

**Us Too peer education online**

**Checklist for learning supporters**

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| **Preparing and setting up for the course** | **In place and working?** |  |
| Equipment required:   * Desktop / laptop / tablet * Mouse (detachable or inbuilt) * Keyboard * Webcam   Application or software required:   * Zoom installed and updated   Check the following is set up and working:   * Speaker on desktop/ laptop / tablet * Microphone * Keyboard   (see below for where to go to get help with setting these up)  Anything else needed?   * Desk / table? * Place to sit comfortably? | □  □  □  □  □  □  □  □  □  □ |  |
| **Need to know** | **Completed** | **Sources of help** |
| How to set up and use the necessary equipment (e.g. laptop, tablet) |  | IT technician  YouTube videos. [**One example of a basic introduction is here.**](https://www.youtube.com/watch?v=DwsKeoXOa9I) |
| How to install and use necessary software to a basic level (e.g. Zoom) |  | Zoom have many teaching videos [**here**](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)**.** |
| Where to get help for any equipment failure or software problems. |  | Your inhouse IT technician  For helplines see your manufacturer’s guide.  You can get troubleshooting advice on  [**Zoom here**](https://support.zoom.us/hc/en-us/sections/200305593-Troubleshooting). |

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| **Internet/social media risks:**  Grooming (sexual, financial, radicalisation)  Abuse/bullying (including technology facilitated domestic abuse)  Scams (including romance, marketing schemes and ‘hidden costs’)  Stalking  Sexting/sextortion  Exposure to harmful content (e.g. illegal porn, violence, extremist)  Identity theft  Viruses/Malware/spyware  Anti-social conduct online (illegal downloading, uploading explicit imagery, addictive or compulsive behaviours such as online gambling etc.) |  | [**UK Safer Internet Centre**](https://www.saferinternet.org.uk/) has online safety tips, advice and resources to help children and young people stay safe online.  **Get Safe Online** has free expert advice on all aspects of staying safe online.  [**Mencap**](https://www.mencap.org.uk/sites/default/files/2016-11/Internet-Safety-web-2016.pdf) has a guide here for parents on online safety for people with learning disabilities and/or autism.  CMG and Change have a guide for people with learning disabilities on keeping safe on line [**here**](https://www.changepeople.org/Change/media/Change-Media-Library/Blog%20Media/Keeping-Safe-Online-Easy-Read-Guide-Small-File-Size.pdf)**.**  Mencap have some resources for teaching people with learning disabilities about safe internet surfing [**here**.](https://www.mencap.org.uk/about-us/our-projects/safesurfing)  The Downs’ Syndrome Association has a good list of further links on internet safety [**here**](https://www.downs-syndrome.org.uk/for-families-and-carers/teenagers-and-young-adults/staying-safe-online/).  SafeLives has a list of top tips for internet safety for those at risk of, or in, abusive situations. |
| **How to stay safe online:**  Reporting concerns  Privacy settings, information sharing and location settings  Blocking  Password protection  Creating ‘posts’ online and what to think about  Keeping evidence  Making and accepting new ‘friends’ online (including procedures around disclosure of location, identity, family links, etc.) |  | The guides above will cover most of these aspects. In addition:  You can find out about privacy and security, and get help, from the **Facebook safety hub.**  You can find out about how domestic abuse is perpetrated online, and how to stay safe here:  [**Women’s Aid Facebook Safety guide**](https://www.womensaid.org.uk/wp-content/uploads/2015/11/Womens-Aid-Facebook-Safety-Guide-2017.pdf)  [CHAYN do-it-yourself online safety course](https://chayn.gitbook.io/diy-online-safety/english), particularly for people experiencing domestic abuse or stalking is here. |