



مدرستنا الثانوية الإنجليزية، الشارقة
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH
A GEMS SCHOOL

GEMS
EDUCATION

ONLINE SAFETY POLICY

Implemented: April 2020

Next Review : April 2021

Compiled by :SLT &SMT

Approved by : Ms. Asma Gilani,Principal&CEO

Asma



The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people which is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that we operate in line with organizational values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved with OOS.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using OOS's network and devices
- all children, regardless of age, disability, gender, race, religion or belief have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator [member of SLT/ Designated child protection lead]
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person

- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

OOS ONLINE SAFETY COORDINATORS/CHILD PROTECTION OFFICERS

Sno	Name	Role	Email	Designation
1	Asma Gilani	Nominated Governor/Head Teacher	asma.g_oos@gemsedu.com	Principal &CEO
2	Hemlata Thawani	Designated Safeguarding Lead - DSL	hemlata.t_oos@gemsedu.com	Headmistress
3	Elizabeth George	Deputy Designated Safeguarding Lead - DDSL	elizabeth.g_oos@gemsedu.com	Head of Section- Middle School

ONLINE CONDUCT / BEHAVIOUR COMMITTEE

Sno	Name	Role	Email	Designation
1	Asma Gilani	Conduct Committee Head	asma.g_oos@gemsedu.com	Principal &CEO
2	Hemlata Thawani	Deputy Conduct Committee Head	hemlata.t_oos@gemsedu.com	Headmistress

Section Online behaviour committee Lead

3	Priya Ramachandran	KG Lead	priya.r_oos@gemsedu.com	Head of Section- KG
4	Shobhana Sripathi	Primary School Lead	shobhana.s_oos@gemsedu.com	Head of Section - Primary
5	Elizabeth George	Middle School Lead	elizabeth.g_oos@gemsedu.com	Head of Section- Middle School
6	Rachel Pereira	Senior School Lead	rachel.p_oos@gemsedu.com	Head of Section- Senior School

Departmental Online behaviour committee Lead

7	Ritu Arora	KG1 Lead	ritu.a_oos@gemsedu.com	KG1 Supervisor
8	Franak Kheshwalla	KG2 Lead	franak.k1_oos@gemsedu.com	KG2 Supervisor
9	Mini Jayapalan	Grade 1 Lead	mini.j_oos@gemsedu.com	Grade 1 Supervisor
10	Samirah Parvez	Grade 2 Lead	samirah.p_oos@gemsedu.com	Grade 2 Supervisor
11	Nandela Sujatha	Grade 3 Lead	nandela.s_oos@gemsedu.com	Grade 3 Supervisor
12	Sharmistha Mazumder	Grade 4 Lead	sharmistha.m_oos@gemsedu.com	Grade 4 Supervisor
13	Sabeena Fakhir	Grade 5 Lead	sabeena.f_oos@gemsedu.com	Grade 5 Supervisor
14	Bindu Vijayakumar	Grade 6 Lead	bindu.v_oos@gemsedu.com	Grade 6 Supervisor
15	Vinita Suvarna	Grades 7 and 8 Lead	vinita.s_oos@gemsedu.com	Grade 7&8 Supervisor
16	Reshmi Pillai	Grades 9 and 10 Lead	reshmi.p_oos@gemsedu.com	Grade 9&10 Supervisor
17	Moeen Umrazia Khannum	Grades 11 and 12 Lead	moeen.k_oos@gemsedu.com	Grade 11&12 Supervisor

School Counselors

KG & Primary School	Ms. Shobha Poojari	shobha.p_oos@gemsedu.com
Middle & Senior School	Ms. Radhika Kuzhippat	radhika.k1_oos@gemsedu.com
Special Educators		
KG – Grade 2	Ms. Reena Bisht	reena.b_oos@gemsedu.com
Grades 3 to 8	Ms. Remya Pillai	remya.p_oos@gemsedu.com