

Online Safety Sessions – Session guide - 2021

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:

Pupils: Face to face OR recorded sessions facilitated in class sized sessions.

Staff [1 hour]: Face to face OR live virtual session (set date and time) OR recorded session (on demand for an agreed period)

Parents [1 hour]: Face to face OR live virtual session (set date and time) OR recorded session (on demand for an agreed period)

A parent marketing leaflet can be found on our website: [click here](#)

For information regarding virtual sessions please: [click here](#)

Face to face sessions: 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.</p> <p>The consultant will be using their own laptop which is either HDMI or VGA compatible.</p> <p>The presentations will all be delivered via Windows software on PowerPoint.</p>
Example of sessions in a day	<p>All sessions are delivered to pupils in their year group. If you are booking sessions that have more than a 2-form entry and wish to discuss how this can be facilitated in smaller groups please get in contact.</p> <p>Please note session times:</p> <ul style="list-style-type: none">• 30-45 minutes for KS1.• 45 – 60 minutes for KS2.• 60 minutes for KS3 & KS4. <p>We require a timetable for the day which is in line with your school day. As an example, please see the below:</p> <p>09:00 – 09:45 Pupil session 1 09:45 – 10:15 Pupil Session 2 10:15 - 10:50 Pupil Session 3</p>

	<p>11:05 – 11:45 Pupil Session 4 13:15 – 13:45 Pupil Session 5 13:45 – 14:15 Pupil Session 6 14:15 - 15:15 Pupil Session 7</p> <p>OR please see options for virtual session access.</p>
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Additional information:

<p>Post Course information</p>	<ul style="list-style-type: none"> - A certificate template is provided to you to distribute to staff post-session. - PDF handouts from the parent and staff session will also be sent post-session for your distribution. - Summary of attendees and evaluations [Parent/staff virtual sessions only] <p>F2F 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>
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