

Safeguarding 24



Guide to **Manually Installing the Chrome Browser Extension for Users In Your Organisation**

The Safeguarding 24 Chrome browser extension is freely available to download and install from the Chrome Web Store for individuals. In order to send a “report of concern”, your organisation does need a subscription to the service. Free trials are available to qualifying organisations.

The browser extension/plugin is also available for Firefox from our website (www.safeguarding24.com) and for MS Edge from the Microsoft Edge Add-Ons Store.

Individuals can install the extension manually into their browser for testing or on an ad-hoc basis. Once you are happy for large groups or everyone in your organisation to use Safeguarding 24, you will probably want to push the extension out to them automatically when they use Chrome with managed devices or accounts. With the Google Admin Console you can do this easily and instructions are in our other guide “Pushing Out the Chrome Browser Extension to Users In Your Organisation”.

Before You Begin

You **MUST** ensure you have informed the relevant users what the extension will do prior to asking them to install it. For security reasons, when the extension is installed the user is usually prompted to give it permission to work. If users are not aware of the benefits of using Safeguarding 24 they may fear it is unauthorised or even a virus.

Instructions

1

Ensure you are only logged into your organisation’s Google account, and go to the Chrome Web Store in your Chrome browser:
<https://chrome.google.com/webstore>

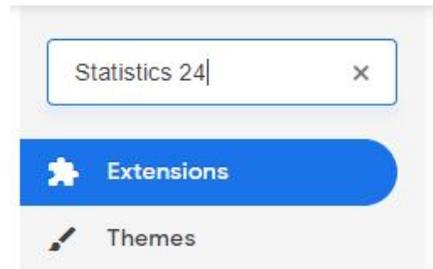
2

Use the Search box in the top left corner to search for “Safeguarding 24”

OR

Go straight to the Safeguarding 24 extension page using this URL:

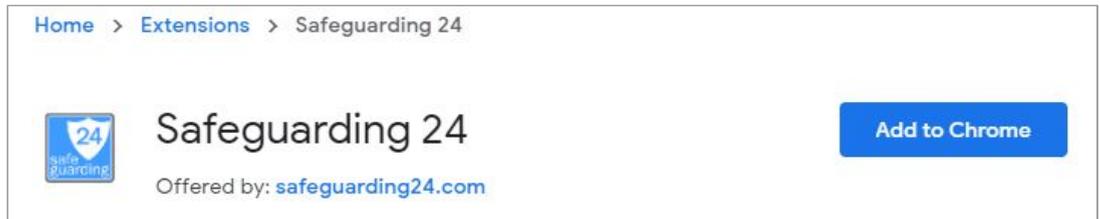
 chrome web store



<https://chrome.google.com/webstore/detail/safeguarding-24/dhcmhemljokpeioqlgaglcnkoiqbccg>

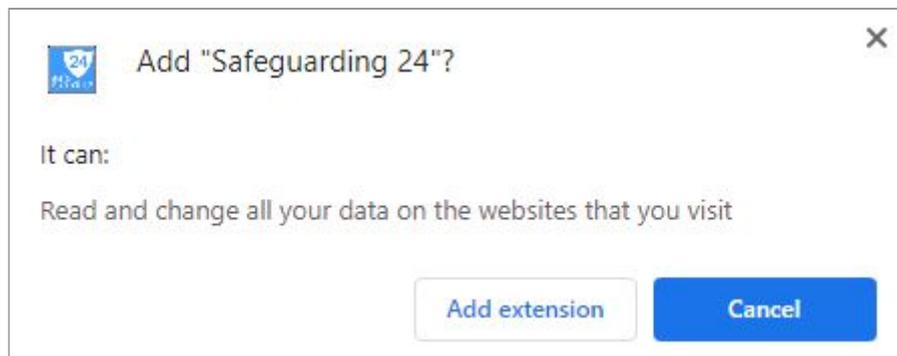
3

The top of the page should look like this, with a large “Add to Chrome” button on the right hand side:



4

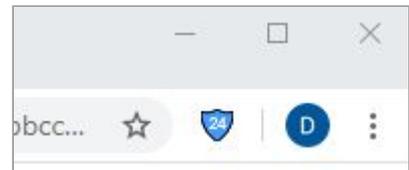
Click the “Add to Chrome” button and you should be prompted to give the extension the permission it needs to work:



Click the “Add extension” button.

5

In the top right corner of your browser, you should now see the small “24” shield button which gives you access to the form to send reports.



Notes

The Safeguarding 24 extension is very small and very efficient so will not use unnecessary resources or affect the normal use of your browser at all.

The browser extension only activates when it is clicked and does not perform any background tasks..

The permission it asks for can look scary but is required in order for the plugin to take a screenshot of the current browser window if the user requests it. The plugin does not interfere with any web pages you visit.

If Chrome Sync is on, when users install the extension on their organisation's Google account it will automatically install it if they log into that same account at home. This means they have the ability to report concerns while working at home too.

The browser extension can be uninstalled by returning to the Chrome Web Store page or going to the 'extensions' section of your Chrome settings.