**Appendix 6 - Notes / guidance for Online Safety Mark**

**applicant schools**

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| **School** |  |
| **Date of Assessment Visit** |  |
| **Names of Assessor(s)** |  |
| **Contact details for the Assessor** |  |
| **Online tool must be completed by** | (14 days prior to the Assessor visit) |
| **Online Safety Mark Assessment Application Form must be submitted to Assessor by** | (14 days prior to the Assessor visit) |
| **Draft Visit schedule must be submitted to Assessor by** | (14 days prior to the Assessor visit) |
| **Assessment Evaluation Form should be completed by the school and submitted to the Administrator by** | (7 days after the Assessor visit) |

Can I please ask you to read this document carefully and respond as required by the dates shown above.

Thank you for completing the online SRT: [www.360safe.org.uk](http://www.360safe.org.uk). It is difficult for Assessors to plan in advance for the assessment of a school unless the school had provided comments for each of the aspects – to indicate briefly their current provision. Can I therefore ask that you have added comments to your SRT prior to its final submission (the comment notes should provide a clear description of your provision for that aspect and make your provision very clear to someone who does not know the school)**.** Evidence notes and Action notes are also helpful, but we think that the current position section will be the most useful to us.

It is intended that schools will have indicated that they have reached the benchmark level for each aspect, prior to applying for the Online Safety Mark. However we do understand that there may be good reasons why a school may not be able to reach the benchmark and yet have a high quality of provision in place. This may particularly affect a small school with a limited number and range of staff. If you feel that for good reason your school can not reach the benchmark level it is essential that you indicate this and explain why in the comments section for that aspect. It may be necessary for the Assessor to discuss this with you before agreeing to carry out a school assessment visit.

You will also need to complete and return to the Administrator / Assessor the Application Form for an Online Safety Mark assessment (if this has not already been submitted).

The Assessors need to review your final / completed SRT prior to the visit. Can you therefore ensure that you have fully completed the on-line tool by the date shown.

We also need to agree on a schedule for the Assessors visit. I have attached a draft schedule. Please feel free to amend it to suit local circumstances eg timing of the day / lessons etc. Can you please send the Assessor a suggested schedule by the date above (we may need a few email / phone conversations to finalise the schedule**).** It is important that you add to the schedule the names and roles of the people that the Assessor will meet – this allows the Assessor to check that he / she will meet sufficient and relevant people to make a sound judgement**.** You do not need to provide the names of the pupils / students, just the number of and their year groups. It is also helpful to know if some / all are members of the Online safety Group / School Council or similar.

On the day, can you provide a dedicated room / rooms for the Assessor(s) and their interviews.

We will also need to see some limited evidence in support of your application – particularly copies of online safety related policies, AUPs, curricular details, programmes of work with parents / carers and the wider community. You may wish to provide other evidence – please bear in mind that time is limited. Evidence may be provided on paper or in electronic format. There is no expectation that you will provide evidence in advance of the visit, but if you wish to do so then please send electronic copies to the Assessor. The Assessor may ask for some of this evidence in advance - but we would not wish to make too many demands on your time.

**Evaluation**

We intend to refine and improve the SRT and the Online Safety Mark Assessment process as we move forward. It is therefore essential that we receive feedback from users. We would therefore be grateful to receive an assessment evaluation form from Online Safety Mark schools (preferably within a week of the school visit).

**Documents attached:**

Draft Visit Schedule

Application form for Online Safety Mark assessment (if not already submitted)

Assessment Evaluation Form.

Please do not hesitate to contact me if you require any further information or clarification.