**Appendix 14 - Online Safety Mark Re-assessment details and forms**

Schools that have been awarded the Online Safety Mark are given the award for a period of three years. At the end of that three year period the school immediately loses the right to hold the award or use the logo etc. Toward the end of the three year period the school is invited to make an application for the Online Safety Mark for a further three year period. Your school is now in this situation and I would like to describe below the options available to you:

**Your award ends on the third anniversary**. If you choose not to make a further application for the Online Safety Mark, the school’s status will lapse (on the 3 year anniversary of the award) and you will not be allowed to use the Online Safety Mark logo, nor refer to the Award in any school publicity materials / headed paper. This also applies if you choose to apply for a desktop assessment (see below) in the 6 months grace period after the expiry (you are no longer an OSM school in the period between expiry and the desktop renewal).

**Full re-assessment**. You can make an application for an Assessor visit and the process will effectively be the same as for your first assessment. The school would need to update their review on 360, providing full commentary of the school’s current provision for each aspect and also showing how this has developed / been improved since you’re their assessment. Please note that your review will be compared to that of three years ago and there is an expectation that the new review reflects the changes since the last assessment and demonstrates ongoing self review by the school. The Assessor would make a half day visit – similar to that of the original assessment – though there could be provision for the school to ask for a particular focus for part of the visit. The charges would be the normal charges for Online Safety Mark assessments (listed below).

**A desktop assessment** with lower charges, but without the benefit to the school of an Assessor visit. The school will need to update their review on 360, providing full commentary of the school’s current provision for each aspect and also showing how this has developed / been improved since you’re their assessment. In addition the school will need to complete an additional, more detailed application form and will be required to submit evidence that confirms that they still meet the required benchmarks. This will include copies of their Online Safety Policies and evidence of staff & Governor training, online safety curriculum and the involvement of pupils / students. Please note that your review will be compared to that of three years ago and there is an expectation that the new review reflects the changes since the last assessment, the developments listed in the application form and demonstrates ongoing self review by the school. There will be a charge of £250 (+VAT) for this desktop assessment. Schools will only be allowed to apply for re-assessment by desktop assessment for up to 6 months after the expiry of their previous award – after that date they would need to apply for a full re-assessment. Schools may only apply for a desktop assessment once after an assessed visit (ie their second , fourth awards but not their third, fifth awards etc.

**Please note that Online Safety Mark schools can only apply once for a desktop assessment following their assessed visit. Their applications would then be:**

* **Initial Award (Year 1) – full assessment**
* **Second Award (Year 4) – full assessment or desktop assessment**
* **Third Award (Year 7) – cannot be a desktop assessment, unless their second award was by a full assessment)**

Schools should be aware that 360 tool is updated every few years , with aspect level descriptions in some cases being very different, and should therefore be careful in ensuring that they still meet the benchmark levels.

The Online Safety Mark will be awarded on the basis of the school showing that they meet the required benchmarks for each aspect. However, there is an expectation that in the three year period the school will have further developed its provision and that the review reflects the ongoing high quality self review in the school. I would hope that the Assessor would be able to describe in their report how the school has improved and embedded its online safety provision and practice, while addressing areas for development listed in the original Assessor’s report. Schools achieving the award for the second time ought to be able to show greater maturity of provision.

Successful schools will receive a certificate and a new wall plaque and the right to use the Online Safety Mark logo on their website / publicity materials for a three year period.

Charges for the Assessed visit will be:

|  |  |  |
| --- | --- | --- |
| **Category of school** | **Size of school** | **Fee**  |
| SWGfL maintained schools  | Less than 500 on roll | £650 (+VAT) |
| 500 or more on roll | £850 (+VAT) |
| Maintained schools not in SWGfL  | Less than 500 on roll | £800 (+VAT) |
| 500 or more on roll | £1,000 (+VAT) |
| All Independent Schools |  | £1,000 (+VAT) |

I have attached the two application forms – one for a desktop assessment, one for an assessed visit.

If you would like further information or clarification please do not hesitate to contact me.

I hope that you will make an application for a re-assessment for the Online Safety Mark.

Ron Richards

E-Safety Consultant

South West Grid for Learning

Ron.Richards@swgfl.org.uk

Tel 0797 685 0618

**Application for an Online Safety Mark Re-assessment (by Desktop Assessment)**

|  |  |
| --- | --- |
| Name of School |  |
| Address |  |
| Postcode |  |
| Name of Headteacher |  |
| Headteacher’s email address |  |
| Type / category of school |  |
| Local Authority (if applicable) |  |
| Number on roll |  |
| Contact person – name |  |
| Contact person – email address |  |
| Contact person – telephone no. |  |
| To whom should the invoice for the Assessment fee (£250 + VAT) be sent? (**please provide name, postal address, email address and telephone number, if different to those above)** |  |
| School Order number for fee (if known) |  |
| Has the school reached the Online Safety Mark Benchmark in all aspects of the 360 degree safe Self Review Tool? | Yes / No (If not, please explain why) |

Please note that Online Safety Mark schools can only apply once for a desktop assessment following their assessed visit. Their applications would then be:

* Initial Award (Year 1) – full assessment
* Second Award (Year 4) – full assessment or desktop assessment
* Third Award (Year 7) – cannot be a desktop assessment, unless their second award was by a full assessment)

Schools can only apply for a desktop assessment within 6 months of the expiry of their award. After that six months has elapsed the school must apply for a full assessment.

Desktop assessment

* The school must update its review in the 360 degree safe self review tool. Please note that your review will be compared to that of three years ago and there is an expectation that the new review reflects the changes that you have listed below and demonstrates ongoing high quality self review by the school.
* In that review, the school must provide a detailed commentary for each aspect which describes its current provision for that aspect. In this commentary, the school should indicate how their provision has developed since their first assessment.
* The additional sections of this application form (below) must be completed
* The school must submit additional evidence to accompany this application to include:
	+ The school Online Safety Policy and Acceptable Use Agreements
	+ Details of regularly updated online safety training for staff and Governors (this might be agenda and presentations used)
	+ Details of online safety and digital literacy education programmes (this should include an overall scheme of learning – showing how and where these programmes are delivered)
	+ Evidence of how young people have been involved in the development of policy and in the delivery of online safety programmes.

Application form – (all sections must all be completed)

|  |  |
| --- | --- |
| How has the school developed its online safety policy and provision since the original Assessor visit? |  |
| If the same Assessor was visiting the school today, what do you think would be the main differences (in terms of online safety) that he / she would notice compared to the time of the original visit? |  |
| How have you ensured that responsibilities for the leadership of online safety are shared / distributed / coordinated? What role does your Online Safety Group have in this? What role do the Governors play? |  |
| Explain how you have ensured that all staff have received online safety training that is relevant and is regularly updated. How do you know that this training meets staff / school needs? |  |
| Explain how you have ensured that Governors have received online safety training that is relevant and is regularly updated. Is this provided for / taken up by some or all Governors? |  |
| How do you provide online safety education / digital literacy programmes for your pupils / students? Describe how this is mapped and monitored. How do you ensure that it is embedded in all curriculum areas, as relevant. In what ways are the education programmes progressive? How do you ensure that they are regularly updated? What resources are used? How is the quality of this provision evaluated?  |  |
| How do young people contribute to the development of online safety policy and the delivery of online safety education? How does peer learning and support contribute to keeping young people safe in a digital environment? |  |
| Of all the provision that you have outlined above and in your review, what would the school be most proud of? This might be something that is innovative or just very good practice.  |  |

Evaluations from Online Safety Mark schools confirm that the quality assurance processes are very strong. We need to ensure that these high levels of quality assurance continue, even if there is no Assessor visit. Schools are therefore expected to provide a high standard of detail and evidence as part of this submission and desktop assessment.

Either: (Please delete or highlight as relevant)

* I have attached electronic documents to my emailed submission to cover:
	+ The school Online Safety Policy and Acceptable Use Agreements
	+ Details of regularly updated online safety training for staff and Governors (this might be agenda and presentations used)
	+ Details of online safety and digital literacy education programmes (this should include an overall scheme of learning – showing how and where these programmes are delivered)
	+ Evidence of how young people have been involved in the development of policy and in the delivery of online safety programmes.

Or:

* The above documents can be accessed at this web link: (please ensure that this is either publicly available or that a password is provided if this is in a protected area)

Permissions:

* I give permission for SWGfL and the Online Safety Mark Assessor to review the school’s 360 degree safe Self Review Tool. Should the school be successful in its submission, I give permission for SWGfL to include the school within its publicity materials and list of successful schools.
* I agree to pay SWGfL the required fee (£250 +VAT) for the Assessment.

Successful schools receive a certificate and an individually printed wall plaque and the right to use the Online Safety Mark logo for a period of three years.

Name ....................................................................... Date ................................................

On completion, this form should be emailed to 360safe@swgfl.org.uk

For further information / clarification please contact Ron Richards, Lead Assessor – Ron.Richards@swgfl.org.uk

**Application for an Online Safety Mark Re-assessment (by Assessor visit)**

**Schools may choose to use this form – though it is preferable to use the online form in the 360 tool**

|  |  |
| --- | --- |
| Name of School |  |
| Address |  |
| Postcode |  |
| Name of Headteacher |  |
| Headteacher’s email address |  |
| Type / category of school |  |
| Local Authority (if applicable) |  |
| Number on roll |  |
| Contact person – name |  |
| Contact person – email address |  |
| Contact person – telephone no. |  |
| To whom should the invoice for the Assessment fee (£250 + VAT) be sent? (**please provide name, postal address, email address and telephone number, if different to those above)** |  |
| School Order number for fee (if known) |  |
| Earliest date at which school could receive a re-assessment visit |  |
| Has the school received online safety consultancy / support? If so, please provide name of Adviser / Consultant.  | Yes / NoName of Consultant / Adviser  |
| Has the school reached the Online Safety Mark Benchmark in all aspects of the 360 degree safe Self Review Tool? | Yes / No (If not, please explain why) |
| Please provide any additional information that you believe may be helpful to SWGfL in the allocation of an Assessor (or any other information you wish to provide) |  |

The school must update its review in the 360 degree safe self review tool. Please note that your review will be compared to that of three years ago and there is an expectation that the new review reflects the changes since the last assessment and demonstrates ongoing self review by the school. It is essential that the school provides a detailed commentary for each aspect in the 360 tool which describe its provision for that aspect - without these it is difficult for an Assessor to predict whether the school is likely, or not, to meet the required benchmarks

* I give permission for SWGfL and the Online Safety Mark Assessor to review the school’s 360 degree safe Self Review Tool.
* Should the school be successful in its submission, I give permission for SWGfL to include the school within its publicity materials and list of successful schools.
* I agree to pay SWGfL the required fee for the Assessment. The fees are listed below:

|  |  |  |
| --- | --- | --- |
| **Category of school** | **Size of school** | **Fee** |
| SWGfL maintained schools (or schools in LAs holding a 360 degree safe local licence) | Less than 500 on roll | £650 (+VAT) |
| 500 or more on roll | £850 (+VAT) |
| Maintained schools not in SWGfL or in LAs holding 360 local licence  | Less than 500 on roll | £800 (+VAT) |
| 500 or more on roll | £1,000 (+VAT) |
| All Independent Schools |  | £1,000 (+VAT) |

Successful schools receive a certificate and an individually printed wall plaque and the right to use the Online Safety Mark logo for a period of three years.

Name ....................................................................... Date …………………………………………

On completion, this form should be emailed to 360safe@swgfl.org.uk

For further information / clarification please contact Ron Richards – Ron.Richards@swgfl.org.uk