HABITAT SCHOOL
AL TALLAH, AJMAN, UAE

REPORTING POLICY
(2022-23)

INTRODUCTION

Immediate notification of all online accidents, incidents and near misses are required as per the school regulations to ensure that any safety or risk issues are addressed.

This guidance has been prepared by HABITAT SCHOOL AL TALLAH that provides a clear guidance on Incident Reporting system in order to learn lessons from adverse events, incidents and near misses. The school aims to ensure the reporting of any event which has potential for unintended or unexpected Cyber safety or psychological problems of Students and E learning Platform. When things do go wrong it is now widely accepted that the response should not be one of blame and retribution, but one of learning, with an overarching aim to minimize risk.
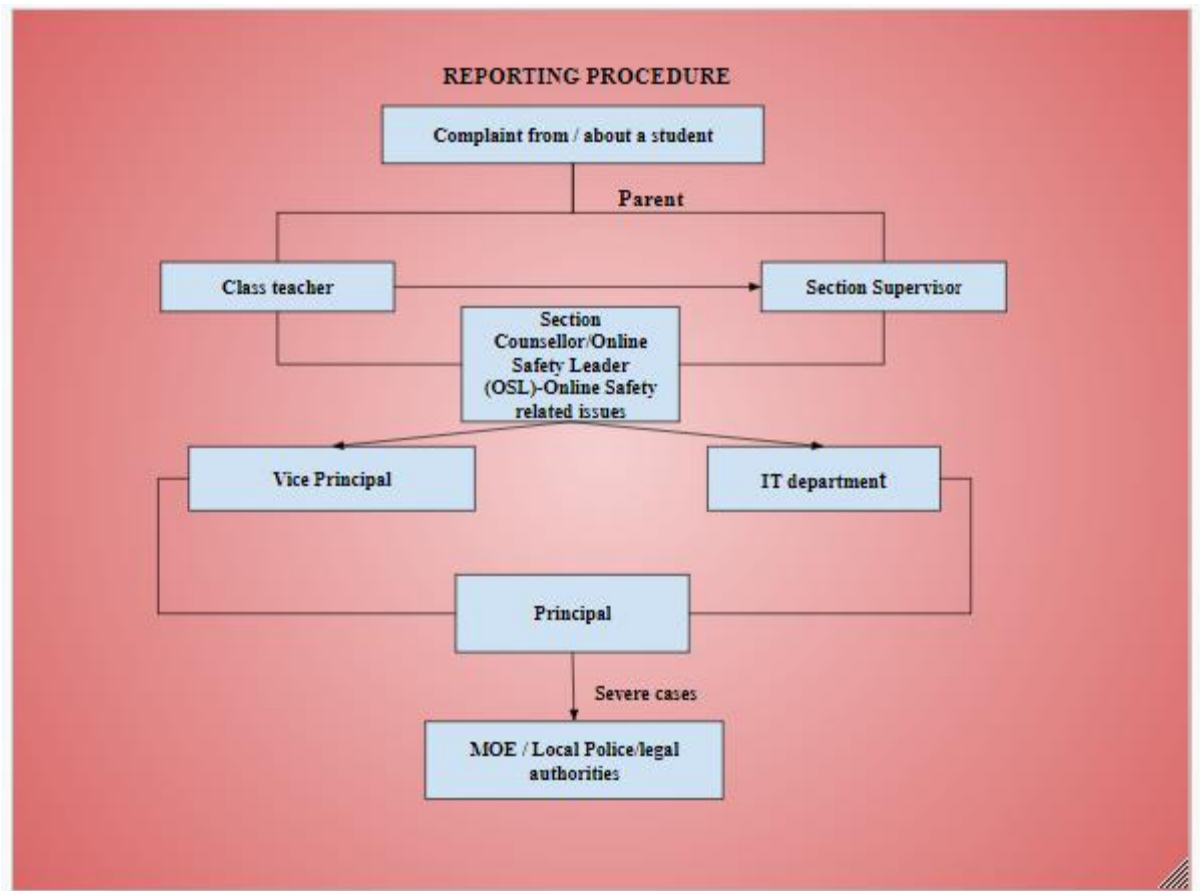
PURPOSE

- To define the classification of incidents and establish a common approach for reporting any accident incident for meeting the following objectives:
- Ensure all critical incidents are investigated.
- Identify the root causes of all incidents and develop the necessary corrective or preventive actions and measures to prevent recurrence.

Procedures:

In case of any online incident the following reporting structure is followed but depending on the seriousness of the incident it can be directly reported to the School Principal / OSL without following the protocols.

When completing accident reports it's ensured that the information is an accurate account of the accident. It is important that those filling in the form do not speculate or provide unnecessary information. The same applies to any related correspondence such as witness statements, emails, meeting notes etc.as it will be used as evidence in any subsequent court case where it will be ensured that all the records are purely factual.

REPORTING MECHNISM FOR STUDENTS

REPORTING PROCEDURE

Complaint from / about a student

Parent

Class teacher → Section Supervisor

Section Counsellor/Online Safety Leader (OSL)-Online Safety related issues

Vice Principal

IT department

Principal

Severe cases

MOE / Local Police/legal authorities

Hotline Number: **0558875434**

E -SAFETY INCIDENT REPORT FORM-2022-23

TYPE OF INCIDENT	
Bullying(Cyber bullying)	
Sharing inappropriate messages	
Grooming	
Sending inappropriate messages	
Hacking or virus spreading	
Accessing racist, sexual or homophobic materials	
sharing racist, sexual or homophobic materials	
Accessing and sharing religious hate material	
Accessing and sharing pornographic materials	
other(Record in description below)	
LOCATION	
Class room	
Virtual Classroom	
Blended Class	
DATE	
DESCRIPTION OF THE INCIDENT	
CHILDREN INVOLVED	
GRADE & DIVISION	
Reported by	
Reported to	
Action taken	
STATUS	
Resolved	
Unresolved	
Details of any subsequent actions or follow up	
Reporting person	
Principal	Ms. Mariyam Nizar Ahamed
Vice Principal	Dr. Huma Ather
Supervisor	Dr. Huma Ather
Counselor	Ms. Raseena Ahamed
Class Teacher	