

### Digital Leaders Cross Site Meeting Minutes at Southwold – 09/03/2026

<b>Attendance:</b>							
Orchard		Southwold		Hoxton Garden			
6 Digital Leads from Orchard		6 Digital Leads from Southwold		6 Digital Leads from Hoxton Garden			
Item	Discussion/Tasks			Action			
<b>Action from previous meeting: Safer Internet Day - 'Smart tech, safe choices – Exploring the safe and responsible use of AI'</b>	What were the successes of Internet Safety Day at your school? <ul style="list-style-type: none"> <li>Digital leaders across the federation enjoyed delivering the assemblies</li> <li>Children demonstrated a good understanding of whom their trusted adults are, in and outside of school.</li> <li>Audience participation was strong across the year groups in the assemblies.</li> <li>Children enjoyed the classroom activities.</li> <li>Children had a good understating of what AI is and how it works.</li> </ul>			<ul style="list-style-type: none"> <li>Digital leaders to be proactive at the start of ICT lessons and remind teachers and especially cover/supply teachers of their role as Digital Leaders and deliver the E-safety messages.</li> </ul>			
<b>E-safety Messages</b>	Have you been delivering key messages at the beginning of a lesson? Yes <table border="1" data-bbox="430 917 1529 1150"> <tr> <td> <b>Hoxton Garden</b> <ul style="list-style-type: none"> <li>Children were able to say what to do if they saw/felt something unsafe or online.</li> </ul> </td> <td> <b>Southwold</b> <ul style="list-style-type: none"> <li>We remind the class how to use the devices safely before we start.</li> </ul> </td> <td> <b>Orchard</b> <ul style="list-style-type: none"> <li>Sometimes I give the message if the class teacher asks me to.</li> </ul> </td> </tr> </table>			<b>Hoxton Garden</b> <ul style="list-style-type: none"> <li>Children were able to say what to do if they saw/felt something unsafe or online.</li> </ul>	<b>Southwold</b> <ul style="list-style-type: none"> <li>We remind the class how to use the devices safely before we start.</li> </ul>	<b>Orchard</b> <ul style="list-style-type: none"> <li>Sometimes I give the message if the class teacher asks me to.</li> </ul>	<ul style="list-style-type: none"> <li>Computing leads to deliver a briefing message and remind staff to encourage Digital Leaders to deliver E-safety messages at the beginning of any lessons that uses digital devices and the internet.</li> <li>Digital Leaders feel KS1 would benefit with in class support from Digital Leaders during Safer Internet Day.</li> </ul>
<b>Hoxton Garden</b> <ul style="list-style-type: none"> <li>Children were able to say what to do if they saw/felt something unsafe or online.</li> </ul>	<b>Southwold</b> <ul style="list-style-type: none"> <li>We remind the class how to use the devices safely before we start.</li> </ul>	<b>Orchard</b> <ul style="list-style-type: none"> <li>Sometimes I give the message if the class teacher asks me to.</li> </ul>					
<b>Online Safety</b>	<ul style="list-style-type: none"> <li>What are the key areas of online safety?</li> <li>What are you learning about in classrooms this half term?</li> <li>How is e-safety linked with your PSHE unit? (e.g. trusted adults(relationships)</li> <li>Have there been problems in the 'praise and problem' box?</li> <li>Are there any items which need to be added to the newsletter this term?</li> </ul> <table border="1" data-bbox="430 1332 1529 1372"> <tr> <td>Hoxton Garden</td> <td>Southwold</td> <td>Orchard</td> </tr> </table>			Hoxton Garden	Southwold	Orchard	<ul style="list-style-type: none"> <li>Computing Leads to ensure two pupil voice groups news items have been sent by the end of <b>Spring 2 Week 4.</b></li> <li>Digital Leaders to promote the use Problem and Praise box as way of sharing concerns.</li> </ul>
Hoxton Garden	Southwold	Orchard					

	<ul style="list-style-type: none"> <li>• Children to tell an adult when they are unsure of a website they have accessed.</li> <li>• If something feels wrong online, they should tell an adult that they trust.</li> </ul>	<ul style="list-style-type: none"> <li>• In PSHE children have learnt about trusted adults and know who they can talk to if something online worries them.</li> <li>• Problem &amp; Praise box are to be used more regularly.</li> <li>• Safety features have now been added to Airdrop.</li> <li>• Enjoyed when Mr Narciso (ICT manager) came to classrooms during World Week and we were able to ask questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of trusted adults include safeguarding leads.</li> <li>• Children have used the problem and praise box.</li> </ul>	<ul style="list-style-type: none"> <li>• Computing Leads to continue to remind teachers to check the Problem and Praise boxes regularly.</li> </ul>
<p><b>Knowledge Organisers</b></p>	<ul style="list-style-type: none"> <li>• Have your lessons included the knowledge organisers after the Computing key themes page?</li> <li>• Have you been using the laminated knowledge organisers at the start of lessons?</li> <li>• If so, do they help with your understanding of the area of computing you are learning about?             <ul style="list-style-type: none"> <li>○ Digital Leaders across the federation agreed that the knowledge organisers support with reminders of previous lessons.</li> </ul> </li> <li>• What parts of the knowledge organisers are most helpful?</li> <li>• How does your current learning link to learning you have done before?</li> </ul>	<ul style="list-style-type: none"> <li>• Computing Leads to remind teacher to add knowledge organisers to all lesson flips.</li> <li>• Computing Leads to ensure all classes have laminated knowledge organisers.</li> </ul>		
	Hoxton Garden	Southwold	Orchard	

	<ul style="list-style-type: none"> <li>We have noticed Yr5 using the laminated versions of the Knowledge Organisers to help to refer to previous learning and help with vocabulary.</li> <li>Slides in Year 6 include the Knowledge Organisers.</li> <li>Digital Leaders expressed that the weekly lessons on the Knowledge Organisers are very useful, as they help them see the progression of learning and understand the final outcome they are working towards.</li> </ul>	<ul style="list-style-type: none"> <li>We have used the laminated knowledge organisers, but not consistently.</li> <li>Some classes have the knowledge organisers added to slides.</li> <li>The key vocabulary with images helps us to understand the important words and reminds us of the vocabulary at the beginning of computing lessons.</li> </ul>	<ul style="list-style-type: none"> <li>Some classes have the knowledge organisers added to slides.</li> <li>The key vocabulary with images us to understand the important words and reminds us of the vocabulary at the beginning of computing lessons.</li> </ul>	
<p><b>Software maintenance: Digital Leaders role</b></p>	<p>Do you know how to manage storage on devices?</p> <ul style="list-style-type: none"> <li>Digital leaders were confident on managing storage and know to delete old work from devices if devices are prompting that storage is full.</li> </ul>		<ul style="list-style-type: none"> <li>Computing Leads to give a quick demo on how to clear storage on iPad to Digital Leaders, to ensure that this carried out effectively.</li> <li>Digital Leaders to complete regular storage maintenance checks to ensure devices are stored correctly and are ready to use.</li> </ul>	

<p><b>Next steps for Digital Leaders</b></p>	<ul style="list-style-type: none"> <li>• Check hardware is stored and charging correctly.</li> <li>• Help keep device storage organised.</li> <li>• Promote E-safety messages at the beginning of lessons.</li> <li>• Support younger pupils with using devices.</li> <li>• Hand out laminated knowledge organisers at the beginning of lessons.</li> <li>• Two news items to be sent out before the end of <b>Spring 2 Week 4.</b></li> </ul>
<p><b>AOB</b></p>	