Our School
Launch Plan

Let's Launch!

This Safer Schools Launch Plan is designed to give you guidelines on how to share the App with your school community.

Working together, our aim is to make everyone in your school excited about, and engaged with, the App. Making it easy for them to download & get access to content that will help make them safer online.
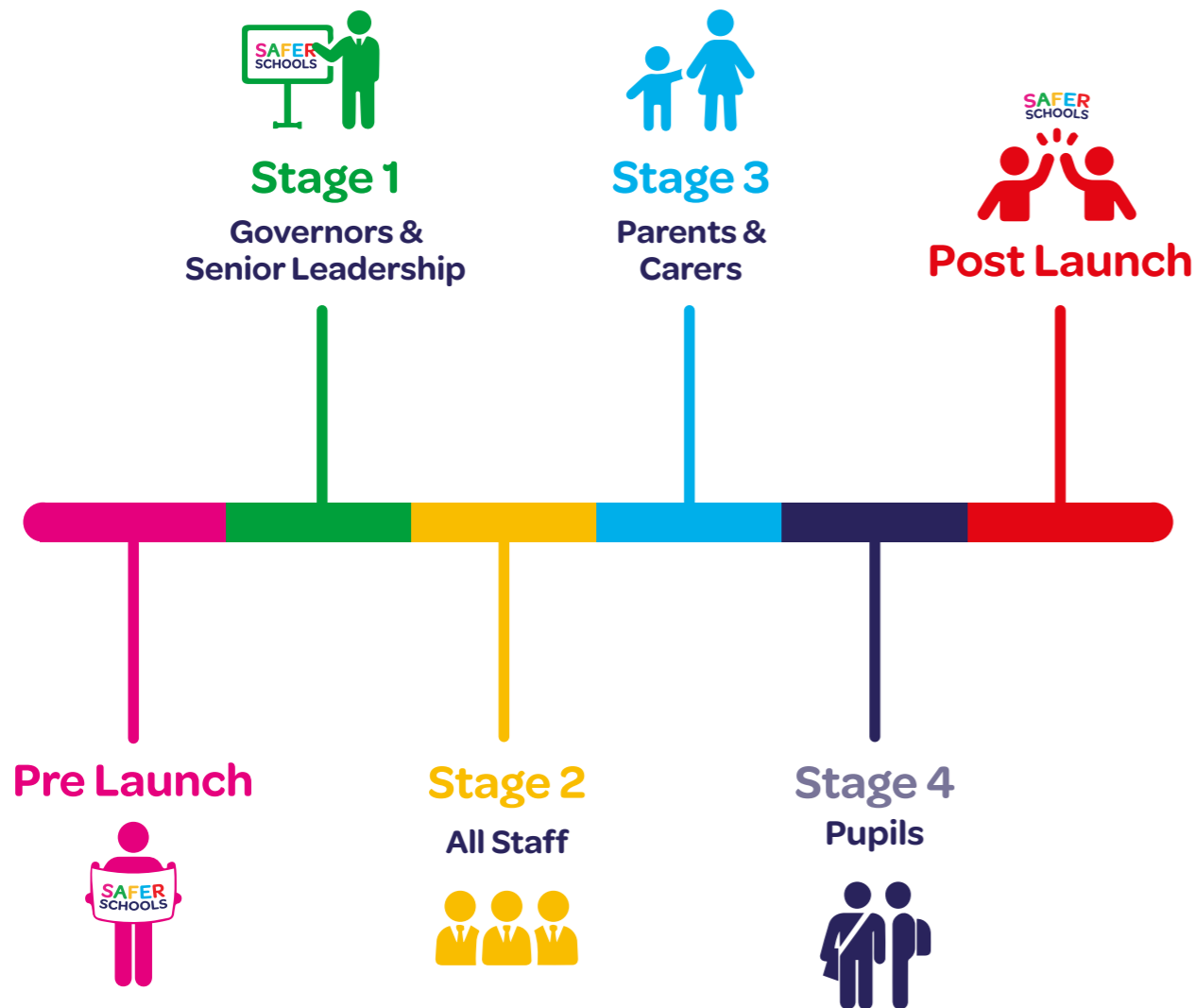
You know your school best and the following guidelines are simply that: a guide. Use our checklists as inspiration for your own launch plan and if you have any questions, our team are here to help.

Ready to launch? 3... 2... 1....

Launch Stages

Timeline to launch your App in your community

Stage 1
Governors &
Senior Leadership

Stage 3
Parents &
Carers

Post Launch

Pre Launch

Stage 2
All Staff

Stage 4
Pupils

"A successful Safer Schools launch is the foundation of education and empowerment that will help keep the entire school community safer online."

– Colin Stitt, Safer Schools Team Leader

Pre Launch

Safer Schools Admin
Decide who will be your safer schools admin.
(Read our FAQ's for more information on what the admin will need to do).

Push Notifications
Decide who will be responsible for the schools Push Notifications.
(If this is a second admin, you will need to add them as an administrators in the admin portal at able.ineqe.com).

CPD Professional Development
Email the Safer Schools Team at saferschools@ineqe.com to get this term's pin code to access the in-app tests.

Support Materials
Log in to the Support Site, resource section of our website to download the promotional resources and templates.
Visit the admin support site via oursaferschools.co.uk/resources.

Launch Planning
Plan, create and organise your launch plan for the entire school community including social media and website updates.

Launch Timeline & key dates
Agree and schedule your launch timeline, including any key dates, with your head teacher.

Contact Us
Please let the Safer Schools team know your school's launch dates, we're excited to celebrate making your school safer with you! You can email, Tweet or Facebook us or just give us a call!

All shields ticked?
Let's move on to Stage 1.

Stage 1

Governors & Senior Leadership

Entry Codes

Email your senior leadership team to tell them about the new App and share the Staff entry codes with them, so they can explore it for themselves. (We've created template emails for you to download from the resource pages of our website oursaferschools.co.uk/resources).

Presentation

Download the Safer Schools Powerpoint from the resource pages of our website oursaferschools.co.uk/resources and present to your leadership team. Talk about how to download the app, staff entry codes, the wider school launch plan and the pin code for accessing professional development tests.

Share the plan

Communicate your final launch plan with your Senior Leadership Team.

All shields ticked?
Let's move on to Stage 2.

Stage 2

Staff

Presentation

Deliver the presentation to all school staff and ask them to download the App.

Professional Development

Ask all staff to read through the Safeguarding Level 1 course in the App and to complete the digital test to receive their CPD Certificate. You will need to share this term's test pin code with them.

Review Content

Encourage staff to log in to the App with the entry codes for parents/carers and pupils so they are familiar with the different content.

Set Homework

Tell staff they can find homeworks in the 'Resources' section of the App to help them encourage their pupils to download it.

Follow Up

Follow up with your staff via email, sharing the Launch Plan, entry codes and pin codes.

Follow Us

Follow @oursaferschools on Twitter and Facebook to keep up to date with contemporary online safety news.

All shields ticked?
Let's move on to Stage 3.

The Safer Schools App has been developed by Ineqe Safeguarding Group in partnership with Zurich Municipal.
+44 (0) 2896 005 777   saferschools@ineqe.com   @OurSaferSchools   www.oursaferschools.co.uk

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Stage 3

Parents and Carers

Schools Newsletter / Website

Promote the App in the schools Newsletter / Website – Visit the graphic library on the the resource pages of our website oursaferschools.co.uk/resources to download graphics, images and logos.

Write Home

Send a letter home to parents communicating the benefits of the App and their entry codes for access. Download template letters from the resource pages of our website oursaferschools.co.uk/resources.

Social Media

Share the news on social media to encourage everyone in the school community (grannies, grandas, uncles and aunties!) to download the App.

Presentation

Deliver a presentation to parents and carers including: how to download the app, entry codes, the launch plan for children.

Share Us

Encourage parents to follow @oursaferschools on Twitter and Facebook to keep up to date with emerging digital trends, online risks and relevant news.

Start the Conversation

Watch the 'Pause, Think and Plan' video in the video hub of the App. Encourage parents to plan their conversations with their children around their behaviour online.

All shields ticked?
Let's move on to Stage 4. The FINAL Stage!

Stage 4

Pupils

Present

Launch the App through a presentation in a School Assembly / Class, asking children and young people to download and give them their entry codes.

Letter

Send a letter or email home using the template provided to parents and carers with details of their children's entry codes.

Quizzes

Use the quizzes within the App during ICT class or assembly. (Do this by connecting a tablet to a screen or interactive whiteboard).

Test their knowledge

Ask pupils to take the 'Need to Know' digital test in the App. Present certificates and awards to celebrate engagement.

Homework

Tell staff they can find homeworks in the 'Resources' section of the App to help them encourage their pupils to download it.

Congratulations on your Launch!
Next you will find some tips on next steps.

Post Launch

Celebrate!

Share and celebrate your school's achievements. Award test certificates in assembly, share statistics on your school's social media, website and newsletters. How many tests have been completed and who got the highest scores? You can access this information through the resource pages of our website oursaferschools.co.uk/resources.

Did you hear about...?

Encourage pupils to create a case study or write an article for the newsletter/blog on what they have learnt.

Keep Engaged

Keep using and signposting to the App. We have a dedicated team who keep it updated stagely. If there is a new credible development, then we'll make sure you are kept up to date!

Something Missing?

If there's information or advice you would like to see in the App, please let us know.

Get in touch!

We would love to hear how your launch went and any feedback your community might have on the App. You can do this by phone, email, Facebook and Twitter, or if you are feeling really generous...all four!

"Launching well is about building momentum by creating points of intentional educational engagement for all members of the school community"

– Colin Stitt, Safer Schools Team Leader

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FAQ's on Launching

Who should be our Safer Schools admin?

The Safer Schools admin is the person who we communicate with and is also the person who can create and allow new admin accounts. From our experience, the person with safeguarding responsibilities e.g. DSL or Deputy DSL is a good point of contact.

What does a Safer Schools Admin do?

The Safer Schools admin are the contact point between the Safer Schools Team at Ineqe Safeguarding Group, so they have a responsibility to share communications and in their role. They receive a login to the admin portal (able.ineqe.com) 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 schools entry codes?

You can find your schools entry codes in the Admin portal (able.ineqe.com).

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

You can achieve all of this through the admin 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 mobile, 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?

Firstly, they are Free! Secondly, push notifications will help you keep members of your school's community engaged with the App, making them aware of new features, menu items you want to draw their attention to or new updates to your school's news feed you want to make them aware of. e.g. Snow Day – Schools Closed!

Who sends Push Notifications?

Anyone with admin permissions for your school on the admin portal.

About Safer Schools

What support can the Safer Schools team offer?

We want to support every school to launch successfully and cascade the app throughout their community and 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 present 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 emailing saferschools@ineqe.com.

Resources – We have a number of resources dedicated in supporting you to launch. These are all available on the admin support site.

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 is a leading independent safeguarding organisation. We deliver safeguarding solutions to a wide spectrum of clients, both public and private sectors across the UK, Ireland and beyond. Our services include consultancy, reviews, confidential advice and training. Much of which can be delivered via our online platform, which is developed inhouse by our technical team. We believe in empowering people to stay safer through education and the use of innovative technology.

**Look at our website to explore how we can help make you safer:
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. We are 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 /zmhome/welcome.htm

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Our School Launch Plan

School Name

School Launch Dates

Our Safer Schools Admin

Date I contacted the Safer School Team with my Launch Dates

Conversations I need to have

Things I need to plan

Questions I need to ask

Other Notes

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