

APP

ASSESS • PREDICT • PREVENT - COMPACT SCHOOL USER GUIDE

Quick-reference visual manual for DSLs, safeguarding leads, teachers and authorised staff

37 visual steps • reduced screenshots • instructions alongside each screen

Online Safety 4 Schools - www.onlinesafety4schools.co.uk APP <https://app.onlinesafety4schools.co.uk/>

APP AT A GLANCE

This compact guide follows the APP platform journey shown in the supplied screen captures: accessing the platform, selecting a licence, creating assessment links, reviewing completed assessments, considering risk information, using intervention plans and resources, reviewing parent and staff outputs, and generating reports and data exports.

ASSESS	PREDICT	PREVENT	INTERVENE	REVIEW
1. Accessing APP & Sign-In	2. Licensing & School Dashboard		3. Creating Student Assessments	
4. Reviewing Student Results	5. Intervention & Teacher Support		6. Parent Assessment & Reporting	
7. Staff Safeguarding Assessment	8. Data, PDF & School Reports		9. Resources Library	

Important: APP should be used as part of the school's wider safeguarding and online-safety arrangements. Assessment information should support professional safeguarding judgement, not replace it.

[Schools Can Now Use this Platform to](#)

ASSESS all Students Social Internet Usage, (CONNECTIVITY – ACCESS - KNOWLEDE – USAGE)

PREDICT the possible risk and dangers they are facing or experiencing

PREVENT Dangers from DIGITAL ADDICTION – AI/VR RELATED RISKS - ONLINE GROOMING – ONLINE HARM

• ACCESSING APP & SIGN-IN

1. Online Safety 4 Schools Website Link

<https://app.onlinesafety4schools.co.uk/>



WHAT TO DO

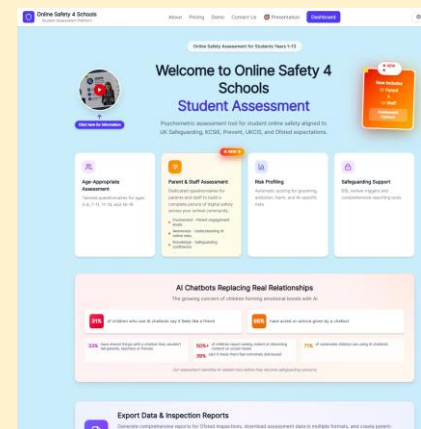
Select the APP platform route from the Online Safety 4 Schools website.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

1 • ACCESSING APP & SIGN-IN

2. APP Home Page



WHAT TO DO

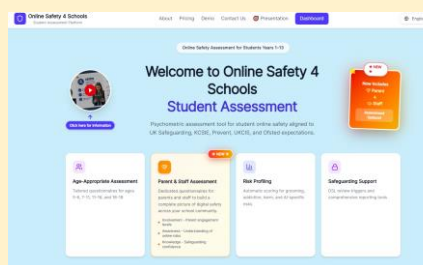
Use the APP home page to begin access to the platform.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

2 • LICENSING & SCHOOL DASHBOARD

3. Dashboard after Purchase



WHAT TO DO

After purchase, return to the dashboard to access functions included with the active licence.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

2 • LICENSING & SCHOOL DASHBOARD

4. Dashboard Choices 2



WHAT TO DO

Use the dashboard choices to move between assessment and reporting functions.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

2 • LICENSING & SCHOOL DASHBOARD

5. Dashboard

**WHAT TO DO**

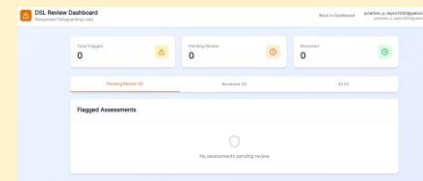
Use the dashboard as the main working area for the APP functions available to the school.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

2 • LICENSING & SCHOOL DASHBOARD

6. DSL Review Dashboard

**WHAT TO DO**

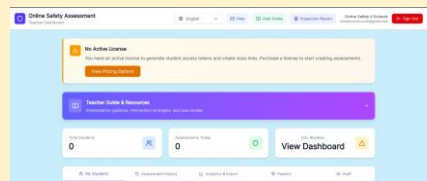
Use the DSL review dashboard to inspect assessment information from a safeguarding perspective.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

1 • ACCESSING APP & SIGN-IN

7. No Active License

**WHAT TO DO**

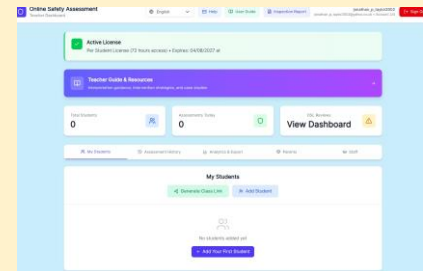
An account without an active licence is directed towards the available pricing options.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

1 • ACCESSING APP & SIGN-IN

8. Active License DB

**WHAT TO DO**

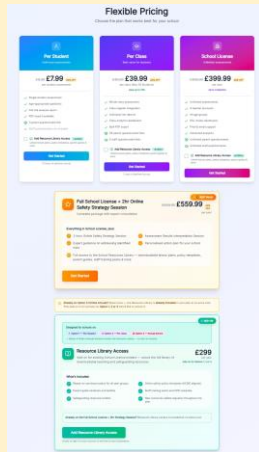
Use the active-licence area to confirm access and continue to the available platform functions.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

2 • LICENSING & SCHOOL DASHBOARD

9. Price Options

**WHAT TO DO**

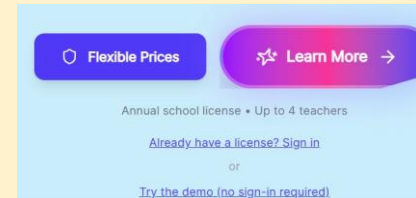
Review the available purchase/licensing routes and select the option appropriate for the school.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

1 • ACCESSING APP & SIGN-IN

10. Sign In + Prices

**WHAT TO DO**

If there is no active licence, use the pricing route to select an available licence.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

1 • ACCESSING APP & SIGN-IN

11. Sign In Box

Sign in

Continue with Google

OR

Email

#####line@gmail.com

Password

Sign in

Forgot password?

No account? Sign up

WHAT TO DO

Review the available sign-in options and choose the appropriate route.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

1 • ACCESSING APP & SIGN-IN

12. Sign In

**WHAT TO DO**

Enter the appropriate account details and continue.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

4 • REVIEWING STUDENT RESULTS

13. Assessment History (Students) Options

RISK LEVEL	SCORE	DSL REVIEW	ACTIONS
Minimal	9/72	—	View Results Parent Report Intervention Plan
Critical	41/60	⚠️	View Results Parent Report Intervention Plan

WHAT TO DO

Use the available options to open and inspect the relevant assessment information.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

4 • REVIEWING STUDENT RESULTS

14. Assessment History (Students)

STUDENT	YEAR GROUP	COMPLETED	RISK LEVEL	SCORE	DSL REVIEW	ACTIONS
ST 1001	Year 5	17/11/2025 10:00:00	Minimal	9/72	—	View Results Parent Report Intervention Plan
ST 1002	Year 11	17/11/2025 10:00:00	Critical	41/60	⚠️	View Results Parent Report Intervention Plan

WHAT TO DO

Review the assessment history for completed student assessments.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

4 • REVIEWING STUDENT RESULTS

15. Assessment Result

WHAT TO DO

Open the completed assessment to review the result and risk information displayed by APP.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

3 • CREATING STUDENT ASSESSMENTS

16. Generate Class Link

WHAT TO DO

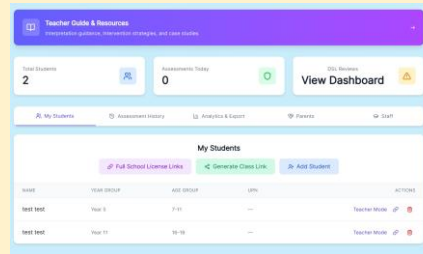
Generate a class assessment link where a group of students will access the assessment through a shared class route.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

3 • CREATING STUDENT ASSESSMENTS

17. My Students Assessment Page

**WHAT TO DO**

Use the student assessment area to view students and their assessment activity/results.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

6 • PARENT ASSESSMENT & REPORTING

18. Parent Questionnaire Link

**WHAT TO DO**

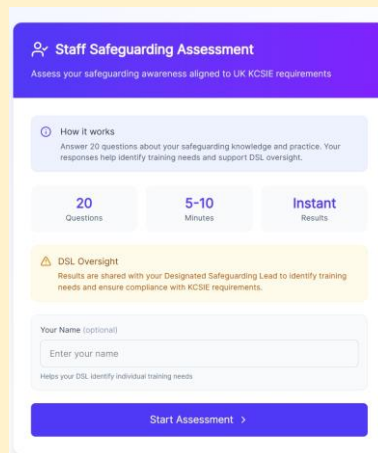
Generate the parent questionnaire link and distribute it to the appropriate parents/carers.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

7 • STAFF SAFEGUARDING ASSESSMENT

19. Staff Assessment

**WHAT TO DO**

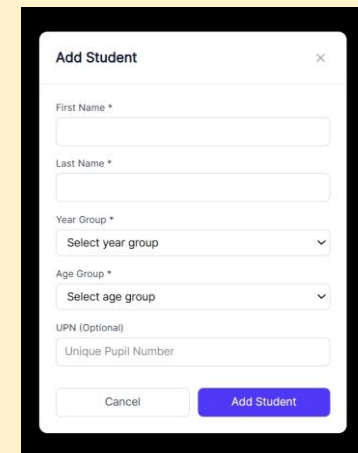
Access or generate the staff safeguarding assessment.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

3 • CREATING STUDENT ASSESSMENTS

20. Student Link

**WHAT TO DO**

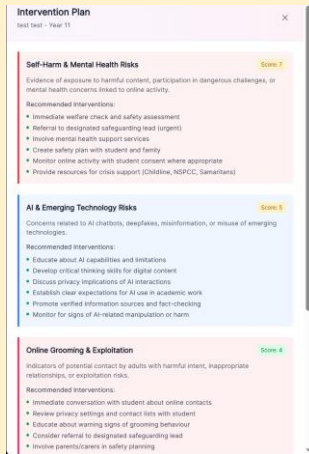
Generate a student assessment link and distribute it through the school's normal communication arrangements.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

5 • INTERVENTION & TEACHER SUPPORT

21. Intervention Plan +

**WHAT TO DO**

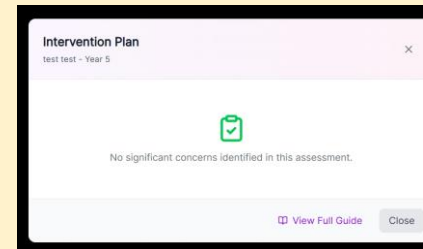
Use the additional intervention-plan options to support follow-up action.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

5 • INTERVENTION & TEACHER SUPPORT

22. Intervention Plan

**WHAT TO DO**

Review the intervention plan associated with the assessment outcome.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

6 • PARENT ASSESSMENT & REPORTING

23. Parent Guidance Based on Score

**WHAT TO DO**

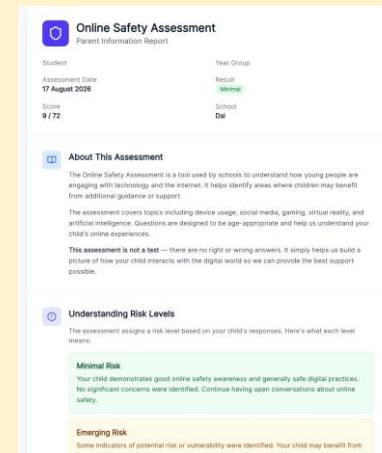
Review the guidance provided in relation to the parent assessment score.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

6 • PARENT ASSESSMENT & REPORTING

24. Parent Letter

**WHAT TO DO**

Use the parent letter/reporting function to communicate relevant results and guidance.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

6 • PARENT ASSESSMENT & REPORTING

25. Parent Questionnaire Responses



Parent Name	EMAIL	DATE	SCORE	CONCERN LEVEL	ACTIONS
Parent A	---	02/02/2025 10:00:00	14/20	Medium	
Sam T	---	01/02/2025 10:00:00	12/20	Low	

WHAT TO DO

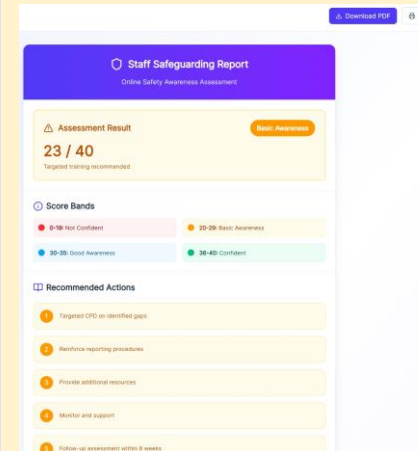
Review completed parent questionnaire responses.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

7 • STAFF SAFEGUARDING ASSESSMENT

26. Staff Assessment Report



Staff Safeguarding Report
Online Safety Awareness Assessment

Assessment Result
23 / 40
Targeted training recommended

Score Bands

- 0-19: Not Confident
- 20-29: Basic Awareness
- 30-39: Good Awareness
- 40-40: Confident

Recommended Actions

- Targeted CPD on identified gaps
- Reinforce reporting procedures
- Provide additional resources
- Monitor and support
- Follow-up assessment within 6 weeks

WHAT TO DO

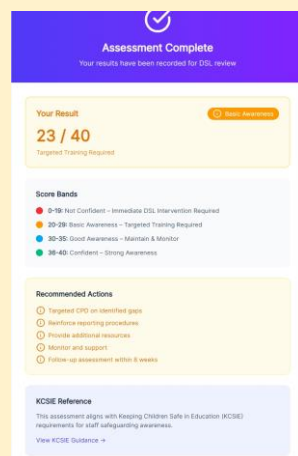
Open the staff safeguarding assessment report for review and record keeping.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

4 • REVIEWING STUDENT RESULTS

27. Staff Assessment Results and Plan



Assessment Complete
Your results have been recorded for DSL review

Your Result
23 / 40
Targeted Training Required

Score Bands

- 0-19: Not Confident - Immediate DSL Intervention Required
- 20-29: Basic Awareness - Targeted Training Required
- 30-39: Good Awareness - Maintain & Monitor
- 40-40: Confident - Strong Awareness

Recommended Actions

- Targeted CPD on identified gaps
- Reinforce reporting procedures
- Provide additional resources
- Monitor and support
- Follow-up assessment within 6 weeks

KCSIE Reference
This assessment aligns with Keeping Children Safe in Education (KCSIE) requirements for staff safeguarding awareness.
View KCSIE Guidance >

WHAT TO DO

Review staff assessment results and the associated plan.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

7 • STAFF SAFEGUARDING ASSESSMENT

28. Staff Safeguarding Assessment



Staff Safeguarding Assessment Responses
View responses from staff who completed the safeguarding awareness assessment

WHAT TO DO

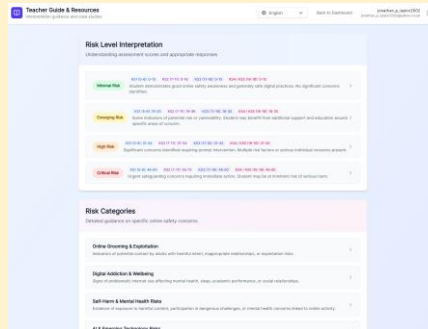
Review the options displayed on this screen and select the function required for the next stage of the APP workflow.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

5 • INTERVENTION & TEACHER SUPPORT

29. Teacher Guide + Resources

**WHAT TO DO**

Access teacher guidance and supporting resources for follow-up work.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

8 • DATA, PDF & SCHOOL REPORTS

30. EAD Q's + Pdf

**WHAT TO DO**

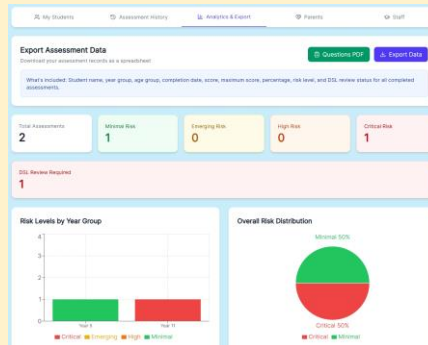
Access the assessment questions and PDF output route.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

8 • DATA, PDF & SCHOOL REPORTS

31. Export Assment Data

**WHAT TO DO**

Use the export function to obtain assessment data for authorised school use.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

8 • DATA, PDF & SCHOOL REPORTS

32. Inspection Report

The screenshot shows the 'Generate Inspection Report' form. It includes a title bar with a close button. The form has four input fields: 'School Name *', 'Designated Safeguarding Lead', 'DSL Contact Email', and 'Enter DSL email'. At the bottom, there are two buttons: 'Cancel' and 'Download PDF'.

WHAT TO DO

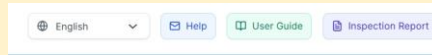
Generate the school inspection report from the available platform function.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

8 • DATA, PDF & SCHOOL REPORTS

33. Page Options

**WHAT TO DO**

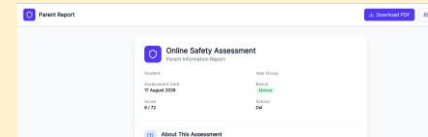
Use the available page/report options to select the required output.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

6 • PARENT ASSESSMENT & REPORTING

34. Parent Report

**WHAT TO DO**

Review the parent report/digital engagement information generated by APP.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

8 • DATA, PDF & SCHOOL REPORTS

35. Pdf Options

**WHAT TO DO**

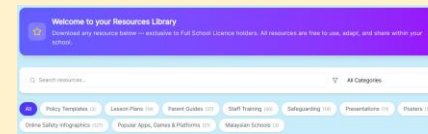
Select the appropriate PDF/report output option.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

9 • RESOURCES LIBRARY

36. Resources Library

**WHAT TO DO**

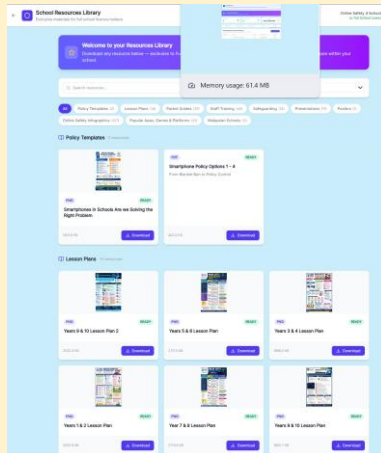
Open the resources library from the licensed platform.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

9 • RESOURCES LIBRARY

37. Resources



WHAT TO DO

Browse and use the available resources relevant to the school's online-safety needs.

SCHOOL ACTION

Complete the step shown above. Where assessment or safeguarding information is displayed, use and share it only through the school's authorised processes.

RECOMMENDED APP SCHOOL WORKFLOW

- | | |
|-------------------|---|
| 01 ACCESS | Open APP from Online Safety 4 Schools and sign in. |
| 02 LICENCE | Confirm the active licence or select the appropriate pricing route. |
| 03 SET UP | Create the required student/class, parent and staff links. |
| 04 ASSESS | Distribute links and allow relevant users to complete assessments. |
| 05 REVIEW | Inspect completed assessments through the appropriate dashboard/history. |
| 06 PREDICT | Consider the risk information and patterns shown by the assessment. |
| 07 PREVENT | Use intervention-plan and resource functions to support appropriate action. |
| 08 REPORT | Generate reports, PDF outputs and authorised data exports as required. |
| 09 ENGAGE | Where appropriate, use parent and staff outputs to support safeguarding. |
| 10 REVIEW | Record actions and review/reassess as part of the ongoing cycle. |

Implementation & data handling: APP should operate within the school's existing safeguarding, online-safety and data-protection arrangements. Access to student, parent and staff assessment information should be limited to appropriately authorised personnel. When exporting, printing or sharing information, follow the school's own data-protection, record-retention and information-sharing procedures. Where an assessment identifies a concern, follow the school's safeguarding procedures and apply professional judgement.

