

Online Safety Sessions – Session guide - Secondary

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:

Pupils: Face to face OR recorded sessions facilitated in assembly style sessions.

Staff [1 hour]: Face to face OR live virtual session (set date and time) OR recorded session (on demand for an agreed period)

Parents [1 hour]: Face to face OR live virtual session (set date and time) OR recorded session (on demand for an agreed period)

A parent marketing leaflet can be found on our website: [click here](#)

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>
Example of sessions in a day	<p>All sessions are delivered to pupils in their year group. Please note session times: 60 minutes per year group.</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>08:45 – 9:45 Year 7 09:50 – 10:50 Year 8 Break Time 11:10 - 12:10 Year 9 Lunch Time 1:10 – 2:10 Year 10 2:15 – 3:15 Year 11</p> <p>**If setting up sessions in large groups or assembly format, please consider the time needed to change over groups in your timetable. Our sessions are 60 minutes long and we will be delivering content for the full 60 minutes unless otherwise advised by you due to timetable constraints.</p>

Additional information:

Post Course information	<p>Recorded / Live virtual sessions:</p> <ul style="list-style-type: none">- Staff sessions: All staff will be e-mailed their PDF attendance certificate and post course resources. You will be sent a summary of attendees and evaluation data.- Parent sessions: Parents will be e-mailed the post course resources. You will be sent a summary of attendees and evaluation data. <p>F2F sessions:</p> <p>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> <ul style="list-style-type: none">- You will be asked to complete an excel spreadsheet after the staff F2F session, providing attendees details, and their PDF attendance certificate and post course resources will be e-mailed to them directly.
Facilitator information	<p>As a guest visiting your school, our Safeguarding Consultants will provide you with proof of DBS check on arrival when signing in. 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>