**Appendix 5 - Online Safety Mark Assessor Visit Draft Schedule**

The schedule below is intended as a guide to be sent to the school for them to make arrangements for the visit of the Assessor. The school will need to make arrangements that fit its timetable and structures. Assessors may need to negotiate aspects of the schedule to ensure that they can gather sufficient evidence to make a valid and informed judgement. Please read carefully the notes that follow the agenda. Please return your updated schedule to the Assessor at least 14 days before the date of the assessment

School ........................................... Date of assessment: .........................................

Assessor: ........................................... Headteacher: .........................................

**Draft Schedule for School Assessment Visit**

|  |  |  |
| --- | --- | --- |
| 08:30 | Assessor arrives at school |  |
| 08:40 | Headteacher & relevant members of Senior Leadership Team including Online Safety Lead, Safeguarding / CP Lead | Meeting to confirm arrangements for the day |
| 09:00 | School Self Assessment review | Discussion / clarification of completed 360 safe review with Online Safety Lead (and others as relevant) |
| 09.30 | Pupils / Students - range of ages / year groups (could be members of School Council or similar) | Discussion |
| 10.00 | Parents & Governor(s) | Discussion |
| 10.20 | Support Staff (a range of non teaching staff (e.g. TAs, admin, site, welfare staff) | Discussion |
| 10.40 | Break | Break |
| 11.00 | Teachers from a range of subjects / year groups - as relevant | Discussion – with particular reference to online safety curriculum / awareness |
| 11.30 | Technical Staff | Discussion – with particular reference to technical issues, monitoring, reporting and audit logs |
| 11.50 | Review of evidence and time for reflection  (The Assessor might seek further clarification from Online safety Lead during this session) | Assessor reviews a selected range of documents eg policy documents, programmes of study, minutes chosen by the school. Assessor prepares for feedback to SLT. |
| 12.30 | Feedback and conclusions | Final feedback to Senior Leadership Team |
| 12.50 | Close | Assessment completed |

NB: please allocate a dedicated room for use during the assessment

PTO for notes in support of this draft schedule

**Notes in support of the draft schedule for a school 360 degree safe Online Safety Mark Assessor visit**

The school should ensure that their 360 degree safe online self review tool is completed at least two weeks prior to the agreed date for the Assessor’s visit. It is essential that the school provides comments which describe its provision - for all aspects - without these it is difficult for an Assessor to predict whether the school is likely, or not, to meet the required benchmarks.

The Assessor’s visit:

* Will provide an opportunity for evidence to be gathered in support of the school’s submission and will allow the Assessor to make a judgement as to whether the school has met the benchmark requirements of the Online Safety Mark.
* Is intended to support the school in ensuring that it has good online safety policies and practices in place and to identify strengths and weaknesses in policy and practice.
* Should enable the school to celebrate those areas where there is good practice
* Should enable the school to identify development points which can be addressed within the normal school improvement process
* Is not an “inspection” and will be a supportive process. It is intended that the process will be “owned” by the school.

Schedule for the day:

* To provide a full picture of the school’s online safety provision it is important that the Assessor is able to hold discussions with a range of staff, parents / carers, governors and students / pupils.
* The draft schedule is provided as a guide and will need to be amended in light of the school timetable; staff and pupil / student availability and any other school specific matters. It is important that you add to the updated schedule the names and roles of the adults that the Assessor will meet. It is not necessary to add the names of the children – just the numbers of them and their year groups
* The school should submit its proposed schedule for the day (based on the above) to the Assessor at least 14 days prior to the visit for final agreement

Evidence:

* In the limited time available, it is not possible to examine large amounts of printed evidence. The school should select a limited amount of evidence (as indicated in its completed 360 degree safe online self review tool) and might include:
  + relevant policies (online safety; child protection; behaviour; anti-bullying)
  + minutes of relevant meetings (eg online safety committee, Governors)
  + Evidence of curricular / awareness raising provision (eg programmes of study, schemes of work, posters etc)
  + evidence of provision for parents / carers and for the wider community
  + (if available) logs, audits and reports of online safety incidents.

Assessors:

* Are selected, and accredited by SWGfL and have relevant experience in education and in online safety. They are required to attend Update Training every two years.
* Are subject to Quality Assurance measures and a Code of Conduct
* May be joined on the visit by a Lead Assessor for Accreditation / Quality assurance purposes.

Please do not hesitate to contact the appointed Assessor to discuss any aspects of the above, to ensure that the school is fully aware of the process and to allow the Assessor to make informed and accurate judgements and also provide a positive and helpful experience for the school.