School Staff Online Safety INSET script and delivery instructions

(Time required: approx. 1 hour)

Presentation aim
To provide staff with:
- An overview of online safety, including understanding and knowledge of how to prevent and respond to the issues that children and young people face online;
- Awareness of key resources they can use to deliver online safety messages; and
- Understanding of the risks they themselves may face online and practical advice.

This resource is intended to provide a basic outline for a member of school staff to deliver.

It is a starting point for the member of staff responsible for the session to then share further details on the areas they deem most relevant and useful in their setting.

We would advise the presenter familiarises themselves with the slides and additional resources discussed in advance, to best prepare them to run the presentation and respond to queries.

Structure of the Presentation
The presentation has been created in Prezi and if clicked through will run in the order listed below. Alternatively, you can click into each section in whatever order suits you and your setting then return to the overview screen using the back arrow or home icon on the right hand side of the presentation window.

Overview Screen	This shows the different sections of the presentation. The presentation returns to this screen at the end of each section.
Introduction	This section introduces the organisations involved in producing this resource: Childnet International and the UK Safer Internet Centre.
Understanding	This section introduces the four main areas of online risk with a brief overview of each one. It also includes slides focussing on online bullying, online sexual harassment, sharing nudes (sexting), and coerced "self generated" child sexual abuse imagery.
Preventing	This section gives key advice and strategies for embedding online safety throughout your setting by working with three key audiences: children and young people, staff and parents.
Responding	This section looks at how to encourage reporting of online safety concerns, how to respond to potential disclosures and the key online reporting sites: CEOP, IWF, Report Remove, and Report Harmful Content.
Risks for Staff	This section covers online risks for staff themselves with advice, including guidance on privacy settings.
Next Steps	A checklist of quick next steps that all staff can take.

The reporting sites listed in the presentation are important for staff to know about. Please look at the sites in advance so you can answer any questions.

Resources and Discussion Points to consider when facilitating:

Before you start, you may wish to establish some simple ground rules for any discussion during the session. For example, you may want to ask staff to refrain from using names of children and young people if they are talking about online safety incidents or examples from their teaching practice.

Understanding
The first screen is to allow some interaction with your audience and will get you started on a positive note. You could ask staff how many of the icons on screen they recognise. Which ones do the young people you work with use? Invite staff to share what the children and young people they work with enjoy doing online, perhaps in small groups. You may also want to draw comparisons to how children use the internet differently to adults. Emphasise that the online world can be positive and exciting – like being able to create your own content, play games or watch videos. In this session, but also in work with young people, starting with the positives of life online can be used as a bridge to then discuss the risks.

Online risks are categorised under the four 'C's – Content, Conduct, Contact and Commerce. Some risks cut across more than one of these categories. Some risks are mentioned in the presentation, but it might be helpful to add further details, invite discussion around them or mention any other risks you deem relevant. There is a slide focussing on online bullying, and online sexual harassment as these are areas of particular relevance to schools and a slide focussing on sharing nudes (sexting) as this is an area where there are several specific details to communicate. There is also a slide on coerced "self-generated" child sexual abuse imagery – a form of grooming which has become more prevalent in recent years.

These slides are a chance for staff to discuss the online issues which they are aware of, and any others which they would like more information on. Staff may wish to sensitively discuss previous issues that the school has successfully resolved, and what was learned from these experiences. Staff can talk in pairs or bigger groups – mixing different year group staff may be beneficial to compare how the online behaviour of each year group differs.

There may be issues that staff have little knowledge about. If this is the case, you might like to make a note of these, gather further information about them, and present this at a follow-up meeting. Alternatively, you might like to share this task out amongst staff, so each individual researches a topic and presents it at a later meeting.

For more detail on the online risks mentioned in the presentation, look at the advice available on our website. We have information on the <u>key online safety issues written for teachers and professionals</u>.

Preventing
This section is designed to explore how online safety is embedded for different audiences across your setting. The first audience – children and young people - should be at the heart of any online safety provision. Initiating and maintaining an open dialogue with the children you work with is an important part of embedding online safety messaging across school. Initiate conversations, be interested in their online lives and let them know that you are there to help them if they need it. Children may feel there is no point in

telling an adult if they think the adult has no interest or confidence in using the internet. If you keep reinforcing the message that no matter what the situation, you are willing to listen and find out how to make things better, young people will have greater confidence in reporting problems to you.

You may like to provide staff with some time to discuss possible conversation starters they could use, or to share prompts which may open online safety related discussions.

The slides for 'staff' and 'parents and carers' include a brief list of tips which you can expand on or discuss further if relevant to your setting. The final slides in this section include a range of free resources available. For a more interactive session, you may wish to print off or provide a selection of these appropriate to different ages and ask staff to work in small groups to plan lessons or activities they can deliver using the resources as a starting point.

In particular, the Education for a Connected World framework is an extensive document which may be useful to explore further. Why not provide staff with a few of the statements and ask them to plan a relevant activity, or think about how they could embed this message in a cross-curricular lesson?

Responding

The first screen introduces a statistic from the UK Safer Internet Centre's 'Safer Internet Day Research Report' for 2023. You could invite staff to consider why so many young people do not feel able to talk about their lives online, before showing some answers on the screen. You could also get staff to discuss possible ways to encourage reporting and disclosures in school.

The next slide emphasises the importance of recognising online safety as a safeguarding issue. You could use this opportunity to review safeguarding procedures and good practice. In particular, the importance of not over-reacting. For example, if you become aware of a pupil showing another pupil adult content on their phone in the playground, it may feel like disciplinary action is needed straight away. However, take a moment to assess the situation, and the reasons behind it. Ask questions to understand the motivations behind the action, and it may become clear the student was just curious, or has been influenced by older siblings at home. If you over-react now, they may not come to you if they encounter another problem in the future.

If you or your colleagues ever need any help in responding to a disclosure from a young person, or help in finding how and where to report other online concerns, you can find this information in the 'Need Help?' section of the Teachers and Professionals area of the Childnet website. This web page also holds a downloadable guide on 'How to make a report' with detailed advice on reporting on some of the most popular websites and games.

If you ever have any online concerns regarding anyone in your school community you can get advice from the UK Safer Internet Centre's Professionals Online Safety Helpline – 0344 381 4772 or helpline@saferinternet.org.uk

The remaining slides in this section detail ways to report online content to a number of organisations.

Risks for Staff

At this point it is important to address the professional reputation of your staff online. When faced with the question 'Should we be on social media sites?' we suggest that staff always follow their schools' or local authority's guidance around this and that they always consider their own privacy and personal information. As a member of the school workforce it is important for staff to consider their own online reputation and how others (be it members of the school community or the general public) perceive them online. Staff should be mindful that their online reputation may impact on their school/setting's reputation too.

The next slide runs through basic instructions on how to find and use privacy settings. Encourage your staff to investigate the privacy settings of any sites or apps they are using. You could even factor time into the session to allow them to work together on this. You can find more privacy information on popular social networking sites on the UK Safer Internet Centre website: www.saferinternet.org.uk/safety-tools

Next Steps

This section is an opportunity to plan your next steps and includes a short list of suggested actions for all staff. In light of the session, your staff might have further questions, or need more advice on a particular subject, that requires a follow up session. Online safety is an ever-changing area, and one that schools need to take a pro-active approach to, in order to tailor the way online safety messages are delivered and meet the needs of their pupils.

If you or fellow members of staff have any questions regarding the topics covered in this presentation, please contact the Childnet team at education@childnet.com.

<u>Other useful resources to be aware of:</u>
Teaching online safety in school (2019)
This guidance from the Department for Education outlines how schools can ensure their pupils understand how to stay safe and behave online as part of forthcoming and existing curriculum requirements.
https://www.gov.uk/government/publications/teaching-online-safety-in-schools

Safeguarding children and protecting professionals in early years settings: online safety considerations (2019)
The UK Council for Internet Safety (UKCIS) has produced guidance to help those who work in early years settings consider their practice and to take steps to safeguard both children and adults online.
https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations

Online safety in schools and colleges: Questions from the Governing Board (Updated 2022)
The UKCCIS Education Group has developed guidance for school governors to help governing boards support their school leaders to keep children safe online. The document includes examples of good and outstanding practice, as well as identifying when governors should be concerned.
https://www.gov.uk/government/publications/online-safety-in-schools-and-colleges-questions-from-the-governing-board

Sharing nudes and semi-nudes: advice for education settings working with children and young people (2020)
The UK Council for Internet Safety (UKCIS) has produced advice for schools and colleges on the issue of sharing nudes and semi-nudes. The non-statutory advice includes a detailed document for designated safeguarding leads (or equivalents) and senior leadership, and a shorter one-page summary for all members of staff.
https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people

Sexual violence and sexual harassment between children in schools and (2021)
Advice for schools and colleges from the Department for Education on how to prevent and respond to reports of sexual violence and harassment between children, including new guidance coming in from September 2021.
https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges