



المدرسة الإنجليزية الخاصة
THE ENGLISH PRIVATE SCHOOL
Umm Al Quwain

Tel : +971-7649799, Fax : +971-7649899

Website : www.teuag.com email : teschool@emirates.net.ae

ONLINE SAFETY GROUP

NAME	DESIGNATION
Mrs. ELIZABETH CHERIAN	PRINCIPAL - TEAM LEADER
Mr. YOUSEF EL FARMAWI	GENERAL MANAGER
Mr. M.K THOMAS	MANAGER
Mr. VINOD. S. PILLAI	SCHOOL COORDINATOR (E-SAFETY COORDINATOR)
Mrs. BINDU THOMAS (Grd 9 -12) Mr. P.J VARGHESE (Grd 6 - 8) Mrs. SILVEY VARGHESE (Grd 3 - 4) Mrs. PREETHI K.V (Grd 1 - 2) Mrs. JEAN D'COUTA (KG) Mrs. RISWANA KHAN (KG)	SUPERVISORS (KG , CYCLE 1, 2 & 3)
Mrs. YOUSRA JAFFER (ARABIC) Mrs. KAWTHER HAMDA (Sp. ARABIC)	SUPERVISORS (ARABIC & SPECIAL ARABIC)
Mrs. SREELEKSHMI (IT DEPARTMENT) Mrs. HOWAIDA AMIN	TEACHER REPRESENTATIVES
Mr. MAHMOUD IBRAHIM	SAFETY OFFICER
Mr. IBRAHIM ELSBAEI (for BOYS) Mrs. SAWSAN EL SAYED (for GIRLS)	SOCIAL WORKERS
Mrs. SHIN AIPPUNNI	SCHOOL CLINIC NURSE
PARENT REPRESENTATIVES	
STUDENT REPRESENTATIVES	



ONLINE SAFETY GROUP

The Principal has overall Executive Responsibility for the Safety and Welfare of members of the School community.

The Designated **ONLINE SAFETY GROUP** constitute senior members of staff from the Senior Leadership and School Management Team with lead responsibility for safeguarding and child protection. The responsibility of the **ONLINE SAFETY GROUP** includes managing safeguarding incidents involving the use of Technology in the same way as other safeguarding matters, in accordance with the School's Safeguarding & Child Protection Policy.

The **ONLINE SAFETY GROUP** will work with the IT Department in monitoring Technology uses and practices across the School and assessing whether any improvements can be made to ensure the online safety and well-being of students.

The **ONLINE SAFETY GROUP** will regularly monitor the Technology Incident Log maintained by the IT Head.

The **ONLINE SAFETY GROUP** will regularly update on the operation of the School's safeguarding arrangements, including online safety practices.

Online safety groups can support many of the associated tasks, on behalf of the online safety lead, such as:

- ❖ Producing and reviewing policies
- ❖ Mapping, planning and reviewing the online safety curriculum
- ❖ Producing, reviewing and monitoring the school filtering policy
- ❖ Consulting with stakeholders
- ❖ Raising awareness throughout the community
- ❖ Auditing online safety practice and policy compliance
- ❖ Creating and implementing an online safety action plan
- ❖ Reporting regularly to the School Management to help inform them of existing practice and concerns



ROLES & RESPONSIBILITIES

ONLINE SAFETY LEADER

POLICIES AND PROCEDURES

- ❖ Act as a named point of contact on Online Safety issues and liaise with other members of staff as appropriate.
- ❖ Ensure policies and procedures that incorporate Online Safety concerns are in place.
- ❖ Verify Online safety incidents and actions taken, in accordance with the school's normal child protection mechanisms.
- ❖ Ensure the whole school community is aware of what is safe and appropriate online behaviour and understand the sanctions for misuse.

INFRASTRUCTURE

- ❖ Work with the Senior Leadership Team and IT Department, to ensure that appropriate filtering and monitoring is in place.
- ❖ Take appropriate action in line with child protection policies and procedures, if the filtering system and monitoring approaches identify any causes for concern.
- ❖ Ensure Data Protection Policy is in place.

EDUCATION

- ❖ Implement regular Online safety training for all members of staff.
- ❖ Work with staff to ensure that appropriate online safety education is embedded throughout the curriculum;
- ❖ Promoting the responsible use of technology and empowering children to keep themselves and others safe online.
- ❖ Actively engage with School Events to promote positive online behaviour, e.g. Safer Internet Day and Anti-Bullying Week etc.
- ❖ Ensure that online safety is promoted to Parents.
- ❖ Own knowledge and skill are refreshed at regular intervals to to keep up-to-date with current trends & issues

STANDARDS & MONITORING

- ❖ Evaluate the delivery and impact of the settings online safety policy and practice
- ❖ Review the reported online safety incidents and improve future areas of teaching, training and policy development
- ❖ Feedback online safety issues to the management/leadership team and other agencies, where appropriate.



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E-SAFETY COORDINATOR

- ❖ Review of Online Safety policies and documents
- ❖ Coordinate and monitor a progressive online safety curriculum for students
- ❖ Lead the Online Safety Group Meetings to discuss incidents and developments
- ❖ Ensure all staff are aware of the procedures outlined in policies relating to online safety
- ❖ Ensure that there is appropriate and up-to-date Anti-virus Software and Anti-spyware on the School Network, Office Computers & Laptops and that this is reviewed and updated on a regular basis.
- ❖ Work alongside with the IT related Third Parties to implement IT Infra Structure & other related activities

ACADEMIC SUPERVISORS

(incl. TEACHERS)

- ❖ Promote the importance of e-safety within school as part of its duty of care to ensure the safety of their Students and Staffs.
- ❖ Establish and maintain a safe ICT learning environment within the school.
- ❖ Check the filtering levels are appropriate for their students and staffs and are set at the correct level.
- ❖ Ensure that children are safe from terrorist and extremist material when accessing the internet in school
- ❖ Report to the Online Safety Leaders (Principal/E-Safety Coordinator) of any new or arising issues and risks that may need to be included within policies and procedures.
- ❖ Report accidental access to inappropriate materials to the Online Safety Leaders (Principal/E-Safety Coordinator) in order that inappropriate sites are added to the restricted list.
- ❖ Ensure that all personal storage devices (i.e. memory sticks) used by staff members to hold sensitive information are secured and protected
- ❖ Use anti-virus software and check for viruses on their work laptop, memory stick or a CD ROM when transferring information
- ❖ Be up-to-date with E-Safety knowledge that is appropriate for the age group



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and reinforce through the E-Safety Curriculum.

- ❖ Develop proper communication links with the Parents & the wider community and ensure that this E-safety Awareness, different policies and procedures, the benefits and the potential issues related to technologies have reached to them effectively.

DEPARTMENT OF ICT

- ❖ Maintain the Technology Incident Log and bringing any matters of safeguarding concern to the attention of the ONLINE SAFETY GROUP in accordance with the School Policies and Procedures.
- ❖ Maintain Logs of all Reported Incidents
- ❖ Coordinate & monitor the progressive online safety curriculum for students
- ❖ Conduct a Security Check and monitoring of the ICT systems on a monthly basis
- ❖ Support and advise on the implementation of 'appropriate filtering and monitoring'
- ❖ Monitoring of the School internet access where necessary, and regular reviews

OTHER STAFFS

- ❖ The School staff have a responsibility to act as a good role model in their use of Technology and to share their knowledge of the School's policies and of safe practice with the students.
- ❖ Staff are expected to adhere, so far as applicable, to each of the policies
- ❖ Staff have a responsibility to report any concerns about a student's welfare and safety in accordance with all the School policies

PARENTS

The role of parents in ensuring that students understand how to stay safe when using Technology is crucial. The School expects parents to promote safe practice when using Technology and to:

- ❖ Support the School in the implementation of this policy and report any concerns in line with the School's policies and procedures;



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- ❖ Talk to their child to understand the ways in which they are using the internet, social media and their mobile devices and promote responsible behaviour; and
- ❖ Encourage their child to speak to someone if they are being bullied or otherwise are concerned about their own safety or that of another pupil or need support.
- ❖ **If parents have any concerns or require any information about online safety, they should inform :**

1. The Principal (E-Safety Leader)
2. Supervisors
3. Social Workers
4. Download “Online Safety Incident Report Form”, fill up the details and send to (Confidential E-Mail)

:

tesreportingparents@gmail.com
