

Online Safety Sessions – Session guide - Primary

We are delighted to come and deliver your Online Safety sessions – our Safeguarding Consultant looks forward to working with you.

Please note: We are able to deliver a mix of **virtual AND face to face sessions. It is recommended to maximise attendance as follows:

<p>Pupils: Face to face OR recorded sessions facilitated in assembly style sessions.</p> <p>Staff [1 hour]: Face to face OR live virtual session (set date and time) OR recorded session (on demand for an agreed period)</p> <p>Parents [1 hour]: Face to face OR live virtual session (set date and time) OR recorded session (on demand for an agreed period)</p> <p>A parent marketing leaflet can be found on our website: click here</p> <p>For information regarding virtual sessions please: click here</p>

Face to face sessions: To ensure the smooth running of the day, please find below further details for your reference:

Room layout	<p>The preference is to deliver ALL sessions in the hall, with the set-up being seated in assembly format.</p> <p>The sessions being delivered from one location ensure a smooth transition between year groups to maximise time for delivery.</p>
Technology	<p>The expectation is that the following equipment will be set-up and ready for use on arrival: Projector / Screen / Audio connection.</p> <p>The consultant will be using their own laptop which is either HDMI or VGA compatible.</p> <p>The presentations will all be delivered via Windows software on PowerPoint.</p> <p>Please ensure there is someone from your IT team available at the start of the day to support with technical issues</p>
Example of sessions in a day	<p>All sessions are delivered to pupils in their year group. If you are booking sessions that have more than a 2-form entry and wish to discuss how this can be facilitated in smaller groups please get in contact.</p> <p>Please note session times:</p> <p>Reception: 20 minutes (note – for timetabling reception and Year 1 can be merged)</p> <p>Year 1: 25 minutes</p> <p>Year 2: 25 minutes</p> <p>Year 3: 35 minutes</p> <p>Year 4: 40 minutes</p> <p>Year 5: 60 minutes</p> <p>Year 6: 60 minutes</p> <p>If you have a challenging class, the earlier sessions in the day are more effective. Our experience is reception and Year 6 benefit more due to earlier session.</p>

	<p>**We require a timetable for the day which is in line with your school day. As an example, please see the below:</p> <p>09:00 – 10:00 Pupil Year 6 10:05 – 10:30 Pupil Reception 10:30 - 10:40 BREAK 10:40 - 11:15 Pupil Year 3 11:20 – 12:00 Pupil Year 4 13:00 – 13:25 Pupil Year 2 13:30 – 13:55 Pupil Year 1 14:00 - 15:00 Pupil Year 5</p> <p>OR please see options for virtual session access.</p>
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Additional information:

<p>Post Course information</p>	<ul style="list-style-type: none"> - All certificates and post course handouts will be distributed to staff directly. - PDF handouts from the parent session will also be sent post-session for your distribution. - Summary of attendees and evaluations will be sent to you at school. - For F2F staff sessions, please ask staff to have a phone accessible to scan the QR code available on the day to register their details of attendance and to complete their evaluation. <p>F2F further information: Whilst ECP do not require evidence of attendees at either parent or staff workshops, for your own Single Central Record it is recommended that all attendees sign-in and the sheet is kept on your file for reference.</p>
<p>Facilitator information</p>	<p>As a guest visiting your school, our Safeguarding Consultants will provide you with proof of DBS check on arrival when signing in. Please note all staff are on the update service, meaning their DBS may be more than 3 years old. ECP complete robust checks, and if you require further information about this before we visit, please let us know as soon as possible by emailing info@ecplimited.com</p> <p>When creating your timetable for our visit, please ensure there are time for comfort breaks and lunch for our facilitators to ensure they can give you their best during the sessions.</p> <p>We will ensure we arrive early to allow time for set up, if you could also please take the time to arrange to show our team where the facilities are so that they can access comfort breaks and top up their water when needed.</p>