

global action plan

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UK Schools Sustainability Network Safeguarding and GDPR Policy

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UK Schools Sustainability Network Safeguarding and GDPR Policy

The UK Schools Sustainability Network ('UKSSN') and its member regional networks are intended for young people and adults from across the UK and beyond to discuss and collaborate on issues concerning sustainability, the climate and the environment. The response to the climate is itself a safeguarding issue and the networks exist to safeguard the future of our students, staff and partners in the most fundamental ways – working together for a stable climate, a safe environment, kind and fair sharing of resources. It is therefore essential that we go about this in as safe and compassionate a way as possible. This unprecedented collaboration of young people and adults from different schools, networks and organisations carries risks which we try to identify and mitigate in this policy, in conjunction with other network and school policies and procedures.

Staff and pupils from each network will re-evaluate this policy on an annual basis to check it continues to comply with the developing safeguarding policies in each network and each school, and as new opportunities and partnerships arise. [Global Action Plan](#), the environmental charity hosting the networks through its [Transform Our World](#) programme, has ensured this UKSSN safeguarding policy complies with its own relevant policies and will check compliance on an annual basis and whenever any changes are made.

Risks

1. There is a risk that pupils meeting online or in-person – and outside the normal oversight of their own schools' safeguarding – may come into contact with people who put them at risk.
2. There is a risk that data may be accessed as a result of using file-sharing platforms.

Safeguarding Policy Summary

The above risks will be addressed in the following key ways:

1. All regional networks must agree a *Memorandum of Understanding* with UKSSN/Global Action Plan to ensure they meet certain minimum criteria of safeguarding and GDPR; and all regional network staff leads must be DBS-checked by Global Action Plan or a trusted authority (e.g. a UKSSN school) and meet a minimum level of safeguarding training and experience.
2. All adults involved with UKSSN and its affiliated regional networks – whether paid or unpaid for their role with the networks – understand that safeguarding and GDPR is the shared responsibility of everyone and is of paramount importance. They will ensure they have read this policy and returned a *Staff Code of Conduct* before helping with network activities. Special arrangements will be made for involving recent school alumni as mentors.
3. Network schools are encouraged to *register as members of UKSSN and/or their regional network* (which involves the Headteacher or other senior member of staff returning a [UKSSN](#)

school membership agreement and a main staff contact returning the *Staff Code of Conduct* with details of their DSL; all network pupils return a *UKSSN & Regional Networks Parental Consent Form and Pupil Code of Conduct*; and all guests return a *UKSSN Visiting Speaker Risk Assessment* before taking part in any activities. Regional networks led by a hub school, Council or other formal organisation may use their own documentation as long as it is no less rigorous than the examples provided.

4. *Network pupils will be consulted* on an annual basis about what they would like in place to feel safe and a *UKSSN Board member (pupil)* will be appointed to advise on safety and inclusivity.
5. All online communication involving pupils (including via Microsoft Teams) is done only via *school email accounts* which can be monitored by schools if a concern is raised.
6. All online meetings with pupils have *at least two members of DBS-checked staff* present and breakout rooms include *at least four people*, including a member of DBS-checked staff. *A minimum number of staff will be made co-hosts to help ensure the safety of meetings.*
7. *All attendees are asked to blur their background or have a virtual background, to mute unless speaking, seek a neutral location if possible and notify anyone around that they are on a video call. Nobody is to take screenshots or photos during online or in-person meetings except network leads where all permissions and consents have been received.*
8. Global Action Plan staff will keep in regular contact with regional network leads and attend regional network meetings on a termly basis. Any concerns will be acted on and recorded.
9. *Pupils know to report any concerns* to their own member of school staff or DSL and to the UKSSN DSL (Rachel Manning, Head of Youth Networks, Global Action Plan) if the concern may affect the practices or activities of the networks.
10. Staff should challenge all inappropriate behaviour and report any breaches of the staff or pupil codes of conduct, any concerns about abusive behaviour or anything potentially unsafe or concerning – including ‘low-level concerns’ relating to any staff – to the relevant person(s) on the *safeguarding & GDPR flowchart* (see page 7).
11. Facilitating staff take responsibility for following their *own school’s trip policies* to enable their students to safely attend any in-person meetings or events.
12. Staff and students will also follow their *own school’s safeguarding, e-safety and data protection policies* and raise any potential inconsistencies or omissions with this UKSSN policy and/or regional network policies with their regional network lead(s).
13. *All parties will need to assess the risks of bringing student members of UKSSN or regional networks together with other networks of young people, ensure they are complying fully with their own safeguarding policies and enough staff from each network attend.*

UK Schools Sustainability Network Safeguarding Policy in Detail

The UK Schools Sustainability Network ('UKSSN'), hosted by Global Action Plan, is unprecedented in its breadth, reaching out through online and in-person contact to as many pupils and staff of the 32,000 different schools in the UK as possible, as well as to other countries. It is growing rapidly and this overarching UK network aims to bring together pupils and staff from the different regional networks, as well as other partners, to share ideas and initiatives so they can have more influence and opportunities than as individual networks. It is essential that all the pupils, parents, teachers, school staff, organisations and partners involved – whether paid or unpaid – know from the outset how to keep each other safe and have a similar way of doing that across the network.

Definitions

'Schools' are registered with their Local Education Authority and the headteachers are legally responsible for checking with the Disclosure Barring Service (DBS) that the staff they employ are safe to work with children.

'Pupils' are any children aged 18 or under who are enrolled in any school.

'School Staff' are any employees of any school.

'Teachers' are any staff who have been employed and trained by any school to work specifically with pupils as their main employment, within that legal professional framework.

'Designated safeguarding lead (DSL)' is any staff specifically employed and trained to be legally responsible for the overall safeguarding policy of their school and to train other staff in safeguarding. The DSL for UKSSN is Rachel Manning (Head of Youth Networks, Global Action Plan).

'Safeguarding Team' are the appointed staff who oversee safeguarding in that school or institution.

'Global Action Plan (GAP)' is the environmental charity that took on the central management of UKSSN in spring 2021. GAP's [Transform Our World](#) schools programme, funded by iWill, DCMS and the Lottery Community Fund, is supporting UKSSN and the regional networks.

'UKSSN' is the umbrella UK Schools Sustainability Network that brings together regional networks.

'UKSSN lead' is the Head of Youth Networks at GAP, who leads UKSSN and supports the regional networks.

'Regional networks' are the regional groups of school eco-committees, individual pupils, teachers and other school staff, and representatives from local organisations, that are the members of UKSSN.

'Regional network leads' are the staff – usually 1-3 in each region, from different schools or organisations – who take overall responsibility for the safe running of the network in their region, and for liaising nationally.

'UKSSN pupil reps' are the pupils representing their regional networks at UK level on a rotating basis.

'Facilitating staff' are the members of staff from the participating schools who are the point of contact and responsible for their own students.

'Recent school alumni' are DBS-checked school leavers (left within 1-4 years), usually former student members of a network now on a GAP year or at university, who act as pupil mentors and may help run the networks.

'Network schools/staff/pupils' are the schools/staff/pupils involved in the networks.

'Observing pupils' are pupils from lower years from participating schools or prospective network members that only participate in a passive manner, in the role of an observer.

Management of the UK Schools Sustainability Network

1. The UK Schools Sustainability Network ('UKSSN') was formed as an umbrella to bring together various regional networks that have set up based on the model of the London Schools Eco Network founded in 2019. The networks provide a safe forum for pupils and staff from different schools to plan together how to respond to the climate and nature crises. The regional networks are run at grassroots level but central management of UKSSN was taken on by the environmental charity **Global Action Plan (GAP)** through its **Transform Our World** schools programme in 2021 to enable wider reach and reduce the burden on school staff running the regional networks. While Global Action Plan is responsible for the safeguarding and GDPR practices of UKSSN activities and plays a role in facilitating and enabling the regional networks to maintain good practices, the responsibility for safeguarding and GDPR in the regional networks is either held by a hub school or organisation, or shared by all schools, teachers and other adults involved in their activities. Information on the ways of working and responsibilities of each regional network is set out in a Memorandum of Understanding agreed with UKSSN. For more information on UKSSN and the regional networks see <https://www.transform-our-world.org/ukssn>
2. All GAP staff are Enhanced DBS-checked and trained regularly on safeguarding and GDPR. Each regional network is managed by staff from a local hub school, Council, NGO or charity, or freelancers, who are all experienced, DBS-checked educators. The regional network leads – who may be fulfilling the role voluntarily or as part of an employed position – are responsible for working with GAP, UKSSN and network staff and pupils to implement this policy, trained and supported by the Designated Safeguarding Lead (DSL) and Safeguarding Team within their own schools, Councils or organisations. Regional network leads who are not employed by an organisation that offers safeguarding training are responsible for ensuring they have received a minimal level of training on an annual basis through a respected provider such as the NSPCC or local Council.
3. The UKSSN consists of staff and pupils who represent the regional networks, including both active representatives and occasional pupil, staff or external organisation observers.
4. On a case-by-case basis, DBS-checked recent school alumni (left school 1-4 years ago), usually former members of networks, may act as pupil mentors and help run the networks. They will need to sign the UKSSN Staff Code of Conduct and agree a role description, duties and working practices with their regional network lead. Alumni cannot join staff-only or pupil-only fora (e.g. WhatsApp) but can interact with current networks pupil and students via formal network Teams, email, online and in-person network meetings. Alumni are encouraged to use school (until they expire), university or organisation email addresses for network business where possible and tags will be used on Teams to indicate their status.

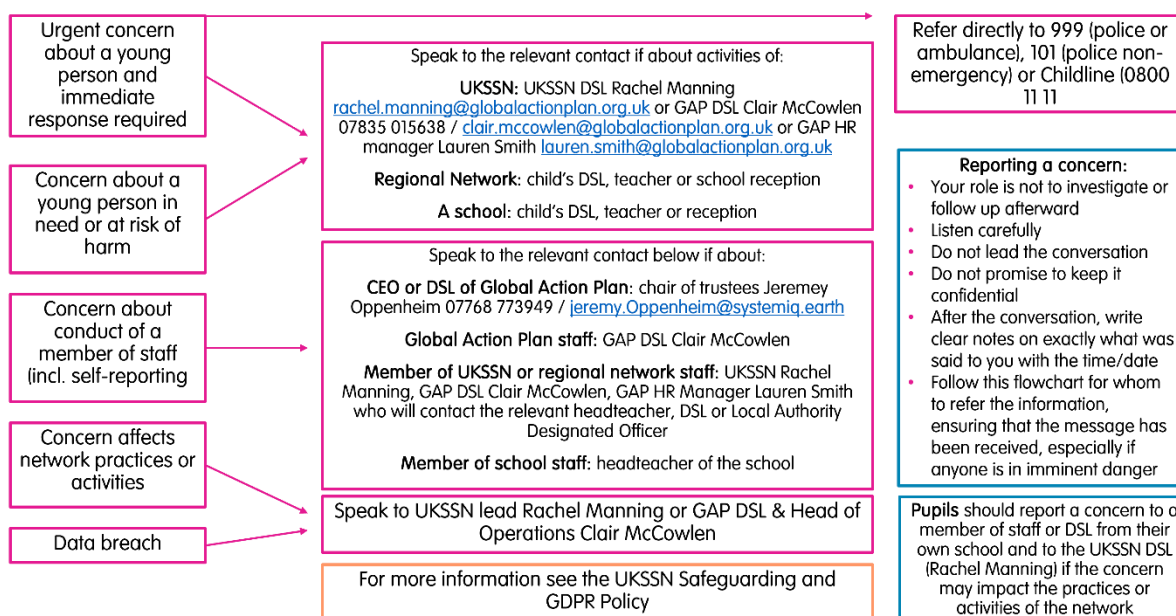
Regional network leads will check in with the recent alumni periodically to get a feel for how the relationship between alumni and current pupils is going, and investigate/monitor further if there are any concerns.

5. All adults involved in the networks on a regular basis, including alumni, will be required to read this Safeguarding and GDPR Policy, and to sign a [Staff Code of Conduct](#), before taking part in or supervising network activities.
6. UKSSN and each regional network have staff-only branches (not including recent school alumni) to act as support networks for school staff, teachers and other educators.
7. Pupils who want to join their regional network and/or UKSSN should share the digital [UKSSN School Membership](#) form with their headteacher or deputy head, DSL and relevant teacher/tutor so that their school is fully on board, can agree who will be the facilitating staff member to support the pupil and act as a safeguarding contact, and confirm the network policies and procedures fit with their current school safeguarding and e-safety policies.
8. All pupils must return a digital [UKSSN Parental Consent Form and Pupil Code of Conduct](#) to getintouch@ukssn.org.uk (and their regional network), copied to their facilitating staff at their own school (who must retain the form on their school system) before they may become a member of a regional network or UKSSN i.e. join regular meetings and Microsoft Teams.
9. If there is nobody in a position to act as facilitating staff from a school or the school does not wish to join UKSSN then a member of staff from a nearby school or a DBS-checked member of Global Action Plan schools staff (as formally agreed with the pupil and their parent/guardian) will act as the pupil's safeguarding contact to enable as many pupils as possible to be part of the networks.
10. Facilitating staff must ensure they follow their own school's safeguarding policies to allow a pupil who is not a member to observe or participate in a one-off regional network or UKSSN meeting as a trial, which may involve notifying a parent/guardian and ensuring their own member of school staff attends and is present in any breakout rooms. Thereafter pupils must complete the necessary paperwork in order to attend meetings and activities regularly.
11. For more information on networks staff roles see [UKSSN and regional networks role descriptions](#).

Safeguarding procedures

12. The UKSSN **Staff Code of Conduct** applies to all adults, including recent school alumni, involved in supervising, coordinating or helping with network activities. It has been informed by NSPCC advice and good practice in schools and youth groups, and the experiences of staff and pupils running and taking part in network activities. The Staff Code of Conduct sets out the roles and responsibilities of adults involved, guidance on respecting children and young people, diversity and inclusion, and safe online communication. The Staff Code of Conduct also includes steps staff should take if they believe a pupil is about to make a disclosure and some common signs that something may be wrong.
13. The flowchart below sets out who should be contacted if an adult has any concerns about a young person, member of staff's conduct, network practices or activities, or a data breach. It is the responsibility of the contacts listed below to respond appropriately according to their own organisation's guidelines and to keep confidential and accurate records of any disclosures, incidents or low-level concerns. Global Action Plan staff will save their records in a restricted folder accessible only to the UKSSN DSL, Global Action Plan DSL and HR Manager. Contact details for DSLs at UKSSN member schools will be kept in a database accessible to all Global Action Plan staff in case of emergency.

UKSSN safeguarding and GDPR flowchart for staff



14. For more information on safeguarding and child protection consult your own school or organisation's DSL or safeguarding team, or you can find lots of resources at [NSPCC Resources](#) | [NSPCC Learning](#).
15. If any network staff are worried that their own employer – which might include their school, organisation, or UKSSN host charity Global Action Plan – is not responding to or sharing child protection information related to UKSSN, regional network or school activities appropriately, it is vital that you share your concerns to keep children safe. Whistleblowing legislation

across the UK ensures that you shouldn't be treated unfairly or lose your job because you 'blow the whistle' (Gov.uk, 2021). For further information on whistleblowing see [Whistleblowing for employees - GOV.UK](#)

Inviting pupils, staff and guests to UKSSN and regional network meetings and events

16. UKSSN and the regional networks meet regularly online and occasionally in person to share ideas, learn new skills, and unite our efforts to make our schools, communities, regions and country more aware of the climate and environmental crises, and ultimately more sustainable. They also prepare network members to tackle eco-anxiety, a real and reasonable mental health response to the issues we take on, with regular discussion and by signposting to resources, seminars, and experts in this field.
17. UKSSN uses Zoom which currently seems to offer the best balance of accessibility, connection quality and manageable security settings, and is already familiar to many schools' staff and pupils. Some regional networks may use other platforms (e.g. Teams or Google Classroom) and occasionally another organisation may invite the networks to join live online events that make use of other platforms – safety will always be vetted in advance by network staff before agreeing that network pupils can be invited.
18. UKSSN meets during the school term, usually Thursday early evening, once or twice per half term. There may be additional meetings for all or some staff and pupils to mark certain occasions and join or prepare for events. Some UKSSN events will be made open to all pupils and staff from UKSSN member schools with pre-registration in place and careful monitoring of who is admitted for safeguarding. The frequency, timing, and duration of regional network meetings and other events are at the discretion of each network but any clashes with UKSSN or partner organisation meetings or events should be avoided.
19. The UKSSN lead asks regional networks to appoint staff and pupil lead representatives to UKSSN, who will be responsible for attending meetings, following up on actions, and communicating between meetings. We envisage that the same pupils will represent their network for a term and then other UKSSN pupil reps will be selected for the following term to enable both continuity, wide representation, and pupil opportunities. It is essential that UKSSN staff and pupil reps feedback to their regional networks ahead of and following nationwide meetings.
20. Facilitating staff are responsible for ensuring their own network pupils have returned a UKSSN Parental Consent Form and Pupil Code of Conduct before pupils can join a regional network or UKSSN meeting or event.

21. The network leads, hosts, staff, and pupils are all responsible for understanding and applying this safeguarding policy during UKSSN and regional network meetings and in any communications between meetings.
22. The regional network leads use only Microsoft Teams, their school email accounts or their GAP-owned UKSSN network email address to invite staff and pupils - and only addressed to pupils' school email accounts copying in pupils' own teachers/tutors - to join a UKSSN, regional network or a one-off meeting or event.
23. The regional network leads ask staff and pupils to confirm in advance if they plan to be present at meetings so that they can let hosts know who is expected to attend. Facilitating staff are responsible for ensuring pupils have updated parents as necessary about pupils' attendance at UKSSN or regional network meetings or events, depending on schools' own safeguarding policies and expectations.
24. UKSSN Zoom meetings will be hosted by GAP, while regional network leads will host and co-host online meetings from their network Microsoft Teams account, school account (or GAP's account if this is not possible). At least one of the regional leads will usually be present at UKSSN meetings, along with any additional school or GAP staff for safeguarding reasons as required.
25. If staff or pupils would like to invite an external guest or speaker to a UKSSN or regional network meeting, they contact the UKSSN and/or network lead with enough time before the meeting, and with enough detail about the external guest, to allow the lead to make an informed decision about whether to invite them or not and to conduct a [UKSSN Visiting Speaker Approval Request and Risk Assessment Form](#), which can be sent separately to participating schools if necessary.
26. All parties will need to assess the risks of bringing student members of UKSSN or regional networks together with other networks of young people, ensure they are complying fully with their own safeguarding policies and enough staff from each network attend so that there is at least one staff per network to supervise online breakout rooms or in-person groups together.
27. Any guest speakers will be asked to follow standard safeguarding requirements (see page 12 guidance below).

Hosting online UKSSN and regional network meetings

28. Before starting a meeting, the host(s) edit online meeting settings to balance safety with accessibility:
 - a. Allow guests who have the meeting invitation to log in, using the unique meeting link.

- b. Both network pupils and staff log in only through school email addresses, preferably displaying just initials or first name, regional network, or school.
 - c. Use the waiting room function to verify names of guests we're expecting.
 - d. Send a new meeting link if, for example, unwelcome visitors persist in joining.
29. During the meeting, hosts will use the security settings to ensure both safety and pupil ownership:
- a. Allow chat, allow rename, allow unmute, allow participants to share screens as needed. Hosts will help with renaming as necessary.
 - b. Remove individual participants from a meeting only if the host has evidence that their presence is a significant threat to the safety of others present at the meeting.
 - c. Suspend all participant activities if needed, communicating via Microsoft Teams, or emailing participants to restart if needed.
30. We expect all pupils and staff present to have working cameras and microphones on at the beginning of the meeting so that we can recognise and welcome regular and new attendees. Thereafter staff and pupils attending as observers will be asked to turn off their cameras so that active reps can communicate more effectively.
31. All attendees, including staff hosting/co-hosting and guests, staff or students presenting, are asked to blur their background or have a virtual background, to mute unless speaking, seek a neutral location where possible and notify anyone around that they are on a video call.
32. Nobody is to take screenshots or photos during online or in-person meetings except staff network leads where all permissions and consents have been received.
33. A minimum number of network staff (2 per main room and 1 per breakout room) will be made co-hosts with one specifically appointed to mute, switch off cameras or evict from the meeting where necessary.
34. Our online meetings will be recorded onto the Cloud (not downloaded onto devices) to have a record of the chat and in case of any issues. Recordings will be retained on the GAP, official organisation, or school account for two months (or automatically deleted within a fixed timeframe by a school system) unless an issue is raised – anyone may turn off their camera if they do not want to be recorded. Recording settings should be set to capture gallery view as well as speaker view. Staff in breakout rooms will be especially vigilant as recording is not possible here.
35. Staff are present primarily to safeguard, facilitate, guide, and learn. Pupils do most of the talking. Staff use the chat where necessary to avoid interrupting.

36. Pupils take it in turns to chair, take minutes, offer suggestions for action points, present ideas or reports and take action.
37. During breakout rooms, the hosts will allocate at least four people to each room, including at least one network staff or GAP employee who will only contribute if helpful to pupils. **Staff will be especially vigilant in breakout rooms as recording is not possible there.** The hosts will pop into breakout rooms where possible.
38. We start each online or in-person UKSSN and regional network meeting or event with these brief reminders, which may be adjusted to suit circumstances of the event or persons gathered:

Meeting/Event Code of Conduct and Safeguarding reminders:

- *We respect others' opinions and their opportunities to contribute.*
- *Adults should take a back seat to allow space for students to interact and should use the chat in preference to speaking, unless some guidance and intervention would be beneficial.*
- *We keep ourselves and others safe. We all know the UK Schools Sustainability Network Safeguarding Policy in addition to policies of our own regional network (if relevant) and own school's safeguarding policies.*
- *Pupils have returned a parental consent form and a Pupil Code of Conduct and staff have returned a Staff Code of Conduct.*
- *We use Microsoft Teams for communication with networks pupils and staff wherever possible. Use of the Teams chat and call functions can only be initiated by network lead staff and must always have a minimum of 3 students and 1 staff involved.*
- *We have four or more in an online breakout room with a staff member of the network or GAP present.*
- *Students rename with first name, region and year group. Adults rename so their role and organisation are clear.*
- *All hosts, presenters and attendees asked to blur their background or have a virtual background, to mute unless speaking, seek a neutral location where possible and notify anyone around that they are on a video call.*
- *Nobody is to take screenshots or photos during online or in-person meetings except staff network leads where all permissions and consents have been received.*
- *We only use school email accounts to verify us as school pupils and staff, and to record emails. Staff use Bcc wherever possible for pupil email addresses.*
- *Pupils must Cc in a member of staff from their own school whenever contacting a member of staff at another school, from GAP or another organisation. Similarly, any staff from outside a pupil's school or other adults must Cc in the pupil's own teacher/tutor and UKSSN or staff network lead in any email correspondence.*

- We **don't share mobile or other personal contact details** from staff to pupils or pupils to staff.
- Pupils and staff should not follow each other using **personal accounts** for any form of social media.
- We only have current pupils in any **Pupil-Only WhatsApp groups**, only invited via school email.
- UKSSN and regional network **student and staff alumni** should only be involved formally as agreed with the UKSSN and regional network staff lead, and should not interact with current network pupils or staff through personal channels e.g. WhatsApp, mobiles.
- We understand that any interaction through **WhatsApp or any forms of social media** outside of the organised meetings or events is not the responsibility of GAP, the UKSSN, regional networks, individual member schools or staff.
- Pupils report **anything potentially unsafe or concerning** to a member of staff or DSL (Designated Safeguarding Lead) from their own school and staff report any concerns directly to the DSL from the school of pupil(s) involved. The UKSSN (DSL) (Rachel Manning – rachel.manning@globalactionplan.org.uk) should be contacted if the concern may affect the practices or activities of the networks.
- Our online meetings will be **recorded securely on to the Cloud** to have a record of the chat and in case of any issues (retained on a Global Action Plan or school account for limited period) – please turn off your camera if you do not want to be recorded. Explicit consent will be sought from all visible attendees if the recording is to be shared more widely e.g. UKSSN YouTube playlist or by a partner organisation.

Adult guest speakers, workshop leads or observers

- A **visiting speaker risk assessment** is always completed by the guest and Global Action Plan staff.
- We would appreciate you agreeing to some standard safeguarding:
 - Any presentations must be age-appropriate.
 - Please **blur your background or use a virtual background and ensure anyone around you is aware you are on a call with pupils.**
 - Please do not take screenshots or photos during the call.
 - Please do not share any personal details with pupils.
 - Please do not approach pupils after a meeting directly without going via the relevant UKSSN/staff network lead and pupil's own teacher.
 - Any subsequent email contact with pupils must have the teacher and/or staff network lead Cc'd.

UKSSN and regional networks online collaboration, emailing and file-sharing

39. UKSSN and the regional networks use Microsoft Teams online collaboration space (owned by GAP) to enable network staff and pupils to interact safely between and during meetings and in order to take forward projects together.
40. Only pupils who have returned a UKSSN Parental Consent Form (to getintouch@ukssn.org.uk; their own regional network email address and their own tutor or teacher at their own school) can join the networks Microsoft Teams space. Regional network leads should only add pupils after checking parental consent has been granted, the pupil's own school is aware and content, and a member of staff from the pupil's own school has been added to the Team. In some cases, provided the pupil, pupil's parent/guardian and school DSL agrees, another facilitating staff from another school or member of GAP staff will act as the pupil's safeguarding contact on Teams.
41. The GAP Head of Operations, UKSSN lead, regional network leads and designated network staff will use GAP-owned network email addresses (e.g. london@ukssn.org.uk / midlands@ukssn.org.uk) in order to manage regional network Teams groups as 'Owners'. Only these staff will be able to add (or remove) regional network staff and pupils to their own regional network Teams group. All other network staff and all pupils will use their school email addresses to access Teams as 'Guests'. Network staff and pupils taking part in UKSSN activities will also be invited to join a UKSSN Teams group within the same account by the UKSSN lead. Tags will be used in Teams to indicate the status of users for ease of monitoring and communication e.g. UKSSN staff, GAP staff, teacher, pupil, student alumni.
42. Only the GAP Head of Operations, UKSSN lead and regional network leads have access to regional network email addresses (domain = ukssn.org.uk) via a password that will be changed whenever a member of staff leaves the role. The UKSSN lead keeps a record of which members of staff should have access. On no account will pupils or recent school leavers be given access to these UKSSN mailboxes.
43. Regional network leads who are not employed as school staff should make use of their UKSSN regional network email address (and always Cc in pupil's teachers) as it will be safer for all than using a private email address. Regional network leads who are employed as school staff may choose to only use their mailbox just for adding guests to their Teams group or may use it for general networks business but are still encouraged to check it on a regular basis.
44. The GAP Head of Operations and UKSSN lead will have ultimate oversight of the UKSSN Teams and email accounts with the right to add/remove members or reset passwords as necessary.

45. Some Teams groups or channels will be set to private for staff-only or specific project collaboration. Pupils and staff will be asked not to use the chat function outside of Teams online calls but only communicate via MS Teams channels to prevent pupil interaction without staff oversight and to prevent pupil-staff one-to-one contact. Pupils and staff will be asked not to reply and to report to their regional network lead if the chat is used outside of online calls.
46. On a case-by-case basis there may be a need to add other adults from GAP or other external organisations to specific Teams groups or channels to collaborate safely with networks pupils on specific projects. Any groups or channels will be supervised by networks staff and be within the GAP-owned Microsoft Teams account.
47. Networks staff and pupils, GAP staff and anyone else will be removed from the Teams groups or channels as soon as they leave the network(s) or if a specific project has come to an end.
48. Wherever possible, updates, collaboration and file-sharing will take place via Microsoft Teams between network staff and pupils who have been added as Owners or Guests. This will ensure safety and security of staff, pupils, data and resources.
49. For communications that need to take place outside of Microsoft Teams (e.g. with new networks staff and pupils, or those collaborating with the networks from other groups or organisations, or for key communications), the UKSSN lead and regional network leads only use GAP, school or organisational email accounts that are secure and can be checked in case of any issues.
50. When emailing groups of network staff and pupils or external supporters like speakers or members of other non-school support networks, we Cc or Bcc adults and Bcc pupils wherever possible so as not to unnecessarily share pupil contact details.
51. Regional network leads and school staff ensure pupils and any adults in contact with the networks know to Cc in their own school staff to any emails with adults (including staff at GAP and other partner organisations) who are not staff at their own school.
52. The monthly UKSSN staff-only email newsletter is managed via MailChimp by regional network staff and anyone can unsubscribe at any time. Staff recipients of the newsletter are responsible for sharing the newsletter or newsletter contents with their own students.

UKSSN and regional network websites

53. GAP host the UKSSN website (which includes webpages for each regional network or links through to an independent regional network website) via the Transform Our World schools programme (accessible via <http://ukssn.org.uk/> or <https://www.transform-our-world.org/uk-schools-sustainability-network>).

54. Regional network leads and facilitating staff have responsibility for ensuring all necessary permissions for website material have been sought from pupils, parents/guardians and schools.

General data protection regulation

55. The UKSSN lead (using the GAP system) and regional network leads (on their GAP, school or organisational system) store names, schools and school email addresses of regional network leads, facilitating staff, network pupils and their parent/guardian (plus any optional data provided such as ethnicity or special educational needs) on a secure pupil and staff Contact List, and only with their explicit consent (and with parental consent for pupils) when they ask to join a regional network and/or UKSSN.

56. Data is kept in order to manage networks activities, ensure child safety and develop the networks. We delete pupil and staff data when pupils leave their school, ask to leave their regional network or UKSSN. Data will never be passed to third parties or used for marketing purposes. The only time data would be shared is if requested by a school or child protection authorities for safeguarding purposes.

57. In case of a data breach, whoever owns the data (whether employed by GAP, a school or other organisation) will take whatever steps possible to immediately contain the breach and inform UKSSN lead Rachel Manning or GAP Head of Operations Clair McCowlen. They will evaluate the risk associated with the breach based on the type, context, extent, and risk of serious harm to individual students, staff, schools or organisations. All implicated parties will be notified, and steps will be taken to prevent future breaches.

The logo for Global Action Plan features the words "global", "action", and "plan" stacked vertically in a white, lowercase, sans-serif font. The text is contained within a white outline that forms a speech bubble shape, with a tail extending from the bottom left. Below the main text, the tagline "OUR LIVES. OUR PLANET." is written in a smaller, white, uppercase, sans-serif font.

global
action
plan

OUR LIVES. OUR PLANET.

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