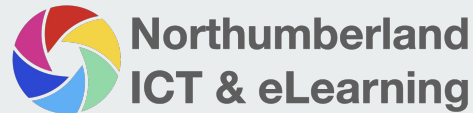




# Northumberland Online Safety Audit and Website



# Today's session

Why audit

What are we auditing?

Accessing the audit

How to use the audit

Accessing & navigating the online

safety website

Staying up to date

S360 Online Safety

This audit is for the academic year 2023 - 2024. Please complete all of the sections below, providing evidence and actions where appropriate. This is a detailed and thorough audit, we recommend scheduling the completion of one area at a time, saving progress as you go. When all sections are complete, you can submit this report by clicking the submit button below.

- 1. **Policies** This category relates to your approach to the on going development of your online safety policy
- 2. **Training and Awareness** This category will help you to review both your training provision for staff and your development of a consistent, cohesive approach to online safety across all staff members
- 3. **Curriculum** This category will help you to review your online safety curriculum
- 4. **Community** This section of the review will help you assess your current approach to parent partnership

Home Staff Guidance Network & Device Security Incidents & Concerns Curriculum Digital Wellbeing

## Digital Wellbeing

Spending time online can enhance our lives as we connect with friends, access music, and media on demand and have a vast amount of information available to us at our fingertips. It provides entertainers allowing us to quickly manage our routines, weekly shopping and other mundane chores, freeing up time to socialise and spend time on the things we love.


However, we now know that for many, spending time online can have a detrimental impact on our general wellbeing if left unchecked. It's vital that we teach the young people we care with to be mindful about how they spend their time online and how it makes them feel. To carefully curate the content they consume and who they connect with.

For example, Instagram can be a fantastic place to follow people who share our interests, to keep in touch with friends and perhaps express ourselves creatively by posting our own content. However, if we scroll mindlessly into the evening, watching too often reels without stopping to consider how it's making us feel or how this will impact our sleep, it's likely that over time this will negatively impact our sense of wellbeing.

There are some fantastic resources available to help you discuss digital wellbeing with the young people you work with, we've compiled a selection below.

We'd also encourage you to consider your own digital diet as you browse the resources. How does your time online make you feel and are there any trends you could make to improve the impact technology has on your own wellbeing?

Digital Wellbeing: Technology and our daily lives



- ...es for pupils, their parents and
- ...nd the provisions in place to escalate
- You can submit when the survey is complete

# Why Audit?



Technology, and risks and harms related to it, evolve, and change rapidly. Schools and colleges should consider carrying out an **annual review** of their approach to online safety, supported by an annual risk assessment that considers and reflects the risks their children face.

~ KCSIE 2023

# Why Audit?



- To give you clarity around what you are doing well and what can be improved.
- To provide a clear report of intended future actions which can be prioritised and designated to members of your online safety group for completion.
- To provide evidence of your ongoing improvements to share with governors / SIP etc.
- You can contact us for advice and support as you progress.
- We can see an overview for Northumberland, this will help us to plan impactful training and support for all schools taking part.

# Accessing the Audit via School360

The screenshot shows the School360 Admin Home interface. The top navigation bar includes the School360 logo, the user name 'A1', and 'Jen Staff'. The left sidebar contains a navigation menu with the following items: Teacher Home, Admin Home, Attendance, EYFS, My Organisation, Resources, Concern Reports, Rewards, All Reports, Old Admin Tools, and Online Safety Audit. The main content area is titled 'Admin Home' and features a section for 'APPS and School360 Shortcuts' with icons for Mail, Drive, Calendar, and Eschools. Below these are several utility buttons: Access Dashboard, My Pupils, Teacher Home, Register Class, Register Reports, Concern Reports, My Account, and Training Guide. A 'NEWS' section on the right displays a table of recent news items. A green arrow points from the 'Online Safety Audit' link in the sidebar to the 'Online Safety' icon in the shortcuts section. Another green arrow points from the 'Online Safety Audit' link in the sidebar to the 'Online Safety Audit' link in the bottom navigation bar. A text box explains that staff with access to School360 should see the link to the audit, and that the link is currently visible to the user named as DSL on the online safety resources Google Form.

WELCOME Jen

Admin Home

APPS and School360 Shortcuts

Mail Drive Calendar Eschools

Online Safety

All members of staff with access to School360 should now see this link. If this link does not work for you, check you're accessing the site with your school360 Google account.

Access Dashboard My Pupils Teacher Home Register Class

Register Reports Concern Reports My Account Training Guide

Only the member of staff you named as DSL on the online safety resources Google Form will currently see the link to the audit. You can give additional members of staff access to the audit by configuring their School360 account.

NEWS

Date	Title	Sent By	New/View
25/10/2023	New training dates available	Jen Harris	<a href="#">New/View</a>
12/10/2023	J2E	Jen Harris	<a href="#">New/View</a>
28/09/2023	School360 Resources	Jen Harris	<a href="#">New/View</a>

Page 1 of 15 | Go to page: 1 Show 3

% ATTENDANCE SUMMARY

SCHOOL 360 A1 Jen Staff

Welcome Jen

Teachers

Teacher Home  
Admin Home  
Attendance  
EYFS  
My Organisation  
Setting  
Classes  
Groups  
Houses  
Teachers  
Pupils

Title	Firstname	Surname	Assigned Class	Manage
Mr	Jordan	Graham	None	
Mr	Jordan	Staff	Marvel	

Showing 1 to 2 of 2 rows

1

2

Giving colleagues access to the audit.

SCHOOL 360 A1

Welcome Jen

Edit Teacher - Jordan Graham

User Details Teacher Options

eSchool Administrator  GDPR Administrator

Concern Report Access  All Pupil Notes Access

Teacher Role  
Teacher

DSL Role  
No Access  
Primary  
Teacher  
Governor

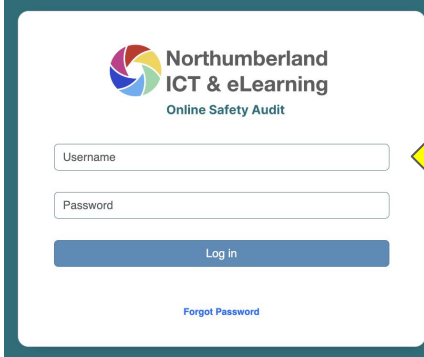
Back Save

3

4

# No access to school360?

<https://onlinesafety.school360.co.uk>



Northumberland  
ICT & eLearning  
Online Safety Audit

Username





Password

Log in

[Forgot Password](#)

1












Search...

School ID	School Name	Type	View
9298888	A1	Other independent special school	   

2

Teachers Documents History Dashboard

Search...

First Name	Surname	Role	Email Address	Status	Actions
Jennifer	Harris	Teacher (Primary)	jennifer.harris@northumberland.gov.uk	✓	
Jordan	Graham	Teacher	jordan.graham@northumberland.gov.uk	✓	 
Neil	Strong	Teacher	<input type="text"/>	✓	 
Julie	Keenlyside	Teacher	julie.keenlyside@northumberland.gov.uk	✓	 
Richard	Taylor	Teacher	richard.taylor@northumberland.gov.uk	✓	 
Carol	Leckie	Teacher	<input type="text"/>	✓	 

Add a new User

3

# Accessing the OS support website via School360

The screenshot shows the School360 Admin Home interface. The top navigation bar includes the School360 logo, the user name 'A1', and a profile icon for 'Jen Staff'. The left sidebar contains a navigation menu with the following items: Teacher Home, Admin Home, Attendance, EYFS, My Organisation, Resources, Concern Reports, Rewards, All Reports, Old Admin Tools, and Online Safety Audit. The main content area is titled 'Admin Home' and features a section for 'APPS and School360 Shortcuts' with icons for Mail, Drive, Calendar, and Eschools. Below these are several utility buttons: Access Dashboard, My Pupils, Teacher Home, Register Class, Register Reports, Concern Reports, My Account, and Training Guide. A 'NEWS' section on the right contains a search bar and a table of recent news items. A 'Welcome Jen' message is displayed at the top left of the main content area.

APPS and School360 Shortcuts

Mail Drive Calendar Eschools

Online Safety

All members of staff with access to School360 should now see this link. If this link does not work for you, check you're accessing the site with your school360 Google account.

Access Dashboard My Pupils Teacher Home Register Class

Register Reports Concern Reports My Account Training Guide

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28/09/2023	School360 Resources	Jen Harris	<a href="#">New/View</a>

Page 1 of 15 | Go to page: 1 Show 3

% ATTENDANCE SUMMARY

Only the member of staff you named as DSL on the online safety resources Google Form will currently see the link to the audit. You can give additional members of staff access to the audit by configuring their School360 account.



# Audit Accounts



**Primary** - one member of staff. This should be your primary DSL. They receive email notifications from the audit site. Your primary DSL should oversee the completion of the audit and hold responsibility for it's annual review.

**Teacher** - add as many teacher accounts as you need, for colleagues that will assist in completing the audit.

**Governor** - Read only access to the audit to maintain an overview of progress.

# Editing Accounts - check your email address for updates



1

School ID	School Name	Type	View
9298888	A1	Other independent special school	

Teachers Documents History Dashboard

First Name	Surname	Role	Email Address	Status	Actions
Jennifer	Harris	Teacher (Primary)	jennifer.harris@northumberland.gov.uk	✓	
Graham		Teacher	jordan.graham@northumberland.gov.uk	✓	
Strong		Teacher		✓	
Keenlyside		Teacher	julie.keenlyside@northumberland.gov.uk	✓	
Taylor		Teacher	richard.taylor@northumberland.gov.uk	✓	
Leckie		Teacher		✓	

2

## Edit User Details

Complete the fields below and click SAVE to update the user's details.

First Name

Surname

Email Address

Phone

User Type

3

4

# What are you auditing?



Policies

Training and awareness

Curriculum

Community

Responding to concerns and Incidents

Network, devices and software

# Taking your annual audit



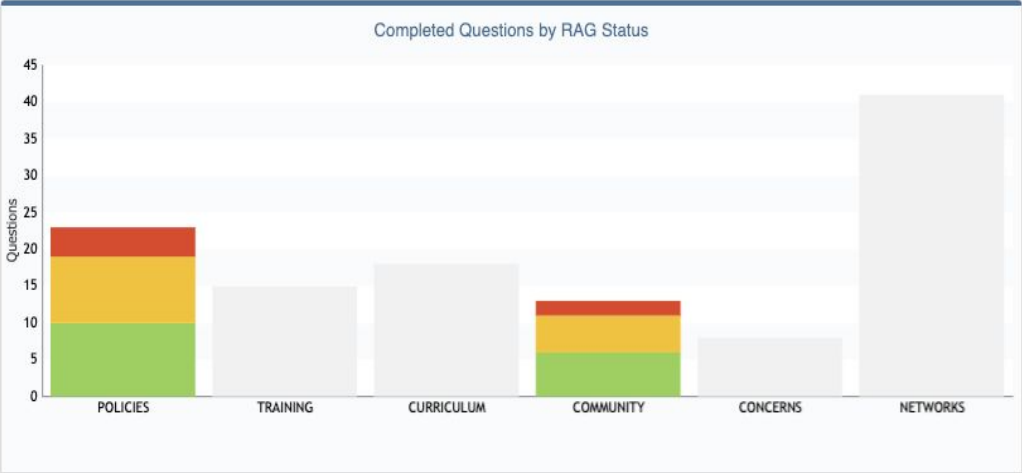
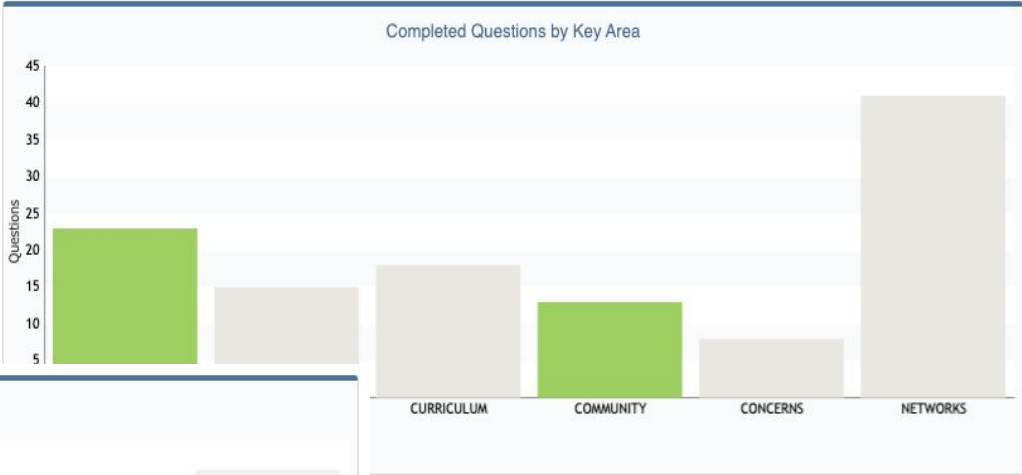
- Your annual audit opens on the **1st September** each year and closes on the **10th August**.
- Aim to complete your audit at the same time each year.
- Discuss your approach and who will be involved with your online safety group.
- For your first audit, consider scheduling several auditing sessions over a month.
- In subsequent years the process will be much quicker.
- Remember the audit should show progression over time, there may be many red / ambers initially with lots of actions to take.
- Prioritise some of these for the term ahead, identifying who is responsible for each.
- The audit will show that you have identified what you're doing well and that you're aware of what will be improved over time.

# Taking your annual audit



- Choose one of the six categories to complete.
- Record enough information so that a colleague could take a governor or SIP through your results should you be unavailable, or have moved posts.
- Click submit after each statement, this saves that statement but the statement is still editable if you decide to add more detail / edit.
- You must add a comment to the **supporting evidence** field to submit a statement.
- If you mark a statement as amber or red, you must add to the **actions** field to submit.
- As soon as you begin to submit statements, you'll start to see your dashboard being populated and a draft report become available.

# Dashboard



# History



## Online Safety Actions Report

2022 - 2023

A1

Draft

Home History Guidance Dashboard Documents

### Audit History

Surveys

Search...

Establishment Number	School Name	Type	Year	View PDFs
9298888	A1	Other independent special school	2022	<a href="#">PDF</a> <a href="#">REV</a>

#### Overview

The self-assessment audit includes six key areas and the average percentage of 'Green' compliance across all key areas is 82%.

The lowest compliance rating is Policies with a compliance of 44%.

Key Area	Green	Amber	Red
1. Policies	44%	33%	17%
2. Training and Awareness	100%	0%	0%
3. Curriculum	100%	0%	0%
4. Community	47%	38%	15%
5. Responding to Concerns and Incidents	100%	0%	0%
6. Network, Devices and Software	100%	0%	0%

A list of red and amber responses (with actions to achieve compliance) is shown below.

#### Rag Status by Key Area

Key Area	Green	Amber	Red
POLICIES	17	16	3
TRAINING	10	0	0
CURRICULUM	10	0	0
COMMUNITY	15	38	15
CONCERNS	5	0	0
NETWORKS	10	0	0

Page 1

#### Responses Rated Red or Amber with Actions to Achieve Compliance

Total number of responses flagged as RED is 6

Statement	Action
1.3. The policy has been updated to reflect the latest version of Keeping Children Safe in Education (September 2023)	Test action
1.16. Copies of policies and a copy of Part One (or Annex A, if appropriate) of Keeping Children Safe in Education are provided to all staff at induction.	Test action
1.23. ALPs are visible, regularly communicated and understood.	Test action
1.22. Pupils and members of staff are involved in the review process and ongoing development of ALPs.	Test action
4.7. Any resources sourced from other organisations are carefully vetted for appropriateness and tone before sharing with parents and carers.	Test action
4.8. The setting shares information with parents about what systems the school has in place to filter and monitor online activity.	Test action

Page 2

# Overview

As you complete a category, you'll see it change colour.

You can still go into these categories and edit at this stage.

When all categories are complete, make sure you click to submit the full survey to save your changes for this year.

## Safety Review Key Areas

S360 Online Safety

This audit is for the academic year 2022 - 2023. Please complete all of the sections below, providing evidence and actions where appropriate. This is a detailed and thorough audit, we recommend scheduling the completion of one area at a time, saving progress as you go. When all sections are complete, you can submit this report by clicking the submit button below.

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- 3. Curriculum** This category will help you to review your online safety curriculum
- 4. Community** This section of the review will help you assess your current approach to parent partnership
- 5. Responding to Concerns and Incidents** This category reviews your strategy for, and provision of, reporting routes for pupils, their parents and members of staff in the event of a concern or incident
- 6. Network, Devices and Software** This category deals with the management of filtering and monitoring and the provisions in place to escalate concerns when identified

You can submit when the survey is complete





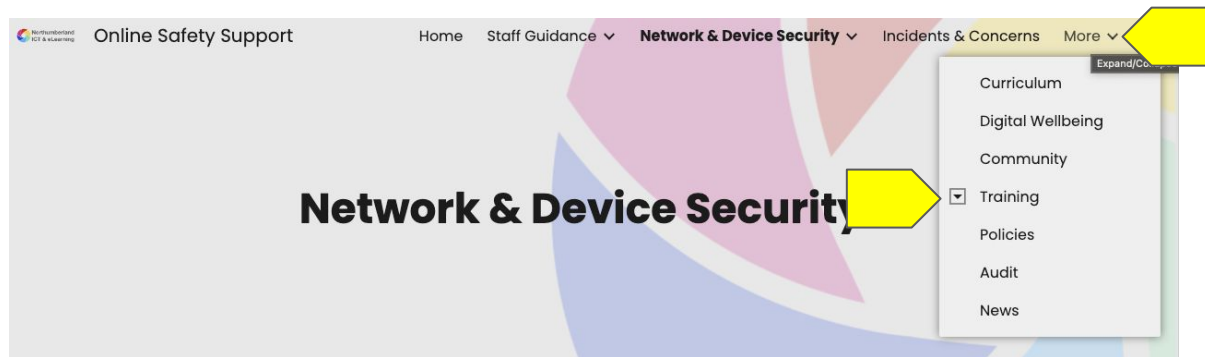
# The next audit



- Next September your primary auditor will receive an email to remind them that that year's audit is open.
- The auditor will open the system and find all fields prefilled with last years entries.
- This means you only need to tweak where relevant, adding recent actions and updating the rag rate where necessary.
- When you have reviewed each category and made any amendments, submit your survey.
- Under history you'll see you now have two reports, one for each year, so progress is evidenced.

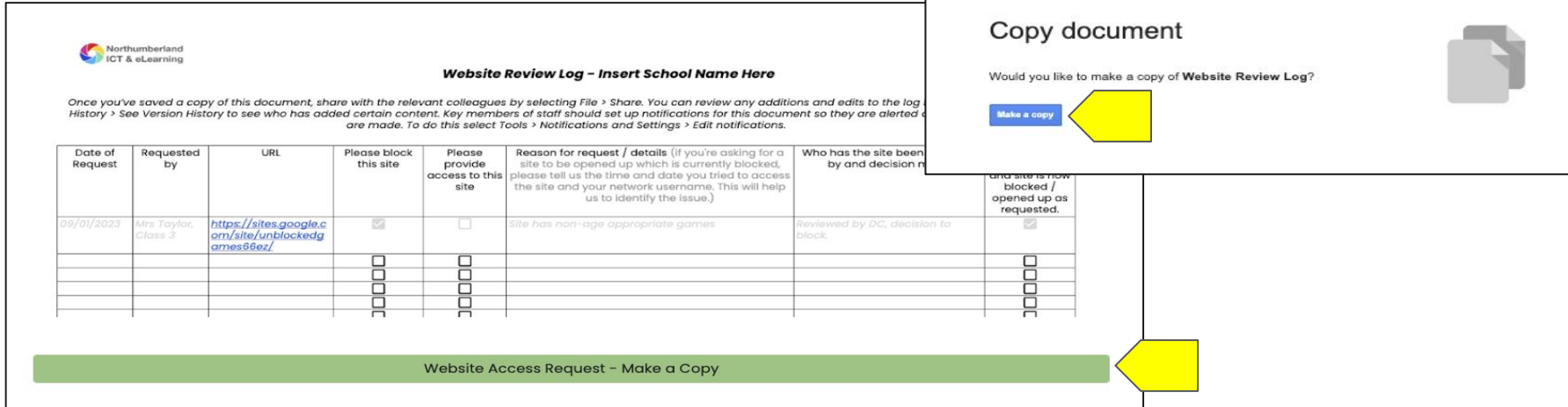
# Online safety support website

- Six main categories to match the audit categories, plus a couple of extra pages for general advice and news.
- Navigate using the menu across the top of the screen.
- Look out for More to see the full menu
- Look out for the drop down icon indicating that you can click to reveal further pages.



# Online safety support website

- Templates are created in Google Docs, each has a 'make a copy' option. Click to save your own editable copy to your Google drive.



The image shows a Google Docs document titled "Website Review Log - Insert School Name Here" with a "Copy document" dialog box open. The document header includes the Northumberland ICT & eLearning logo and instructions on how to share and edit the log. A table with columns for Date of Request, Requested by, URL, Please block this site, Please provide access to this site, Reason for request / details, Who has the site been reviewed by and decision made, and whether the site is now blocked/opened up as requested is visible. A yellow arrow points to the "Make a copy" button in the dialog box, and another yellow arrow points to a green button at the bottom of the document that says "Website Access Request - Make a Copy".

Northumberland  
ICT & eLearning

**Website Review Log - Insert School Name Here**

Once you've saved a copy of this document, share with the relevant colleagues by selecting File > Share. You can review any additions and edits to the log in Version History > See Version History to see who has added certain content. Key members of staff should set up notifications for this document so they are alerted when changes are made. To do this select Tools > Notifications and Settings > Edit notifications.

Date of Request	Requested by	URL	Please block this site	Please provide access to this site	Reason for request / details (if you're asking for a site to be opened up which is currently blocked, please tell us the time and date you tried to access the site and your network username. This will help us to identify the issue.)	Who has the site been reviewed by and decision made	Is the site now blocked / opened up as requested.
09/01/2023	Mrs Taylor, Class 3	<a href="https://sites.google.com/site/unblockedgames98ez/">https://sites.google.com/site/unblockedgames98ez/</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site has non-age appropriate games	Reviewed by DC, decision to block.	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Website Access Request - Make a Copy

# Next Steps



- Please make sure you've subscribed to the online safety newsletter for updates, especially if your email address has changed.
- Check that you can access the audit and the OS website, check your correct email address is listed under your audit account to ensure you receive audit reminders.
- Meet with your online safety group to schedule your first audit.
- When complete, prioritise any statements rated red / amber, decide which to action first and who will be responsible for this.
- If you have any issues with accessing resources or you have a question that you can't find the answer to in the online safety website, please get in touch.