Ras Al Khaimah American Academy				
Subject: Staff Training Policy for E-Safety			**SOP No:**	**Controlled Copy No:3**
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	Ms. Katrina Scotford	04/01/22		
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	Nathaalie Williams	04/01/22		
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	Sandra Zaher	04/01/22		
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Introduction

If we are to be able to adequately prepare our students and other members of our RAKAA community to be responsible and safe when online then it is important that we as educators and staff receive regular and comprehensive training on all matters related to online safety. The technology available to all in modern settings has meant that online safety MUST be one of the top priorities of any educational establishment.

Rationale

The purpose of this Staff Training Policy is to specifically state what training will take place with regards to Online Safety and Safeguarding, when, and how often.

RAKAA Senior Leadership Team (SLT), the Board of Trustees (BoT) and Online Safety Group (OSG)

For RAKAA to properly implement online safety and safeguarding measures, the SLT, BoT and members of the OSG must be equipped with the tools and information to allow them to deliver relevant CPD sessions. To be able to do this well, the school will ensure that they receive relevant training from external sources as well as consulting with experts in the field.

RAKAA School management will ensure that key members of the SLT and OSG are provided with opportunities to attend webinars and conferences that are deemed relevant, to reinforce their existing knowledge, and obtain updates and improvements that will help to improve our E-Safety initiative.

Educating Staff
In an educational setting such as RAKAA, it is essential that all stakeholders receive regular training on online safety and all the related online policies.

To achieve this at RAKAA we maintain the following training schedule:

- As part of the induction program for all new staff members, there is mandatory CPD on Acceptable Use policies, E-Safety, and Child Protection.
- Existing staff attend refresher programs and workshops throughout the year at different intervals
- Staff are trained on how to look for signs of abuse

- Training is given on the reporting procedure if any member of staff suspects abuse and who to report to.
- Staff will be required to take online safety e-courses with regards to Child Protection, reporting, and spotting signs of abuse.
- In the 2022-23 Academic Year, RAKAA will assess Staff members' understanding of their roles in Child Protection and reporting suspected abuse through online quizzes and multiple-choice questions about Online Safety norms. For any staff member that scores less than 70%, mandatory one-on-one training will be provided by the OSL or OSLA to retrain and equip that team member's knowledge.
- Every member of staff at RAKAA must sign an Acceptable Use Agreement upon joining the school.
- Each member of staff also signs an agreement on mobile devices as it relates to BYOD.
- The school regularly shares tips and updates with staff with regards to E-Safety.
- Staff receive annual training on reporting systems for online incidents, child protection, and any other relevant areas. They are also informed of the sanctions associated with them. This allows a consistent message to be provided to all stakeholders.