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# Keeping learners safe modules



## Guidance

Guidance document no: 271/2021

Date of issue: April 2021

Replaces guidance document no: 229/2018

# Keeping learners safe modules

## Overview

This guidance document provides advice on how to use and/or assign the *Keeping learners safe* modules to other staff members if you are a designated safeguarding person (DSP) or a headteacher.

## Action required

Please read the document to understand how to assign the *Keeping learners safe* modules to other educational practitioners, if you are a DSP or headteacher.

Please note, if you are from the independent sector, you are able to view all pages and complete all activities within the module (including those from the assignment) by clicking on the 'Playlists' link in the resource. However, your scores will not be recorded.

## Further information

Enquiries about this document should be directed to:

Support for Learners Division

The Education Directorate

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

e-mail: [keepinglearnerssafe@gov.wales](mailto:keepinglearnerssafe@gov.wales)



@WG\_Education



Facebook/EducationWales

## Additional copies

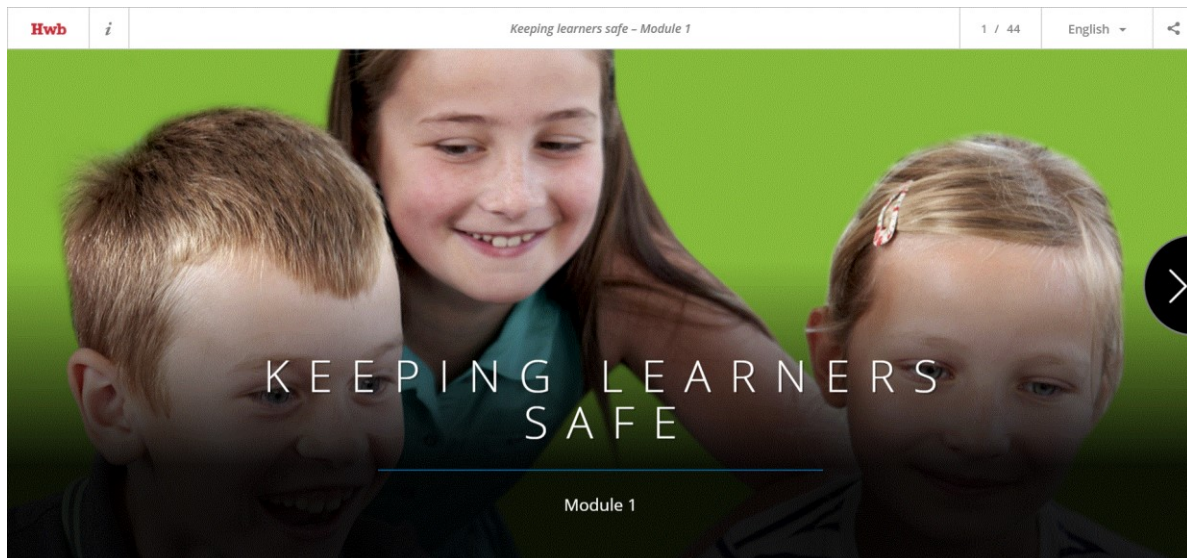
This document can be accessed from the Welsh Government's website at [gov.wales/keeping-learners-safe](http://gov.wales/keeping-learners-safe)

## Related documents

*Keeping learners safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 (2021)*

# **Contents**

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## Introduction

All educational settings should keep children and young people safe.

The statutory guidance - [Keeping Learners Safe - The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 \(2020\)](#) (*Keeping learners safe* guidance) was issued by Welsh Ministers under section 175 of the Education Act 2002 to safeguard children and young people in education. Using this guidance document will enable schools to fulfil their safeguarding duties.

The **Keeping learners safe** modules are **not** a replacement for the statutory guidance; however, they support staff in understanding their safeguarding responsibilities.

## Using the modules

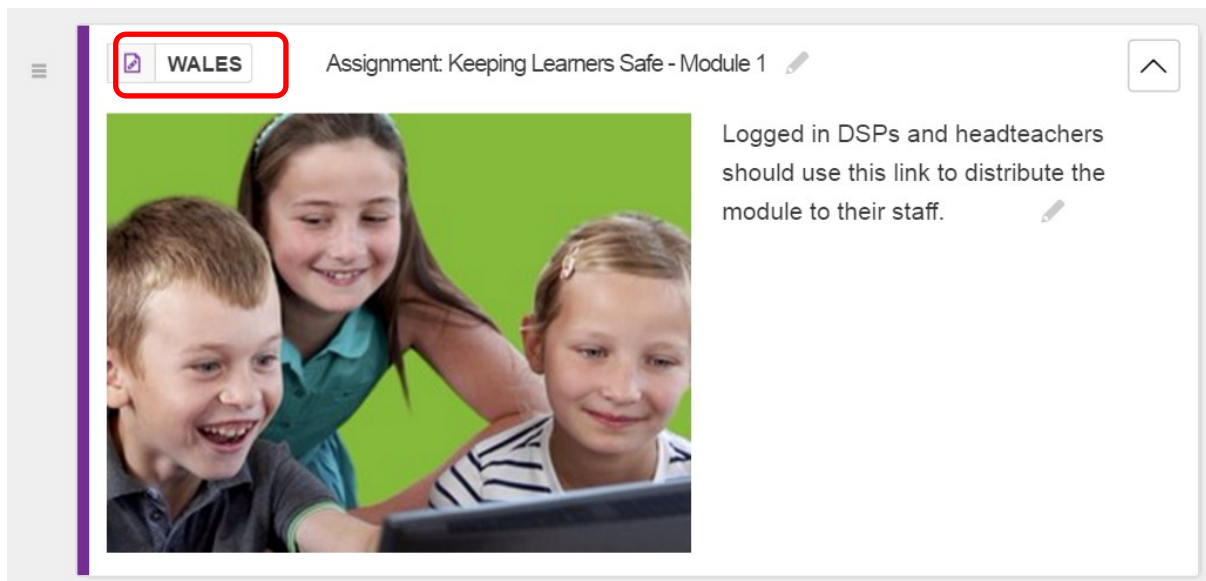
### Assigning modules

A designated safeguarding person (DSP) and/or a headteacher can assign the Keeping learners safe modules to other members of staff. This guidance document provides advice on how to use and/or assign these modules.

The aim of the modules is to ensure all relevant members of staff have understood their responsibilities as set out in the *Keeping learners safe* guidance.

## Creating an assignment

Click on the **assignment section** of the resource to launch the create assignment screen.



From here you will be able to assign or re-assign the module to staff in your school. Most of the information has been pre-populated, including the assignment name, cover image and content.

The **Create an assignment** page provides notes to support the completion of the required information.

Assignments

Markbook

My Assignments

Not started

Schemes

Create an Assignment

English

**Please be aware that if you edit your Playlist at any time this will change your Assignment.**

Assignments are based on live online content in a Playlist. Learners undertaking the Assignment after an edit will see a different version to those who started before. This may result in different scores in your markbook.

**Tip:** You can make copies of a Playlist to create differentiated Assignments.

**Assignment details**

Give your Assignment a name, and add a brief description. These will be shown on your Assignment's front page.

**Assignment name**

Maximum 100 characters

Keeping learners safe – Module 1


**Assignment description (Optional)**

Maximum 2000 characters

In this module, you will learn what 'safeguarding' means, and about the important role you have when it comes to keeping learners safe.

✓

**Assignment cover image (Optional)**

 [Update image](#)


**Assignment content**

Please select the Playlists you wish to include in this Assignment. The Playlists you select can be arranged in your preferred order. Each Playlist within your Assignment has its own settings which can be edited.

**NOTE:** Teachers can change the contents of their Playlists at any time. Be aware that if you use another person's Playlist, any changes to it will be reflected in your Assignment.

By default all items are locked and must be completed by the learner in order. To change this, click 'Settings' on the item and uncheck the 'User must complete the item to progress' option.

1



Keeping learners safe – Module 1

In this module, you will learn what 'safeguarding' means, and about the impo...

E James

Date Modified: 22/05/2020

Max score: 10

Settings

Total maximum score = 10

**Playlist URL**

Choose from your content

/

URL

+

4

## Distributing assignments

There are two key pieces of information that you will need to provide before distributing the assignment:

### The mark scheme

This is an optional setting to provide scores following the completion of the module.

**Marking Scheme** *(Optional)*  
Choose a mark scheme.

**Mark Scheme**

No scheme

Example Mark Scheme 1

Example Mark Scheme 2

or [Add a new mark scheme](#)

Hwb is pre-populated with two different mark schemes which will sort participants into the following grade boundaries:

Example mark scheme 1	Example mark scheme 2
<b>A</b> = 100%–80% <b>B</b> = 79%–70% <b>C</b> = 69%–60% <b>D</b> = 59%–50% <b>E</b> = 49%–40% <b>U</b> = 39%–0%	<b>A*</b> = 100%–90% <b>A</b> = 89%–80% <b>B</b> = 79%–70% <b>C</b> = 69%–60% <b>D</b> = 59%–50% <b>E</b> = 49%–40% <b>F</b> = 39%–30% <b>G</b> = 29%–20% <b>U</b> = 19%–0%

You can also choose the option of having no score at the end of the module by selecting **no scheme**.



Alternatively, a new mark scheme can be added to the assignment to suit the grade boundaries within your school by selecting **Add a new mark scheme** – which will launch the **Mark scheme editor**:

Mark scheme editor

English ▾

Mark scheme name

Name grade boundary

Maximum (%)

Minimum (%)

=

100

50

×

=

49

0

×

+

Add a new grade boundary

Save

Cancel

## Assignment's URL

The assignment must have a unique URL. This can be achieved by adding, for example, your organisation's name to the end of the provided URL.

### Assignment URL

*There are validation issues with your Assignment. Please correct these and save again. Please note that once you choose a URL you cannot change it. If you have not personalised your handle, web links you share will use your default handle. Go to your profile settings to change this.*

### Assignment URL

<https://hwb.gov.wales/profile/ac851de7-3a40-48b6-9a51-9b82b0f4a461/assignments>

keeping-learners-safe




## Optional

### Schedule


You can determine when the Assignment is available to start and when it will become unavailable.

Start Date



Clear

End Date



Clear

### Time limit

You can set a time limit. You can schedule a start date, which will determine when the Assignment is available to start and you can also choose a due date.

Days

Hours

Minutes

reset

### Assign to groups

You can share your Assignment to a Hwb Class or Hwb Network which you are an owner or manager of. Click on Choose from your groups.

#### Select Groups

Choose from your groups

Your assignment is now ready to be shared: click on the **Save and Share Assignment** button at the bottom of the page. The assignment can be shared with up to 2000 people – this can be done in a number of ways:



### Your Assignment is ready!

You can share the Assignment link with up to 2000 people. Users who have the link can complete the Assignment and will show up in your markbook.

#### Copy link to share with your class

<https://hwb.gov.wales/go/atz1xg>

Copy

Or



#### Present assignment link on whiteboard

View the link and display a QR code for your class to scan



[Go to markbook for this Assignment](#)

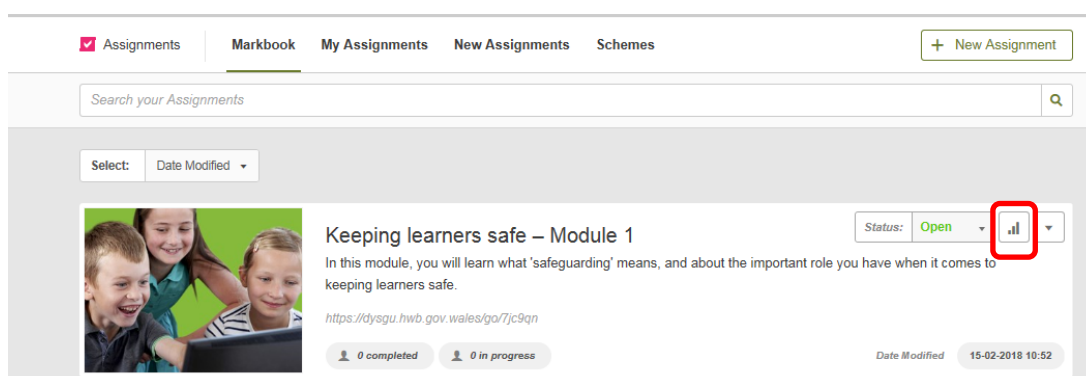
Click on the **copy link** button to copy the Assignment's URL. The link can then be shared with staff members by email, or through your own website or through any medium that your staff can access. Please see the [Playlist and Assignment Help and Support](#) guidance for more information on how to do this.

Click on the **Present Assignment link on whiteboard** option and print off the auto-generated QR code. This can then be pinned up in the staff room or anywhere your staff can access it. This will also allow logged in staff to access and complete the Assignment from a tablet device or smart phone.



## Markbook

The markbook allows DSPs and headteachers to monitor the progress and attainment of all the participants of the Assignment. You can view this data at any time by clicking on your profile page and then the **Assignments** tab. Your distributed assignments will be listed. Click on the **markbook** button to view the markbook.




## Access for independent schools and non-DSPs or head teachers

### Independent Schools


The modules are available for all staff in Independent Schools to use, at any time. The Playlists allow you to view all content and complete all activities, however your scores will not be recorded.



### Non DSPs or head teachers

The modules are also available for all staff within an educational setting to use, at any time. If you are not a DSP or head teacher, click on the **Playlists** link in the resource. This will allow you to view all pages and complete all activities, however, your scores will not be recorded.

 **PLAYLISTS**

Keeping learners safe - Module 1 - all staff in educational settings can use this resource



In this module, you will learn what 'safeguarding' means, and about the important role you have when it comes to keeping learners safe.