



IDEAL ENGLISH SCHOOL , RAK

ROLES AND RESPONSIBILITIES

ONLINE SAFETY LEADER : Mrs. Betsy .M. Miranda

- ❖ Provide leadership to the e-safety initiative of the school.
- ❖ Develop an e-safety culture in the school through a varied range of initiatives such as events, trainings, workshops, curriculum, and so on.
- ❖ Receive necessary training in e-safety, child protection and related topics and keeps updated about the latest developments on the same.
- ❖ Ensure that all members of the online safety group know their responsibilities and carries them out diligently.
- ❖ Have scheduled meetings with the group to discuss and address e-safety needs of the school.
- ❖ Convene emergency meetings in case of any incidents that require immediate attention and action.
- ❖ Ensure that all meetings have proper minuting and the same is filed for future reference.
- ❖ See to it that all departments systematically document all required matters related to e-safety such that they are easily accessible.
- ❖ Work with the school management, Principal, and HR Department to understand, develop and impart continuous training to the staff on online safety, acceptable use, child safety, anti-bullying and all matters related to e-safety.
- ❖ Ensure that e-safety policies are properly executed, reviewed and updated.
- ❖ See to the embedding of e-safety threads across policies of the school where they are relevant and essential.
- ❖ Develop, implement and monitor reporting strategies and systems to ensure that all e-safety safety incidents happening in and beyond school are addressed and followed up in a proper manner.
- ❖ Ensure that the e-safety curriculum is developed, imparted and updated as per plans.
- ❖ Work with the school team to plan and execute events and activities throughout every school year to promote e-safety.

- ❖ Follow up and receive appropriate MIS to ensure that all scheduled audits and monitoring of e-safety infrastructure is on track.
- ❖ Ensure that parents are informed and involved in the e-safety journey of the school.
- ❖ Understand the statutory requirements of e-safety in UAE and ensure that the school systems are in compliance.
- ❖ Generate reports for the school management and/or leadership with regard to e-safety every 6 months and as per the demand.
- ❖ Represent the school for seminars and meetings on e-safety.
- ❖ Do adequate research, connect with various organizations and communities so that all the latest development in e-safety is known, and the same is integrated into the school where relevant.