



IDEAL ENGLISH SCHOOL , RAK

ROLES AND RESPONSIBILITIES

E-SAFETY CO- ORDINATORS : Mrs. Radhika & Mrs. Shilba Rajana

Leads the e-safety committee

- ❖ Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ❖ Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- ❖ Provides training and advice for staff
- ❖ Liaises with the KHDA / relevant body
- ❖ Liaises with school technical staff
- ❖ Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- ❖ Meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- ❖ Attends relevant meeting / committee of Governors
- ❖ Reports regularly to Senior Leadership Team.