

Role of the Online Safety Leader

The importance of the role of Online Safety Leader cannot be understated. The Online Safety Leader plays a vital role in ensuring that all students and school members are safe by ensuring the required policies and practices are developed and implemented across the school community. The safeguarding of students is always of prime concern to the school, and is an equally important issue in the online world as it is in the physical. Issues with safety of students' online increase as technology develops and, therefore, policies and practices must be in place to grow with the changing risks that students face. An effective and competent Online Safety Leader helps us to ensure safety for all in our school.

Reporting Structure

The Online Safety Leader reports directly to:	School Principal
The Online Safety Leader liaises with:	All Senior Leadership Team Members, ICT staff, IT Support Staff
The Online Safety Leader oversees:	Members of the Online Safety Group

The responsibilities of the Online Safety Leader are:

Leadership of the Online Safety Group

- Take day to day responsibility for online safety issues
- Chair all meetings, ensure that minutes are taken outlining agenda items to be discussed and action points recorded
- Ensure that all action points from meetings are followed up and provide support where required
- Share minutes and other relevant documentation with key stakeholders (school leaders etc)
- Advise and counsel members of the group on matters of online safety
- Communicate regularly with SLT, the Online Safety Group members and IT support staff to discuss current issues, review incident logs and filtering / change control logs
- Be up-to-date in online safety issues and legislation, be aware of the potential for serious child protection issues and to share this information with members of the online safety group

Online Safety Education for Students

- Ensures that online safety education and practices are embedded across the curriculum and promoted, encouraged and supported by all teaching staff
- Ensure a comprehensive stand-alone curriculum is developed for online safety education which addresses the wider aspects of online safety including digital citizenship
- Ensure that students are actively involved in promoting, designing and delivering online safety programmes
- Ensure that online safety policy and programmes are informed by students' skills, knowledge and understanding of new technologies
- Ensure student involvement through Digital Leaders and Online Peer Support programmes
- Oversee student surveys / feedback opportunities on online safety issues and ensure the data are collected, analysed and used effectively to inform online safety education programmes
- Engage students in participating in parent information sessions and promotional videos

Staff Training

- Facilitate training and advice for all staff including non-academic staff
- Implement regular online safety training for all members of staff (including as part of induction programme) that is integrated with all other school policies and processes including safeguarding and child protection
- Work with staff to ensure that appropriate online safety education is embedded throughout the curriculum; promoting the responsible use of technology and empowering students to keep themselves and others safe online.
- Support staff to actively engage with local and national events to promote positive online behaviour, eg: E-Safety programmes, ICT month, anti-bullying week.
- Revise and review staff training programmes to ensure they are delivering up-to-date information that reflects current best practice and are appropriate for the school community
- Ensure that evaluations of staff training are used to inform future developments of these programmes
- Ensure that their own knowledge and skill are refreshed at regular intervals to enable them to keep up-to-date with current research, legislation and trends.
- To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident
- Facilitate further and more detailed training for themselves and other key staff (eg Child Protection Officer)

Parental Engagement and Online Safety Awareness for the Wider Community

- Promote a commitment to e-safeguarding throughout the school community
- Promote active participation by parents in the online safety of their children
- Ensure that awareness programmes and information sessions are provided for parents
- Ensure all necessary documents are shared and available for current and prospective parents
- Ensure that online safety is promoted to parents and the wider community through a variety of channels and approaches such as videos, live online information sessions, documents and posters shared on school social media, website and official communication platforms
- Liaise with the Government Authorities and relevant agencies on matters related to e-safety
- Ensure all staff take active responsibility for online safety
- Ensure there are clear and accessible means for parents to report any online safety issues or concerns
- Ensure that parents are aware of, have read and understood and acknowledged the Acceptable Use Policy for Students

Monitoring of Online Safety Incidents

- Oversee the implementation of effective reporting procedures so that all members of the school community are aware of how to report incidents and can do so quickly and easily
- Ensure that an online safety incidents are logged in a secure location and the logs are kept up to date
- Ensure that interventions are appropriate and effective in the case of any identified safeguarding issues that may arise
- Ensure privacy and confidentiality of issues logged including highly sensitive information and issues of child protection
- Facilitate regular review of all monitoring records and ensure the Principal and SLT receive regular reports

- Implement a clear process of reporting incidents to parents
- Ensure that any serious incidents concerning online safety are informed to the Principal and are reported to relevant external authorities where necessary

Policies and Procedures

- Take a leading role in establishing and reviewing the school online safety policies / documents
- Act as a named point of contact on online safety issues and liaise with other members of staff as appropriate.
- Ensure policies and procedures concerning online safety concerns are in place. This should include but is not limited to; Acceptable Use Policies (AUPs), Online Safety Policy
- Ensure there are robust reporting channels that are easily accessible and useable by all members of the school community
- Record online safety incidents and actions taken in accordance with the Online Safety Monitoring processes
- Ensure the whole school community is aware of what is Acceptable Use and understand the sanctions for any Unacceptable Use.
- Liaise with the government authorities and other local and national bodies as appropriate.

Infrastructure and Technology

- Work with the Leadership Team and technical support staff to ensure that appropriate filtering and monitoring systems are in place and are effective
- Take appropriate action in line with all school policies and procedures if the filtering system and monitoring approaches identify any causes for concern.

Date of Review of this document: **January 2022**

Date of Next Review: **January 2023**

Approved by the Management of British International School Ajman