

Safeguarding 24



Guide to Pushing Out the Chrome Browser Extension to Users In Your Organisation

The Safeguarding 24 Chrome browser extension is freely available to download and install from the Chrome Web Store:

<https://chrome.google.com/webstore>

Search for “Safeguarding 24” or find the direct link on our website:

<https://www.safeguarding24.com>

Individuals can install the extension manually into their browser via the store for testing or on an ad-hoc basis. As an organisation you will probably want to push the extension out to groups of people or everyone automatically when they use Chrome with managed devices or accounts. With the Google Admin Console you can do this easily.

Before You Begin

You **MUST** ensure you have notified your users that the extension will appear before it gets pushed out to them. 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

Go to the Google Admin Console where you administer your Google/G Suite domain:

<https://admin.google.com/Dashboard>

2

If you want to limit the extension installation to a group of users (e.g. just students, just staff, just a particular department) you must have those relevant users in an ‘Organisation Unit’ of their own. These can be managed from the ‘**Organisation Units**’ section of the Admin Console or by going straight here:

<https://admin.google.com/ac/orgunits>

3

From the Admin Console dashboard, click on the **'Devices'** section. If you do not see that section it may be hidden under 'More controls' at the bottom.



4

From the left hand menu, click on **'Chrome management'** (under 'Device Settings').

5

You can manage all sorts of settings from here for the managed Chrome users in your organisation. Click on **'Apps and extensions'** from the list of things to manage.

6

To push an extension out to all users you can leave the top Organisation Unit selected (usually your domain name). To limit the push-out to an individual group of users, find the Organisation Unit in the list and select that. Ensure that the **'Users & Browsers'** tab is also selected at the top.

7

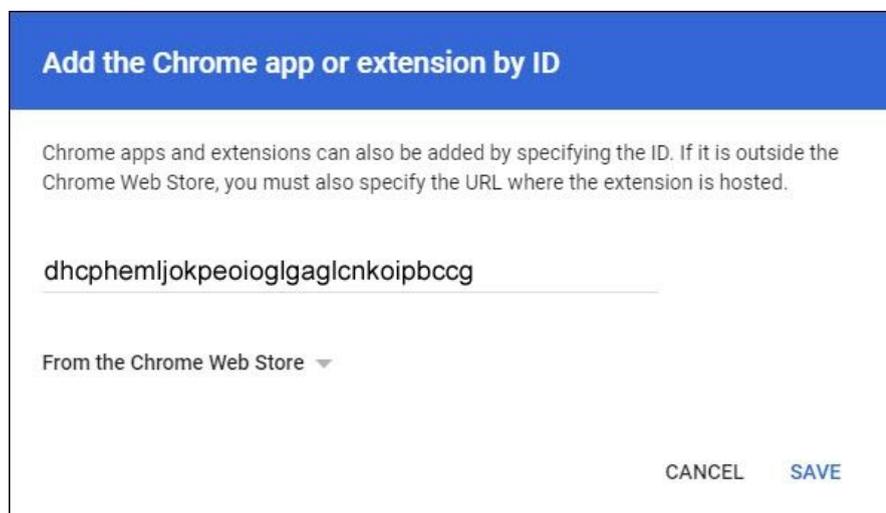
You will see a list of extensions and apps currently being pushed out to those users (if any). Hover over the **'+'** icon in the bottom right corner to add a new one and choose **'Add the Chrome app or extension by ID'**.



8

In the popup window, enter this unique extension ID and click **'Save'**:

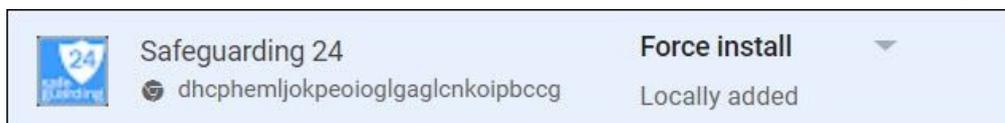
dhcphemljokpeoioglgaglcenkoipbccg



TIP: The ID is also available from the Chrome Web Store when you browse to the Safeguarding 24 extension. The ID is at the end of the URL so you can easily copy & paste it.

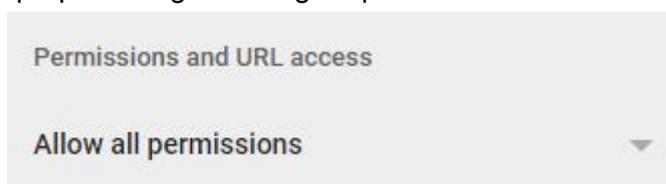
9

If you have entered the ID correctly, the Safeguarding 24 extension should be listed. Click on it and then choose **'Force install'** from the installation policy list.



10

On the right you will see a 'Permissions and URL access' section. Choose **'Allow all permissions'** to help your users automatically give Safeguarding 24 the limited permissions it requires. This can help prevent the worry of unexpected pop-up messages asking for permissions.



11

Finally, at the top of the screen, click the big **'SAVE'** link to save your changes and start the rollout of the Safeguarding 24 Chrome extension.

Notes

It can take a little while for the extension to appear in your users' browsers but the Safeguarding 24 extension is very small and very efficient so will not use unnecessary resources or affect the normal use of G Suite at all.

Rest assured that the browser extension only springs to life when the user clicks on it.

By pushing out the extension to your users in this way, if they log into their organisation's Google account using a Chrome browser at home, it will also install the extension automatically. This means they can report concerns while working from home too.