

**Guidance for ITT / ECT mentors:
using the UKCIS Online Safety Audit Tool**

This document is intended to help mentors of trainee teachers (ITT) and early careers teachers (ECTs) as they induct mentees and provide ongoing support, development and monitoring.

Please issue your mentee with the UK Council for Internet Safety (UKCIS) document 'Online Safety Audit for Trainee and Early Career Teachers' which is a detailed document for them to complete and retain as a reference document. It will offer opportunities for research as well as reflective questions to accompany their development as teachers.

You will need to familiarise yourself with this document to understand the process and anticipate their needs and questions. Whilst the document is for the mentee to complete, they will need to discuss with you and others, so please ensure you are aware of the information mentees are seeking and colleagues are also briefed and ready to offer support.

To minimise your admin as a mentor, we recommend that you regularly ask to see progress on the audit document and initial/comment on the document (whether online or paper).

However, it may also be useful to plan how you will address these themes as part of your mentoring sessions using the table overleaf (spaces have been left for you to add new areas). You could ask your mentee to prepare by looking for a resource on each topic before you meet and to present their ideas to you.

Theme	When do I plan to discuss this issue (week or session)?	Notes / further development needs / actions / complete	Further actions complete / notes
Online safety = online safeguarding			
Dealing with online safety concerns & when things go wrong			
Online safety policy (c.f. the safeguarding policy)			
Online acceptable use agreements / policies			
Reporting & whistleblowing			
Safe use of online resources			
Appropriate systems to use (e.g. school G Suite / Office 365 but not personal versions, only official school social media accounts & where appropriate to do so, etc.)			
Online safety education – within the curriculum and informal/unplanned learning opportunities			
Professional reputation and online reputation (both separate and inextricable)			

Theme	When do I plan to discuss this issue (week or session)?	Notes / further development needs / actions / complete	Further actions complete / notes
Professional boundaries online			
Prohibition case studies (useful for highlighting many of these issues)			
Privacy settings and what is appropriate online			
Appropriate systems to use			
Online dating			
Data protection			
Device / network usage			
Photography and video			
Work-life balance			
Supporting parents (as they support their children)			
Managing parents (expectations, abuse, etc)			
...add your own points here...			

FURTHER RESOURCES

The following organisations provide support, guidance and training to teaching professionals that will help you develop your understanding of online safety issues:

[UK Council for Internet Safety](#)

[NCA CEOP](#)

[Childnet](#)

[UK Safer Internet Centre](#)

[LGfL](#)

[Parent Zone](#)

[NSPCC](#)

[The Education People](#) (formerly Kent CC)

This document has been developed by the UKCIS Education Working Group, which is made up of the following organisations:

