

<b>Ras Al Khaimah American Academy</b>			
<b>Subject: Online Safety Leader Policy</b>		<b>SOP No: RAKAA_OS_1</b>	<b>Controlled Copy No:8</b>
		<b>Revision No: New</b>	
<b>Written by:</b>	<b>Farhat Riffat</b> ICT Teacher	<b>Date:</b> 12-12-2021	<b>Policy based on: Online Safety Policy</b>
<b>Checked by:</b>	<b>OSG</b>	<b>Date:</b> 12-12-2021	<b>Supersedes: New</b>
			<b>Issued on: 13-12-2021</b>
<b>Approved by:</b>	<b>Principal</b> Ms Sandra Zaher	<b>Date:</b> 12-12-2021	<b>Distributed to:</b>
			<b>Pages: 3</b>
<b>Authorized by:</b>	<b>Principal</b> Ms Sandra Zaher	<b>Date:</b> 12-12-2021	<b>Policy effective as of:13-12-2021</b>
			<b>Policy review date: 15-5-2022</b>

## Online Safety Leader Policy

### Online Safety Leader:

RAKAA have named staff member with day-to-day responsibility in the role of the Online Safety Leader. RAKAA may choose to combine this with the designated Safeguarding Lead role. RAKAA may decide to appoint a person with a child welfare background, preferably with good knowledge and understanding of the new technologies, rather than a technical member of staff – (but this will be the choice of RAKAA)

- Leads the Online Safety Group
- Takes a day-to-day responsibility for online safety issues and has a leading role in establishing and reviewing the school's online safety policies/documents
- The OSL, in collaboration with OSG is responsible to supervise other framework aspects through clear paths and approaches, and this is clear in these aspects
- Ensures that all staff members are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provides training and advice for staff
- Liaises with the Local Authority / relevant body
- Liaises with RAKAA technical staff
- Receives reports of online safety incidents and creates a log of incidents to inform future online safety developments;
- Meets regularly with Online Safety *Governor / Director* to discuss current issues, review incident logs, and filtering/change control logs
- Attends relevant meetings/committees of *Governors / Director*
- Reports regularly to the Senior Leadership Team & BOT

(RAKAA will need to decide how these incidents will be dealt with and whether the investigation/action/sanctions will be the responsibility of the Online Safety Leader OSL or another staff member, e.g., Head teacher / Principal / Senior Leader / Designated Safeguarding Lead / Class teacher / Head of Year, etc.)

### **Online Safety Leader OSL CPD plan / Pillars**

CPD Plan for online safety leader training and understanding their responsibilities, as outlined in the online safety policy. Training should secure the followings:

- A planned program of formal online safety training will be made available to OSL.
- The plan will be regularly updated and reinforced.
- An audit of the OSL training needs to be carried out regularly.
- OSL involvement in new CPD programs related to his/her role.

### **Plan to cascade for SLT, MLT, Teachers, students & community / fundamental pillars**

The Online Safety Leader should have a mechanism to cascade the understanding of his/her role to the Online Safety Leader Assistant, SLT, HOD, and OSG, Teachers, parents, and students.

The assistant OSL is maintaining the sustainability of the OSL responsibilities by practicing the OSL JD and R&Rs through 1:1 coaching and shadowing, The OSL and assistant OSL attended professional CPD with Phenomenal for administrative consultancy to enhance their competence and experience the plan topics:

Reporting,

Logging,

Managing and recovering from information risk incidents, which establishes a:

- “responsible person” for each incident
- communications plan, including escalation procedure
- plan of action for rapid resolution
- plan of action for non-recurrence and further awareness raising

### **Indication plan for OSL involvement in other e-safe aspects**

Such as running the online safety group, staff training and awareness, commitment to and coordination of an online safety program with the wider community referring to the online safety policy to ensure the OSL is involved in developing the e-safe awareness of the following stakeholder:

❓ SLT member/s

- ❑ Child Protection/Safeguarding officer
- ❑ Teaching staff member
- ❑ Support staff member
- ❑ Online safety coordinator (not ICT coordinator by default)
- ❑ Governor
- ❑ Parent
- ❑ ICT Technical Support staff (where possible)
- ❑ Community users (where appropriate)
- ❑ *Student/pupil representation – for advice and feedback.*
- ❑ *Student/pupil voice is essential in the make-up of the online safety group, but students/pupils would only be expected to take part in committee meetings were deemed relevant*

Linked with Online safety policy:

[https://rakaa.sch.ae/wp-content/uploads/2021/12/RAKAA\\_eSafety-Policy\\_2021-22.pdf](https://rakaa.sch.ae/wp-content/uploads/2021/12/RAKAA_eSafety-Policy_2021-22.pdf)