need to ask:

- [ ]
- [ ]
- [ ]

Other Notes:

Your Checklist:

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