



# IDEAL ENGLISH SCHOOL , RAK

## ROLES AND RESPONSIBILITIES

### **CHILD PROTECTION OFFICER (SCHOOL COUNSELLOR) : Mrs. Reena M.R**

Take the lead along with online safety leader in ensuring in child protection.

- Immediately respond or step in when an online child safety incident occurs and work with the online safety leader, parents and students as required to address the same.
- Ensure that the evidence of intervention is documented.
- If appropriate, advise Online Safety Leader and school leadership for referral to external agencies.

Special educational needs co-ordinators may need to work closely with the child protection liaison officer within their school. Suggested responsibilities for special educational needs co-ordinators include:

- ✓ developing and maintaining knowledge of internet safety issues, particularly with regard to how they might affect children and young people
- ✓ developing and maintaining additional policies and internet safety materials, in conjunction with the internet safety co-ordinator and the school's internet safety team, tailored to the special educational needs of pupils
- ✓ liaising with parents of pupils with special educational needs to ensure that they are aware of the internet safety issues their children may encounter outside school, and the ways in which they might support them
- ✓ co-operating with the child protection liaison officer, as necessary liaising with other individuals and organisations, as appropriate, to ensure that those pupils being educated away from school premises still benefit from a safe ICT learning environment

The School Counsellor with lead responsibility for safeguarding and child protection along with the Online Safety Leader and Designated Safeguarding Leads.

- ❖ All incidents will be reported accordingly to the Principal and Designated Safeguarding Leads.
- ❖ Immediately respond when safety incident occurs
- ❖ Conducting audit of the online safety incidents, maintain logs and monitoring.
- ❖ Assessing the problem
- ❖ Determining consequences in accordance with school policies.
- ❖ Escalate to the higher authorities.
- ❖ Provide the necessary safeguards and support for all pupils involved, such as offering specific advice on blocking, reporting and removing online content, as well as providing appropriate counselling/pastoral support
- ❖ Inform parents, if appropriate, about the incident and how it is being managed
- ❖ If appropriate, advise Online Safety Leader for referral to external agencies.