

GCS E-Safety Group Terms of Reference

A consultative group that represents our school/ community, we are responsible for:

- Blended Learning
- Digital Citizenship
- Online safety
- Monitoring the online safety policy including the impact of initiatives.
- This group will also take responsibility for reporting their findings to SLT and the Local Advisory Board (LAB)

Group Members

Core Team	
Charne Rossouw <i>Whole School Teaching and Learning Coach</i>	E-safety Officer
Michelle Motley <i>DSL and Head of Primary</i>	Safeguarding Officer
Walaa Elsayed <i>Deputy DSL and Head of MoE Subjects</i>	Safeguarding Officer
Keiron Tucker <i>Head of Secondary</i>	Safeguarding Officer
Shahana Salman <i>SLT – Whole School Community and Culture Lead</i>	E-Safety Inspector
Shellie Chaudhary <i>SLT – Whole School UAE Agenda and Design Thinking Lead</i>	Digital Citizenship and Design Thinking Officer
Muhammad Rafeeq <i>IT Engineer</i>	Information Asset Owner, Data protection and infrastructure Officer
Asmaa Shehat <i>School Counsellor</i>	Welfare Officer
Fatma Abomahmod <i>School Counsellor</i>	Welfare Officer
Extended Team	
Nitin Chaudhary <i>Technology & Marketing Specialist</i>	E-safety Mentor
Asif Mukadam	Parent Committee and LAB member
Zara Khan <i>Executive Secretary</i>	Executive Secretary and Parent representative
Design Thinking Student Leaders Digital Champions Student Leaders	Student Voice

Other people may be invited to attend the meetings at the request of the E-safety Officer or the behalf of the committee to provide advice and assistance where necessary.

Committee members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.

Committee members must be aware that many issues discussed by this group could be of a sensitive or confidential nature.

When individual members feel uncomfortable about what is being discussed they should be allowed to leave the meeting with steps being made by the other members to allow for these sensitivities.

Roles and Responsibilities

Function of the E-Safety Group

- To assist the E-safety Officer and DSL.
- To keep up to date with new developments in the area of online safety.
- To review and develop the online safety policy in line with new technologies and incidents. To monitor the delivery and impact of the online safety policy.
- To monitor the log of reported online safety incidents which to inform future areas of teaching / learning and training.
- Monitor incidents involving cyberbullying for staff and pupils.
- To co-ordinate consultation with the whole school community to ensure stakeholders are up to date with information, training and/or developments in the area of online safety. Information is disseminated out through:
 - Staff meetings
 - Student / pupil forums
 - Governors / LAB meetings
 - Surveys /questionnaires for students / pupils, parents / carers and staff
 - Parents' evenings
 - Website/VLE/Newsletters
 - Online safety events
 - Internet Safety Day

E-safety Officer – Charne Rossouw

- Scheduling meetings and notifying committee members
- Inviting other people to attend meetings when required by the committee
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Making sure that notes are taken at the meetings and that these with any action points are distributed as necessary

DSL and Child Protection Lead – Michelle Motley

- Following the agreed procedures as set out within the Safeguarding and Child Protection Policy.
- Know how to identify the signs and symptoms of abuse.
- Providing advice and support to staff in matters of Child Protection.
- Report allegations and suspicions to the Principal.
- Maintaining accurate records of incident reports and any follow-up actions.

- Ensuring all records are kept confidentially, separate from the main student files in a locked location in the Head of School's office.
- Knowing when and how to make a referral to outside agencies and professionals.

Information Asset Owner, Data protection and infrastructure Officer

- Ensure that monitoring is carried out of Internet sites used across the school
- Monitor filtering / change control logs (e.g. requests for blocking / unblocking sites). Monitor the safe use of data across GCS.
- Keep up to date with SPEA / GEMS policies and protocols

Safeguarding Officers – Keiron Tucker and Walaa Elsayed

- Supporting the E-safety Officer and DSL in following the agreed procedures as set out within the E-Safety, Safeguarding and Child Protection Policy.

E-Safety Inspector – Shahana Salman

- Liaising with the GCS parent community to share school initiatives and gather feedback in order to improve e-safety at the school.
- Monitoring e-safety incidents
- Facilitating student leadership and student-led events
- Facilitating whole school initiatives

Design Thinking and Digital Citizenship Officer – Sheillie Chaudhary

- Facilitating student leadership and student-led events
- Facilitating whole school initiatives

Welfare Officers – Asmaa Shehat ad Fatma Abomahmod

- Support the E-safety team with any behaviour, counselling or safeguarding issues that might arise
- Raise awareness on the importance of Digital Citizenship and wellbeing within the GCS community

Standing Agenda Items

- Review and update of actions from last meeting
- Review of e-safety incidents – E-safety Officer and DSL and SLT
- New national guidance or policy requirements – E-safety Officer
- Filtering reports – IT Engineer
- IT security issues - IT Engineer
- Concerns or questions from the community – Parent committee member
- Any other business - including proposals for new initiatives

Other regular items may include

Anti-bullying week

Safer Internet Day

Annual review of e-safety incidents

Discuss appropriate training needs as required (staff, governors, parents)

Review e-safety curriculum, e-Safety and acceptable use policies

Duration of Meetings

Meetings shall be held monthly for a period of 1 hour.

A special or extraordinary meeting may be called when and if deemed necessary.

Amendments

The terms of reference shall be reviewed annually from the date of approval.

They may be altered to meet the current needs of all committee members, by agreement of the majority.

The above Terms of Reference for GEMS Cambridge International Private School Sharjah have been agreed.

Date: January 2021

Date for review: August 2021