

Online Safety Hub Start of Year Maintenance Checklist



School/District			
Name		Date	

*Mark the action as "Not Applicable" (N/A) if a checklist item doesn't apply

#	Action	Description	Done*	Notes
1	Make an Online Safety Hub Communication Plan.	<p>Create a plan to provide regular updates and guidance to your staff and guardian community about your Online Safety Hub and digital wellbeing initiatives. Consider:</p> <ul style="list-style-type: none"> Explaining how the Hub fits into your school's digital wellbeing strategy. Engaging with staff and parents who can champion the Hub to their peers and the community at your school. Identifying relevant content to include in your response to safety and wellbeing incidents. How to communicate ongoing content updates to your staff and parent community. Use the Online Safety Hub guidance resources provided by your region's Success team. 		
2	Check the Online Safety Hub link	Embed your Hub link in your school's website, parent portal, and school Intranet to ensure parents and staff can find it easily. Ensure all links are working if your school has been using the Hub for some time.		
3	Prepare School	Include links and information about your school's Hub in your		

Online Safety Hub Start of Year Maintenance Checklist

	Introductory Family Welcome packs	School Introductory Family Welcome packs.		
	Send reminder communications to parents	Many children start the year with new devices, making it an ideal time to remind parents to check the Hub for guides on teaching their children how to use devices responsibly.		
	Plan for Staff Personal Development and Training	Promote the Hub's "For School Staff" section to teaching and pastoral staff so they can use the content to support Cyber Safety and Digital Wellbeing. For example, assessing and responding to online bullying, as well as running tech safety checks.		