

United Arab Emirates
Ministry of Education
Sharjah Private Education
Authority
Al Kamal American International
School - Halwan



الإمارات العربية المتحدة
وزارة التربية والتعليم
هيئة الشارقة للتعليم الخاص

مدرسة الكمال الأمريكية الدولية - فرع
حلوان

AL Kamal American International School Halwan

Distance Learning - Safeguarding and Child Protection Guidelines



Vision: A leading international school which empowers a new generation of academically distinguished individuals who are morally inspired and skillful in facing challenges through a comprehensive and high quality educational system

Contents of Online Safeguarding Policy:

1. Introduction
2. Scope and Purpose
3. Context and Background
4. E-safety
5. Roles and Responsibilities
6. Technical and software guidance
 - Suitable Material
 - Unsuitable Material
7. Cyberbullying- Online bullying and harassment

1. Introduction

Building positive relationships with students is important to staff at AKAIS Halwan. The school aims to create a virtual environment that mirrors usual practice as much as possible. To ensure high quality teaching and learning, this online safeguarding policy has been discussed with staff, agreed by senior management and approved by Governors.

These guidelines aim to support staff maintain those positive relationships in a safe way as it is the duty of the school to ensure that every child in our care is safe, and the same principles should

apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This policy document is drawn up to protect all parties: students, staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any violations.

2. Scope and Purpose

1.1 This policy applies to all students at AL Kamal American International School Halwan, **AKAIS Halwan**. All students are expected to employ safeguards effectively and manage risks independently. **AKAIS Halwan** will provide support and guidance to ensure that our students remain e-safe. The purpose of this policy is to provide a safe, secure and supportive virtual environment for all students. Any risks to employees must be directed to their relevant supervisors (HOD, and HoS)

1.2 The scope of the Online Safeguarding Policy covers the use of the internet and school enabled electronic communication devices including, but not limited to, email, mobile phones, games consoles, PCs, laptops, tablets and social networking sites.

3. Context and Background

Being online is an integral part of children and young people's lives. Social media, online games, websites and apps can be accessed through mobile phones, computers, laptops and tablets – all of which form a part of children and young people's online world.

The internet and online technology provide new opportunities for young people's learning and growth, but it can also expose them to new types of risks. E-safety should form a fundamental part of schools' safeguarding and child protection measures. A whole school approach to online safety helps ensure staff, leadership, governors, and parents teach

children about online safety.

Schools have a dual responsibility when it comes to e-safety: to ensure the school's online procedures keep children and young people safe, and to teach them about online safety, in and outside of school.

4. E-safety

AKAIS Halwan recognises that children, as individuals, have the right to be treated with dignity and respect, free from emotional or physical danger, abuse and neglect. Safeguarding children is fundamental to the general well-being social, emotional, physical and mental development of each child; consequently, it is essential to have clear guidelines and procedures in place when dealing with matters involving child protection.

We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

AKAIS Halwan will not tolerate abuse or inappropriate use of technology, whether off-line or on-line, from any member of the school community, from administrators, teachers, office staff, support staff, students or parents. Communications by all parties should always be courteous and respectful and reflect the highest professional standards.

Any reported incident of bullying or harassment, or other unacceptable conduct, will fall under the AKAIS Student Safeguarding Policies and procedures and will result in the application of formal interventions.

AKAIS Halwan also recognises that peer-on-peer abuse may take place, and is formulating a more concrete policy and for this specific area.

5. Roles and Responsibilities

Electronic contact with students

Electronic contact is defined as the communication or publication of information (including images) between two or more people using an electronic device. This may occur using (but is not limited to) mobile phones, other handheld electronic devices, gaming equipment and computers. Electronic contact may include (but is not limited to) voice communication, text communication, instant messaging, email, social networking sites, blogs, photos and videos.

To safeguard staff and students please follow these guidelines:

Teachers must:

- Follow their timetable accurately
- Prepare properly for their eLearning classes whether via ClassDojo or MS Teams.
- Consider the different students' needs and interests
- Report to their HOS or HODs in case of lateness or absence so students and parents are informed in advance if a class is to be cancel or another teacher is to teach that class.
- Use appropriate language with children and young people and challenge any inappropriate language used by a student, or adult
- Use neutral language at all times in order to prevent any misunderstanding of intent, or possible accusations of misconduct.
- Respect a student's right to privacy.
- Be dressed appropriately at all times when on visible online
- Please refer to the section in the AKAIS Employee Handbook on Dress

Code Students must:

- Be on time for live sessions
- NOT start any live sessions by their own.
- Participate in the live sessions effectively to ensure they are learning
- Ask their teachers if they need any help or extra support
- Submit their assignments according the deadlines set by teachers.
- Use appropriate language at all times
- Use neutral language at all times in order to prevent any misunderstanding of intent
- Respect other student's right to privacy.
- Be dressed appropriately at all times when on visible online
- Not distract their classmates or interrupt teaching in any way

- Report to their teacher or section supervisor in case any technical problem happens

Parents Must:

- ALL Parents must ensure that their children have the necessary devices and the internet connection
- Primary parents must ensure an adult is with their child during MS Team live lessons
- Provide their children with a calm environment to help them focus on their learning
- Not interfere in live sessions or teachers' instructional methods in anyway. They are more likely advised to send their suggestions to the section supervisors or the HODs.
- Respond to section supervisors' messages and feedback about their children's learning. Attendance and progress
- Ask for support in case any technical or academic problem happens

6. Technical and Software Guidance

Suitable material

We encourage students to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible we provide students with suggestions for suitable sites across the curriculum and staff MUST always check the suitability of websites before letting the children use them or using them in teaching.

Unsuitable Material

The school will take all reasonable precautions to ensure that users access only the appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via websites and browsers during asynchronous sessions. The school can NOT accept liability for the material accessed, or any consequences resulting from Internet use.

Students are taught to always report such experiences directly to an adult at the time they occur at home or in school, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.

2. Informing the ICT technician in case they provide support of blocking these websites
3. Reporting the incident to the school leadership team represented by section supervisors who will then record the incident and deal with the concern as appropriate and possible

7. Cyberbullying- Online Bullying and Harassment

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.

There are clear procedures in place to support anyone in the school community affected by cyberbullying. All incidents of cyberbullying reported to the school will be recorded and will be dealt with.

There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.

How will complaints regarding online safety be handled?

Complaints of Internet misuse will be dealt with under the School's Complaints Procedure.

Any complaint about staff misuse will be referred to the section supervisor. Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and child protection procedures. All online safeguarding complaints and incidents will be recorded by the school, including any actions taken.

All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns. In case an incident happens, actions will be taken and may result in the suspension of the student from the school platform which can last for 2 or 3 days.