
FACILITATOR GUIDE

Run a practical cyber-safety session

CyberSafe Everyday | Created by Vincent Okohue

A practical session guide for schools, charities, community groups and small organisations. Updated 27 September 2026.

The session at a glance

Allow: 35-45 minutes, including private reflection and optional discussion.

Assessment: 15 questions for individuals; 19 for organisations. Questions follow the selected category, including two practical technical questions.

Outcome: a private score, downloadable action-plan report and practical next steps.

Before participants arrive

Open the website and check connectivity. Ask participants to use their own devices where possible. Prepare plain-language explanations and allow extra time for accessibility or language support. Participation, sharing results and submitting a review are optional.

Introduce the activity

“This is an educational self-check, not a security audit or certification. Answer privately and honestly. You do not need to share your score or report. If you are unsure, select Not sure. Never share passwords, recovery codes or sensitive system details.”

Start: <https://cybersafeeveryday.com>

Scan to start the free check



Use your phone camera to open CyberSafe Everyday. You can also type the website address above.

Run the session

0-5 minutes | Welcome

Explain the purpose and privacy expectations. Do not promise that a high score means someone is secure.

5-10 minutes | Choose the category

Participants enter their name and country, then choose the relevant category. Individuals should choose Individual. Organisation questions may require help from an authorised IT colleague; do not encourage guesses.

10-25 minutes | Complete the check

Allow private answers. Clarify terms without suggesting a response. Technical prompts explain the safeguard and its purpose. Do not ask participants to expose settings, credentials or sensitive records.

25-35 minutes | Choose three actions

Participants review their private report and the Action plan tab. Invite them to choose three manageable actions and record these privately on paper or in their own notes. They can download their report for reference.

35-45 minutes | Discuss and close

Discuss general habits, not individual weaknesses. Ask: Which action can you start this week? What support will you need? Invite optional feedback without pressuring anyone to post a public review.

Facilitator boundaries

Never collect passwords, recovery keys, private assessment answers or report screenshots. Do not make changes to an organisation's systems without authorisation. For clinical, industrial or other safety-critical technology, refer changes to the responsible technical team and supplier.

After the session

Turn advice into practical steps

Invite participants to choose three recommendations from their report. For each action, write down a realistic next step, a target date and any help needed. Keep this personal list somewhere private. The website does not save or track this list.

Offer an optional follow-up

If useful for your group, arrange a check-in after 30 days. Participants can set their own reminder and bring their private notes. Ask what changed, what was difficult and what support would help. Do not ask anyone to reveal their score or sensitive account details.

Repeat the check thoughtfully

Participants can return to the homepage and take the assessment again using the same category. They may compare their reports privately. A change in score reflects self-reported answers, not independent verification; scores may not be comparable if questions or categories change.

Measure useful outcomes

Record the session date, host, attendance and topics covered. Invite optional anonymous feedback about actions taken and support needed. Describe these as self-reported outcomes. Obtain permission before publishing identifiable testimonials or photographs.

Keep learning accessible

Offer plain-language explanations and alternative ways to participate. Encourage participants to seek authorised technical help for changes they cannot safely make themselves.

Return to the website: <https://cybersafeeveryday.com>