

## ONLINE 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 finding to SLT, ELT and Local Advisory Board (LAB)

### Group Members

Name	Designation
<b>Mr. Emmanuel Keteku</b>	<b>Vice Principal &amp; DSL</b>
<b>Mr. James McAleese</b>	<b>Head of Secondary</b>
<b>Ms. Hazel Halligan</b>	<b>Head of Primary</b>
<b>Mr. Lee Wilson</b>	<b>Teaching Learning &amp; Innovation Lead</b>
<b>Ms. Sadaf Ali</b>	<b>IT Teacher</b>
<b>Ms. Nikki Newing</b>	<b>Head of Inclusion &amp; Deputy DSL</b>
<b>Mr. Abdul Hafeez</b>	<b>Director Data and Information</b>
<b>Parental Voice</b>	<b>Parent Representative</b>
<b>Student Voice</b>	<b>School Council / Head Boy / Head Girl</b>

- Other people may be invited to attend the meetings at the request of the Chairperson on 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

### Chair Person – Mr Emmanuel Keteku

Their responsibilities include:

- 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

### **Standing Agenda Items**

- Review and update of actions from last meeting
- Review of e-safety incidents - child protection lead
- New national guidance or policy requirements - e-safety lead
- Filtering reports - ICT support
- IT security issues - ICT support
- Concerns or questions from the community - parents, PC, PCSO
- Updates on any in-process initiatives.
- 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.

### **Function of Online Safety Group**

To assist the Online Safety Lead / DSL and Deputy Safeguarding:

- 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.
- 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

***The Senior Leadership / DSL & Data and Systems Team will***

- 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 the GEMS Winchester Fujairah.
- Monitor incidents involving cyberbullying for staff and pupils.

**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 Winchester Fujairah have been agreed.

**Date: August 2020**

**Date for review: July 2021**