SAFEGUARDING POLICY FOR ONLINE LEARNING

Safeguarding online learning of the students is fundamental to the general well-being; social, emotional, physical, and mental development of each student. Consequently, it is essential to have clear guidelines and procedures in place when dealing with matters involving child protection.

The Oxford School is committed to safeguarding online learning and promoting the safety and welfare of the students. This commitment remains the same in the pandemic circumstances for the new academic year 2020-2021.

The Oxford School is also committed to developing the children's understanding of their rights and responsibilities as global and digital citizens.

The school will provide a safe environment for online learning. All students and staff must remind themselves of and adhere strictly to this policy.

Introduction of the Policy:

Safeguarding Online Learning policy aims to ensure that all students and staff are aware of the rules and regulations and remain safe during an online learning environment.

School also assumes the responsibility of raising awareness against cybercrimes, especially against children and training students, parents and staff to be smart digital citizens.

Policy Scope:

This policy applies to all staff including leaders, academic staff and support staff as well as students and parents/carers.

The policy also applies to online safety behaviour such as cyber-bullying, which may take place outside the school but is linked to membership of the school. The school will deal with such behaviour within this policy and associated behaviour and discipline policies, and will, where known, inform parents/carers of incidents of inappropriate online behaviour.

Purpose:

The main purpose of this policy is to:

- Safeguard and enable all staff to work safely and responsibly, to model positive behaviour online and to manage professional standards and practice when using technology during online learning.
- Identify clear procedures to use when responding to online safety concerns
- SLT /SMT should be available to address any concerns or questions
- Children should continue to be protected when they are doing online learning.

Links with other Policies and Practices:

This policy has links to the following School policies:

- Behaviour Policy
- Child Protection Policy
- Health and Safety Policy
- Anti-Bullying Policy

The Platforms used for Online Learning:

- Microsoft TEAMS
- LEAMS Portal

All online sessions will be conducted using Microsoft TEAMS only.

The teachers can use a few educational apps to support the students in their online learning depending on different subjects such as Padlet, SEESAW, Nearpod, ClassDojo etc.

All teachers' and students' school accounts are used- no personal e-mails or accounts used for

Microsoft TEAMS

Roles and Responsibilities

1. School Leadership Team:

The school leaders' team will make sure to:

- Ensure the safety and security of students when using online learning facility.

- Ensures that all staff receive regular, up to date and appropriate online safety training.

- Ensures that online safety practice is audited and evaluated regularly in order to identify strengths and areas for improvement

- Is aware of what to do in the event of a severe online safety incident.

- organize focused workshops on raising awareness of cyberbullying and appropriate responses in dealing with it

2. IT Staff:

- Provide technical support to the leadership team in the implementation of the safeguarding policy.

- Apply appropriate technical and procedural controls to ensure that the school's IT infrastructure is safe and secure and not open to misuse or malicious attack, to maximize the online learning opportunities for the students.

- Report any filtering breaches or other online safety issues to the school management.

- Ensure that any safeguarding concerns are reported, in accordance with the school's safeguarding policy.

3. Academic Staff:

Following are the basic responsibilities of the academic staff:

- Record all their lessons in Microsoft TEAMS.

- Record the attendance of students daily. (in each lesson)

- Regularly inform SMT/SLT regarding students who are not attending or leaving TEAMS sessions during online learning.

- Use appropriate language with children and challenge any inappropriate language used by a student and report any concerns to the reporting manager.

- Ensure their background is appropriate for students to view

- Ensure they only use official platforms safeguarded by The Oxford School (listed above)

- Notify students and parents that all videos will be recorded

- Only contact students within school hours.

- Must not hand out their personal contact numbers

- Must not arrange sessions with students to offer extra support without first discussing with the reporting manager.

- Read, adhere to and help promote the Safeguarding online learning policy and other relevant school policies and guidance

- Supervise, guide and monitor students carefully when engaged in activities involving online technology.

4. Students:

All students using online learning facility are expected to:

- ensure they do not divulge any information about themselves or other persons on social media or through any other form of electronic communications.

- use appropriate language at all times

- respect themselves, and all other users through good network etiquette

- do not turn other mics off/ log people out of meetings.

- be dressed appropriately at all times when visible online

- ensure that their locations of sessions should be in a communal area.

- take proper measures if they receive any message that is inappropriate or makes them feel uncomfortable. They should immediately inform an adult they trust.

- ensure they are not exposed to information or images that might harm them or cause them discomfort.

- speak out against cyberbullying and immediately get in touch with the relevant staff or parents.

5. Parents:

Following are the basic responsibilities of the parents /carers when their children are online:

- Monitor and enforce their own family values to their children making them aware of the importance of using the Internet safely

- Involve their children in regular discussions regarding the different challenges that are presented through

The Internet

- Maintain clarity and consistency on what is permissible and what activities are unacceptable

- Assume complete responsibility for monitoring their children's online learning

- Have complete awareness of cyberbullying and ensure that the children are not being subjected to it in any form through monitoring and discussions.

- Seek help and support from the school in case of any incident that involves cyberbullying

- Be well informed about the work or projects given to the children to rule out any misuse. In case of any concerns, they should check with the school immediately.

- Read the school Safeguarding online learning policy and encourage their children to adhere to them
- Identify changes in behaviour that could indicate that their child is at risk of harm online

Violations of this Policy

The Oxford School reserves the right to terminate any user's access to Microsoft TEAMS Systems - including access to School e-mail - at any time. If a student violates this policy appropriate disciplinary action will be taken consistent with the Discipline Policy of the School and UAE by Law for Student Code of Conduct. All users must promptly disclose to their teacher, parent, or line manager about any information they receive that is improper or makes them feel uneasy.

Monitoring and Evaluation

All Phases of the School will have a leader in charge, leading the implementation of this policy. All teachers and Support staff would play a role in monitoring the usage in every class and within the school. The IT department and web support would be supporting in evaluating the information collected on a termly basis. A report from each phase would be generated and collectively evaluated by the School leadership team. Any areas of concerns would be identified from the number of reported cases, the investigation procedures, actions taken and subsequent next steps as well as the information collected from the students involved. These will be evaluated to provide guidelines for a plan of action to improve the policy and its deployment.

The Senior Management Team reviewed this policy. It will be next reviewed in August 2021.