dot com digital

A 2Simple Well-being Product

Designated Safeguarding Lead Guide

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Designated Safeguarding Lead and Dot Com

Dot Com Digital enables your school to fulfill a rich and broad PSHE curriculum, it also includes additional safeguarding features and therefore at least one DSL within the school should be the administrator. If Dot Com is used for safeguarding, the DSL should routinely check through the data as part of their safeguarding role to ensure that all concerns raised have been followed in line with the school's own safeguarding policy and procedures. This closely aligns with the relationship your DSL will have with your Data Protection Officer (DPO), who will also support how Dot Com is used with respect to data protection and privacy.

Understanding roles and responsibilities

There are several activities we do for you and others that we support you with, as they are closely tied with other aspects of school life, and existing school policies.

Our roles and responsibilities (2Simple)

We constantly review our approaches against best practices, government guidance and regulatory requirements. This enables us to:

- provide guidance on the safe and appropriate use of Dot Com around safeguarding, data protection and privacy
- ensure all access to systems and data are kept secure
- ensure that all use of personal data, including sensitive data, can be managed by the relevant members of staff
- continue to share best practice around the PSHE curriculum, including how to make the most of Dot Com to support it.

Your roles and responsibilities (School)

Schools will already have robust approaches to safeguarding, and growing maturity in data protection and privacy. We will not be able to give specific examples of use for every scenario a school will face, and so schools need to:

- make sure that the DSL, and others dealing with safeguarding, data protection and privacy, read, watch and understand the contents of the Managing Users guide, DSL Guide, Teachers Guide and videos, which can all be found using the link from the Teacher Area screen for Dot Com Digital. (Getting Started)
- make sure that any required risk assessment is completed, including Data Protection Impact Assessments (DPIA/PIA) and safeguarding assessment
- make sure that any school policies or procedures are updated, where needed, and that staff are suitably trained in these changes
- make sure that a clear and transparent message is shared with teachers, children and families about the use of Dot Com Digital. You can use the proforma (APPENDIX A) to note teachers that have read and understood the guidance within the teacher area in relation to use and management of Dot Com Digital.

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Dot minute

Teachers will need to make children aware of something called the Dot Minute. If children have something very important, they feel worried about, they can ask for a Dot Minute. If the admin has turned the feature on, Dot Com Digital allows children to request a Dot Minute online, which has the added advantage of increased privacy and minimised risk of fear of being judged by peers. If this is turned on, teachers will receive an email notification to the email that is associated with their account, as well as receiving a notification within the Dot Com Digital platform. Teachers can make paper Dot Minute Cards available if the online Dot Minute is turned off and agree on how they are given to the children to ensure child confidentiality. It is a good idea to have paper versions of the Dot minute in the classroom anyway.

Online Dot Minute

When this feature is enabled by the school admin, whenever a child is logged in to Dot Com Digital, they can click on the Dot Minute Button if they feel they need a Dot Minute. A message will display telling them they have asked for a Dot Minute. Teachers need to inform the children that a teacher might not see this straight away, it may take the teacher a little while. Anything very urgent, they should always seek a trusted adult straight away. Teachers will get an alert to tell them that a Dot Minute has been requested. When they view the Dot Minute, they have the option to mark it as read, complete and record. Record allows the teacher to add notes against the Dot Minute and assign specific areas of concern against it. This is invaluable for building a picture up of concerns for individuals.

Where is Data stored and what happens to data when a child or member of staff leaves

2Simple want to make sure that we keep the data you provide us safe and secure. We also want to make sure we only process data as you require it and only keep it for as long as it is needed.

Storage: The Dot Com Digital platform is hosted using Amazon Web Services (AWS). The centre we use is in EU West 1 and is not replicated to any other AWS centre in other countries.

We use our own internal support system to help us provide support to you.

When we need our team to work with you, for support or educational purposes, it will be on company devices within the UK.

Retention: Whilst you have an active subscription, we keep all data unless it is deleted by an admin. When users are deleted, they can be restored from the 'trash' for up to 6 months. After 3 months they are permanently removed.

You can read our user agreement for all products here.

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Permissions and set ups.

When setting up Dot Com Digital across the school, ensure that all those members of staff who have access to Dot Com have read and understood the Teachers Guide. If using the online Dot Minute, ensure only those that need to see the data have access because of the sensitive nature of the data that could be contained within.

Any member of staff given admin roles can impersonate any user or pupil, it's imperative that a decision at senior level within the school is made as to whom has admin roles.

A guide to managing users within Dot Com Digital can be [found here](#).

When staff change roles within your school, please make sure that you remove admin access if it is no longer needed. If giving admin access to a member of staff, please remember it is your responsibility to make sure that they have read and understood the guidance in using Dot Com Digital and also have had sufficient training around safeguarding and data protection.

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APPENDIX A

An example proforma: Staff whom have signed have read the guidance on the Dot Com site contained within the teachers area (Getting Started) on the use and management of Dot Com.

Date	Name of member of staff	Signature of staff

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