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

Additional copies
This document can be accessed from the Welsh Government’s website at 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)
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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](Keeping learners safe guidance) 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](Keeping learners safe guidance) 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.
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.

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

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

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](image)

**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.
Optional

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

Start Date

End Date

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

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://hmvb.gov.wales/go/0tz1xg

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.