

# Our School Launch Plan



**SAFER  
SCHOOLS NI**

Educate, empower and protect



the entire school community

## Countdown to Launch!

Your School Launch Plan has been created to inspire and help share Safer Schools NI with your school community! Whether you are tech savvy or a tech novice, the steps provided will help build confidence as you harness and launch this digital toolkit to your school community. These tools will assist you and your school as you continue to shape a safeguarding first culture and there is nobody better placed to decide the journey your school takes with Safer Schools NI, thank you!

The following launch guidelines are simply that: a guide. Use our checklists as inspiration and get creative with it! Why not make your own?

If you have any questions, please get in touch with us, we are here to help.

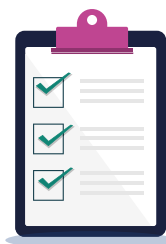
### Contact Details

028 9600 5777  
 saferschoolsni@ineqe.com  
 saferschoolsni.co.uk  
 @SaferSchoolsNI

Lets get started!



# Steps to Launch



“ Education is the foundation of empowerment that will help to keep your entire school community safer online ”

- Colin Stitt, Head of Service & Safer Schools

## Step 1/ Launch Prep

Create your checklist. Check out ours below for some inspiration!



### Choose Your Safer Schools NI Champion

It is important to determine who will be responsible for championing Safer Schools NI within your school community, they will be our main point of contact. This could be your Designated Teacher, a senior member of staff or any other member of staff involved in a pastoral role. Every ship needs a captain, and every NI Safer School needs a champion!

**Top Tip:** Need help with this? Check out the FAQs on Page 12.



### Register Your School

It's important to register your school to gain access to your school's customised version of the App. To do this, simply visit our website to create your School's Account [saferschoolsni.co.uk/register-your-school](https://saferschoolsni.co.uk/register-your-school)



### Build Your Launch Team!

In our experience, your launch will be stronger and more effective with a little help from your fellow staff members. This can be anyone from your Senior Leadership Team, Pastoral Care Team, or your IT co-ordinator.

**If you want to launch fast, launch alone. If you want to launch well, launch together.**



### The Safer Schools NI Portal

Login to your user-friendly management Portal to discover how you can get the most out of your Safer Schools NI App. Read our Tutorials & Tips to learn how you can communicate with your school through the Portal, monitor digital tests and customise your App. You will be able to send messages directly to the devices of users using push notification technology and upload and share surveys. Our support articles will provide you with a step-by-step guide to help you get the most out of these features. You can find these on our support centre: <https://support.ineqe.com/safer-schools-ni>.

**Top Tip:** Familiarise yourself with the Portal by attending one of our user development webinars. Book your free online seat here: [saferschoolsni.co.uk/support-webinars/](https://saferschoolsni.co.uk/support-webinars/)



### Support Materials

To support you on each step of your launch journey we have created a range of promotional resources, including template letters and/or emails, presentations and introductory videos for each role. Please visit our website where you can download, adapt and make these support materials your own.

(<https://saferschoolsni.co.uk/launch-your-app/>)



## Step 2/ Governors and/or Senior Leadership

Create your checklist. Check out ours below for some inspiration!

### Introduce Safer Schools NI

Talk to your governors and/or senior leadership about the benefits of your Safer Schools NI App, Resources and Training. You can use the Introductory Video on the Resources section of our website! (<https://saferschoolsni.co.uk/launch-your-app/>)

### Provide Access to the App

Provide them with their download and login instructions so that they can explore the App for themselves. We have created a template letter for you to download from the Resources section of our website.

**Top Tip:** You can also download the Safer Schools NI Introductory PowerPoint from the Resources section of our website and present it to your leadership team!

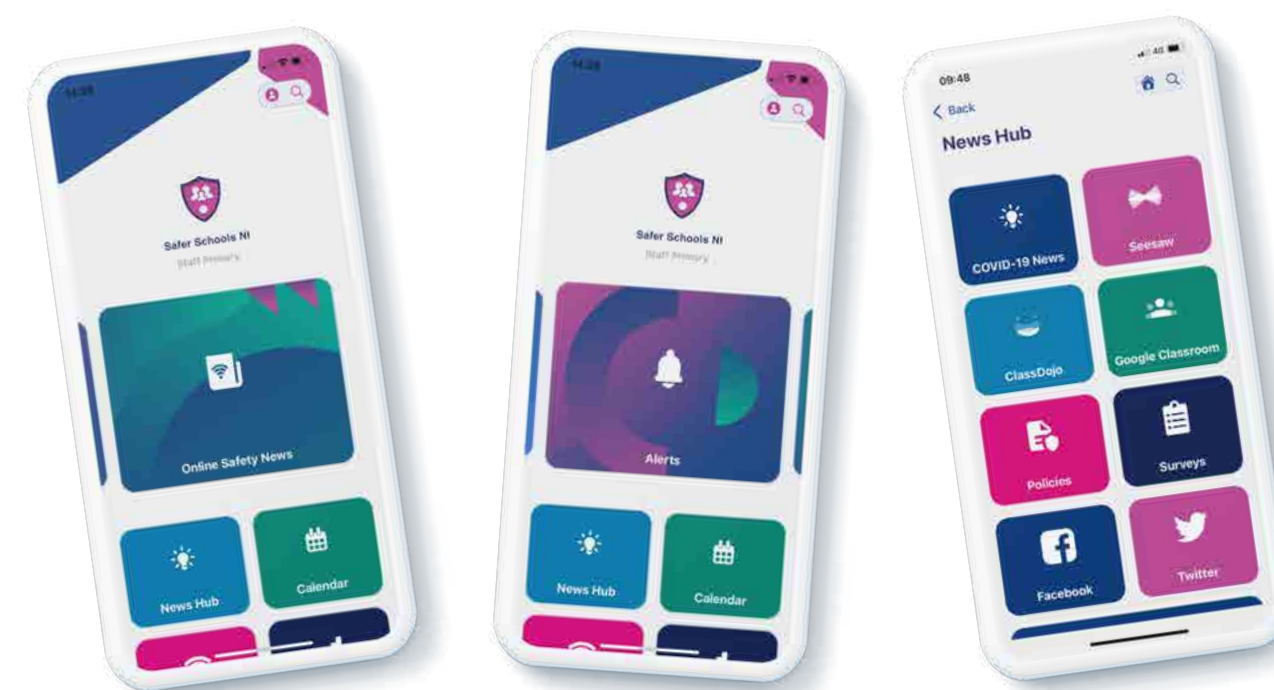
### Present Your Launch Timeline

Share your plans for launching Safer Schools NI with your Governors and/or Senior Leadership Team and ask for feedback.

### Encourage Engagement

Highlight the Digital Test section of the App to your Governors and/or Senior Leadership and ask them to share a fact that surprised them or something that they were unfamiliar with.

Completed your checklist? Let's move on to Step 3.



### Accessing iAcademy

Access your iAcademy account using your email address and password located in your welcome email. *(Please note, the first time you access iAcademy you will need to update your password)*

If you would like to add users to participate in iAcademy courses (e.g., Staff, Post-Primary Pupils) visit the Portal, select the iAcademy tab on the left-hand side menu bar and follow the instructions. Need help? Visit our support centre or get in touch!

### Launch Plan and Timeline

Use our template located at the back to create and organise your launch plan for your school community. Agree and schedule your key dates with your launch and senior leadership team.

Completed your checklist? Let's move on to Step 2.



## Step 3/ Staff

Create your checklist. Check out ours below for some inspiration!

### Introduce Safer Schools NI

Showcase the benefits of Safer Schools NI to your staff and explain how it will assist them in keeping the children and young people in their care safe online. You can use the Introductory Video & PowerPoint on the Resources page of our website. ([saferschoolsni.co.uk/launch-your-app/](https://saferschoolsni.co.uk/launch-your-app/))

### Provide Access to the App

Provide staff with their download and login instructions so they can explore the App for themselves! We have created a letter and /or email template for you to download and customise from the Resources section of our website.

### Review Content

Encourage your staff to explore the App and navigate through the content! You want them to feel confident doing this so they can show parents and pupils if asked.

**Top Tip:** Remember that your Staff have access to our Teach Hub, a library of online safety resources, with lesson plans, PowerPoints, worksheets, and crib notes on topics such as influencers, fake news, trusted adults and more. The Teach Hub can be accessed through this URL (<https://saferschoolsni.co.uk/teach-hub/>). Make sure to share your License Key!

### CPD Certified Professional Development

Ask all staff to read through the Safeguarding Level One Course in the App, complete their Digital Test and receive their CPD Certificate.

**Top Tip:** All the Professional Development Courses are also available for your staff to access and complete in the App and on their desktop / laptop computer, using the [Safer Schools iAcademy!](https://saferschoolsni.co.uk/teach-hub/)

### Engage

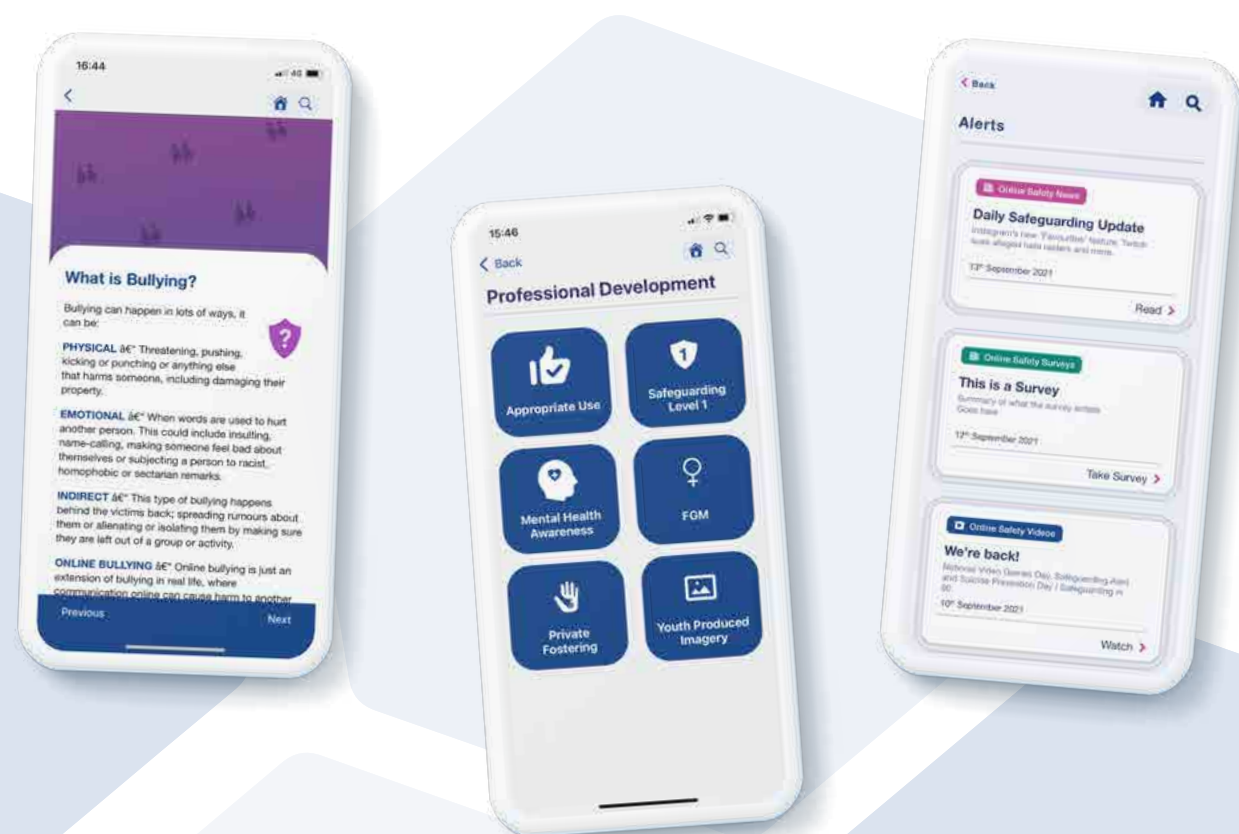
Follow up with your staff via email or upload a survey from your Safer Schools NI Portal straight to staff users in the App. Share your plan for launching the App with Parents and Carers with staff members. Why not share the launch date as a push notification?

**Top Tip:** To discover how to upload and send a survey to your App, visit our Support Centre: <https://support.ineqe.com/safer-schools-ni>.

### Contact Us

If you have any questions or need support, please contact us! Let us know your plans for Launch so we can celebrate with you.

Completed your checklist? Let's move on to Step 4.

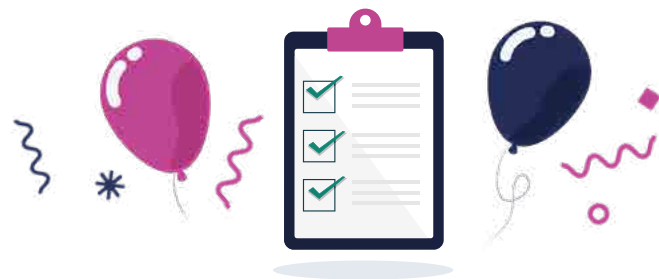




## Step 4/ Parents and Carers

Create your checklist. Check out ours below for some inspiration!

**Top Tip:** Congratulations - you are making great progress! Completing your first 3 steps will ensure that this next step goes smoothly and your school staff will be able to answer any questions that your parents or carers might have!



### Write Home

Send a letter or email home to parents informing them of the exciting news that your school is launching Safer Schools NI, an App aimed at helping to keep their children and young people safer online. Make sure to include the download and login instructions for the App. You can access the letter and/or email template from the Resources section of our website. (<https://saferschoolsni.co.uk/launch-your-app/>)

**Top Tip:** You could also present our Safer Schools NI Introductory Presentation to parents and carers. Why not make it part of a parents evening?



### Home Learning Hub

Your parents and carers also have access to our Home Learning Hub. This is a library of resources, adapted for use at home, that can be used to teach online safety and digital resilience. (<https://saferschoolsni.co.uk/home-learning-hub/>)

**Top Tip:** Share the Home Learning Hub resource with your parents and carers through a push notification to their App, add a section on your school website or post on your school's social media. Or why not all three?

### Share the News

Share the News of your Launch on your social media/school website/school newsletter to encourage your parents and carers to download the app. On the Resources section of our website, you can access different social media graphics for promoting your App. (<https://saferschoolsni.co.uk/launch-your-app/>)

### Share your Plans

Communicate to the parents and carers your plans to launch Safer Schools NI to your school pupils. Check out our guidance on The Dual Approach on the next page.

Completed your checklist? Let's move on to Stage 5.



## Step 5/ Pupils

Create your checklist. Check out ours below for some inspiration!

**Top Tip:** To engage all your school pupils with Safer Schools NI, consider putting together a group of pupils (e.g., prefects, student council, iSafety club/council) to act as your Safer Schools NI Champions.

### Route 1 – The Dual Approach

Don't forget that your pathway to completing your Safer Schools NI Launch is a flexible one! You can launch to the school's parents and carers and pupils together. This is empowering for both groups as they work collaboratively to engage with your App.

#### Write Home

Send two letters or emails home to parents and pupils communicating the benefits of the App in helping to keep them safe online. You can access the letter and/or email templates from the Resources section of our website.

(<https://saferschoolsni.co.uk/launch-your-app/>)

**Tip:** If you are launching Safer Schools NI through this route, remember to include the pupil's App entry codes in the letters/ emails you send home.

#### Set Homework

Set collaborative homework for the pupils to do with their parents and carers. You can find a list of ideas on the Resources section of our website! These ideas include Quick Quizzes, Digital Tests, Fact-Finding challenges, and learning activities/worksheets from the Home Learning Hub.

### Route 2 – The Pupil Exclusive Approach

#### Time to Present

Launch the App through a presentation in School Assembly/Class. You can use our Introductory Video and the presentation you will find on the Resources section of our website. (<https://saferschoolsni.co.uk/launch-your-app/>)

#### Write Home

Send a letter or email home using the templates provided by us to share pupils' entry codes with them and their parents and carers. Consider giving this out in School Assembly or Form Class.

#### Test their knowledge

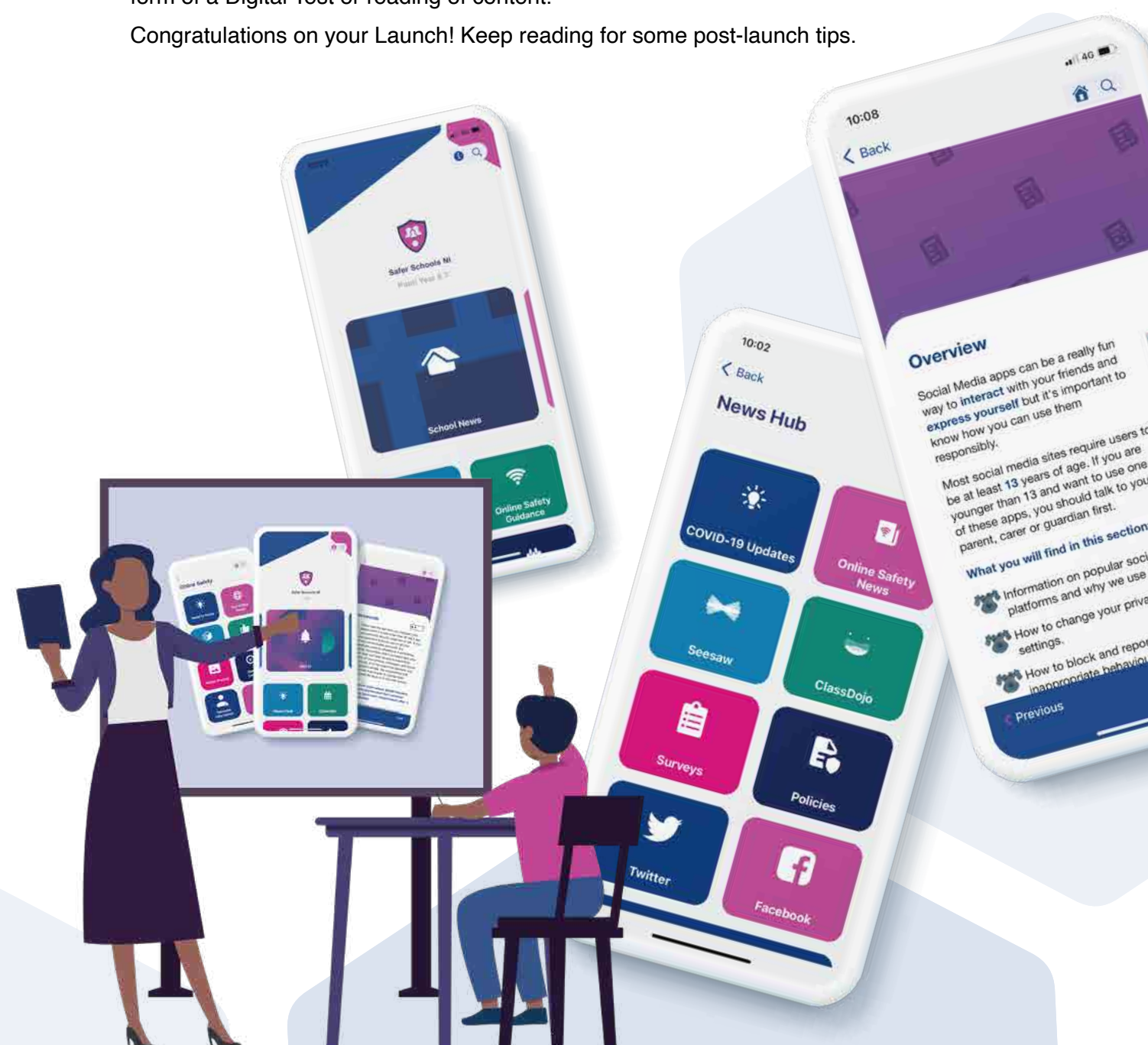
Use the Quizzes within the App during ICT Class or Assembly. Then, ask pupils to take the corresponding Digital Test in the App. Present certificates and celebrate engagement.

**Top Tip:** For pupils in post-primary years 10-14, use our Healthy Online Relationships course on your Safer Schools iAcademy for effective and interactive learning.

#### Homework

Encourage staff to set homework, following on from an online safety lesson, in the form of a Digital Test or reading of content.

Congratulations on your Launch! Keep reading for some post-launch tips.





## Step 6/ Post Launch

### 1. Celebrate

Share and celebrate your school's achievements! Some ideas include:

- Award Digital Test certificates during an assembly
- Share on your school's social media, website, and newsletters
- Gather feedback from your school community on how your Safer Schools NI App has helped them be safer online
- Hold a competition! Encourage pupils, either individually or in a group, to write an article on what they have learnt and publish the winner's article in the school newsletter. Or, you can ask pupils to design an image that best describes your school and put the winner's design as the header image in your App!

### 2. Keep Engaged

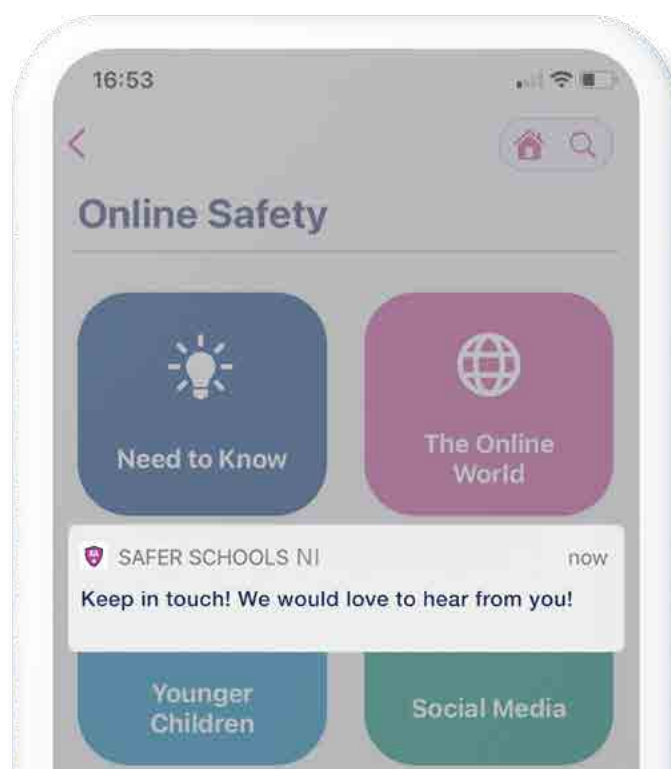
Keep using and signposting to your App. We have a dedicated team who keep it updated regularly. If there are any updates or developments, you will be the first to know!

### 3. Something Missing?

If there's information or advice you would like to see in your App, please get in touch and let us know!

### 4. Say Hello

We would love to hear how your Safer Schools NI Launch went, any feedback that you have, or if there is any way we can support your school community further.



**“ Launching well happens by building momentum, creating intentional points of engagement for everyone in your school community to learn how to be safer in a Digital World. ”**

- Colin Stitt, Head of Service & Safer Schools



# FAQs

## Who would be our Safer Schools NI Account Contact?

Your Account Contact is the person who we communicate with, they are the main point of contact between your school and the Safer Schools support service. From our experience, the person in your school with safeguarding responsibilities, e.g., your Designated Teacher for Child Protection, is a good point of contact.

## What does a Safer Schools NI Account Contact do?

Send a letter or email home using the templates provided by us to share pupils' entry codes with them and their parents and carers. Consider giving this out in School Assembly or Form Class.

## I can't access the Safer Schools NI Portal?

Check with your Safer Schools NI Account Contact that you have permission to access the Portal. If you are the Account Contact, please get in touch with us on the details below or visit our Support Centre. ([support.ineqe.com/safer-schools-ni](https://support.ineqe.com/safer-schools-ni))

## Where can I find the entry codes for pupils?

You can find these entry codes in the 'Codes' section of the Safer Schools NI Portal. ([portal.safer-schoolsni.co.uk](https://portal.safer-schoolsni.co.uk))

## 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 Safer Schools NI App to have their push notifications turned on. To find out how to do this, visit our support centre. ([support.ineqe.com/safer-schools-ni](https://support.ineqe.com/safer-schools-ni))






## Why should I send Push Notifications?

Push Notifications will help you get information to your school community effectively – it will go straight to their device! If you are worried about a social media platform, signpost your parents to information and tips in your App! If you want to engage with your staff about completion of CPD Certifications, make them aware of updated school news or signpost your pupils to support, you can with a push notification! To find out what makes a good Push Notification, visit our Support Centre.



## What support can the Safer Schools support service offer?

We want to support every school in Northern Ireland to launch successfully in their school community!

-  **Phone** – We can talk and walk you through the launch plan over the phone.
-  **Webinars** – Attend one of our live or on-demand webinars. Register for your online seat on our website. ([link](#))
-  **Email** – We can answer any questions about launching through email! Get in touch with [saferschoolni@ineqe.com](mailto:saferschoolni@ineqe.com).
-  **Resources** – We have several resources dedicated to supporting you launch the App in your school. These are all available on our website ([safer-schoolsni.co.uk/launch-your-app/](https://safer-schoolsni.co.uk/launch-your-app/)).
-  **Meet Me** – You can schedule a phone call or video call with a member of the Safer Schools support service at a time that suits you. Meet Me is available on any team member's email signature.



## Who are INEQE Safeguarding Group?

INEQE Safeguarding Group is the largest independent company of its kind in the UK and Ireland. Led by Jim Gamble QPM, the founding CEO of the UK Child Exploitation and Online Protection (CEOP) Centre, our management and staff have an unrivalled reputation for delivering comprehensive safeguarding reviews, training and cutting-edge products and services.

Our specialist teams monitor safeguarding news and alerts in real time. They gather feedback from Safer Schools NI's partners on the issues they face and capture the lessons emerging from local, national and international reviews of safeguarding practice.

“ When it comes to safeguarding children, we know that standing still is falling behind and staying in place means being complacent. That's why we always strive take the lead in safeguarding education. ”

- Jim Gamble, CEO Ineqe Safeguarding Group

# Template Checklist

**School Name:**

**School Launch Dates:**

**Safer Schools NI Account Contact:**

**Date I contacted Safer Schools NI:**

**Conversations I need to have:**

**Things I need to plan:**

**Questions I need to ask:**

**Other Notes:**

### Your Checklist:





### For more information...



Call us: 028 9600 5777



Chat to us: [saferschoolsni.co.uk](https://saferschoolsni.co.uk)



Email us: [saferschoolsni@ineqe.com](mailto:saferschoolsni@ineqe.com)