

School/District: _____ Date: _____

Name: _____

#	Action	Description	Done	Not Required	Notes
1	Plan Online Safety Hub Communication Strategy	<p>Create a plan that will help you provide regular updates and guidance to your staff and parent community about your Online Safety Hub and your digital wellbeing initiatives. You should 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 Hub articles and other content you can include in your response to safety and wellbeing incidents. • How you will communicate ongoing content updates to your staff. • How you will communicate ongoing content updates to your parent community. 	<input type="checkbox"/>	<input type="checkbox"/>	

#	Action	Description	Done	Not Required	Notes
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.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Prepare School Introductory Family Welcome packs	Include links and information about your school's Hub in your School Introductory Family Welcome packs.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Send reminder communications to parents	Shortly before the school ends, send reminder communications to your parent community that the Hub is available, and that they can use the content over the term break. Many children will start the school year with new devices, and this is a good time for parents to introduce tech agreements with their children, learn how to evaluate appropriate use based on a child's age, or understand the potential risks of the latest trending apps and games.	<input type="checkbox"/>	<input type="checkbox"/>	

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6	Plan for Staff Personal Development and Training	Promote the “for School Staff” section within the Hub to Teaching and Pastoral Care staff in order for them to leverage included content to engage with students around Cyber Safety and Digital Wellbeing. For example, staff can make use of Online Safety Communications templates and images in class, leverage the online bullying assessment, understand how to respond to online incidents and conduct tech safety assessments etc.	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Notes