SAFEGUARDING (DIGITAL WELLNESS) POLICY

Written by	Counsellor	Reviewed	January 2021
Approved by	Principal	Next Review	November 2021

This policy must be read in conjunction with the School Policies on Child Protection and Anti bullying

CYBER SAFETY

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it is the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That is why Emirates American School (EAS) has created this guide to help pupils understand different aspects of remote learning and to support students in ensuring their experience is as safe and secure as it can be. All online activities are subject to the UAE cyber law.

1. **Treat remote learning the same as classroom learning**

   Despite being at home, it is important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and do not get distracted by your surroundings.

2. **Use classroom language**

   If you are encouraged to communicate through emails and online messages, do not use shorthand texts. Speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.

3. **Always conduct video learning in an open space at home**

   To get the best experience from remote learning, it is important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate

4. **Only communicate through approved school portals and platforms**

   It is important that you send messages and any pictures or images required for class through approved school channels, such as Microsoft Teams or any other approved platforms. This will help to keep your personal information safe and secure.

5. **Stick to teacher rules and guidelines around online learning**

    EAS has provided the students with guidance around remote learning and the rules to follow. Always maintain classroom behavior and try to remember that you are in a learning environment.

6. **Do not share passwords or other sensitive information**

    In order to begin online lessons or to gain access to learning materials, students are provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

7. **Do not use school platforms to discuss personal matters**

    It is important to keep your school communication channels separate from your own personal communication with friends and family. Do not be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.

8. **Device safety and data back up**

    Students should save a copy of their work in a folder for future reference and keep their devices safe by installing trustworthy anti-virus and enabling the device firewall.

CYBER BULLYING

What is cyber bullying? Cyber bullying is bullying that takes place on the internet over digital devices like cell phones, computers, and tablets.

It may include:

1. Sending someone mean or threatening emails, direct messages on chat rooms or text messages
2. Hacking into someone's online account
3. Being rude or mean to someone online
4. Posting private or embarrassing photos/videos/pictures online or sending them to others
5. Creating fake social media accounts that mock someone or trick them
6. Excluding someone from an online conversation or blocking them for no reason

Some facts about Cyber Bullying

➢ Being bullied can impact on your self-esteem, confidence, and social skills.
➢ You do not have to deal with the bullying on your own.
➢ When cyberbullying happens, it is important to document and report the behavior, so it can be addressed – record the dates and times when cyberbullying has occurred, and save and print screenshots, emails, and text messages.
➢ Talk to an adult that you trust – a parent, guardian, or teacher.

> ➤ Your first contact in school on all matters related to cyberbullying/any other form of bullying is your Supervisor apart from the usual contact with your teacher. You can also contact EAS Social Workers or escalate the matter to the School Counsellor, who heads the 'School Wellness Team'

How can I stay safe?

> ➤ Make sure your privacy settings are updated so that only people you know and trust can see what you post.
> ➤ Never give out personal information online, such as in public profiles, chat rooms or blogs, and avoid further communication with those sending the messages.
> ➤ Keep aware of fake profiles and internet users pretending to be someone that they are not.

Be Kind Online

Before pressing 'send' on comments, ask yourself these 3 questions...

1. Why am I posting this?

2. Would I say this in real life?

3. How would I feel if somebody said this to me?

CHILD SAFETY

Emirates American School gives utmost priority to child safety. Child abuse is one of the core areas to be investigated and addressed when it comes to child safety.

> ➤ Child abuse can be defined as harming (whether physically, emotionally or sexually, ill treatment, abuse, neglect of any child).

> ➤ Because of ignorance and dependency on the abusers, children often are unable to express that they are abused. As adults, it is our responsibility to observe child behaviour and encourage them to speak up.

> ➤ Students and staff members have a facility to report any such unusual incident through the online safeguarding incident form, which is available with the Supervisor and any member of the wellness team

> ➤ The first point of contact for child safety will be the respective Supervisor after the usual contact of the teacher.

> ➤ The incident reported should be immediately escalated to the School Counsellor who will take the necessary measures to deal with the situation and safeguard the child.

Staff and Parents are requested to look out for behavioral indicators of child abuse (but it does not necessarily mean that the child abused will always show these indicators).

- Be sick or tired most of the time
- Be developmentally delayed
- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- Is very demanding of affection or attention

Monitoring and Policy Review

The school wellness committee is composed of School Counsellor, HR, Administration Officer, Social worker, Physical Education HOD and School Doctor and is overseen by the Assistant Principal. The committee should develop, promote, and oversee a multifaceted plan to promote school stakeholders' wellness.

- The school wellness committee will facilitate the implementation of wellness policy over different levels of school.
- The school Principal along with the SLT will ensure compliance with wellness policy.
- The school wellness committee will review the wellness policy and develop work plans accordingly.

SAFEGUARDING (DIGITAL WELLNESS) CONTACT

Emirates American School believes in the capability of every individual. No child can perform poorly if the right environment is provided both at home and in school and timely support is extended. Keeping this as the foundation of every program, the school has been providing extensive support to those students who need assistance in any feasible area. The school is committed to safeguard and protect every child, to provide and intervene as and when there is a need and to develop a safe and protected environment. If any student feels that you need to have a conversation with an adult who you can trust and share your concerns, please approach to any of the following members of the 'School Wellness Team'.

1. Any concern or recommendations you would like to share with other than your own teachers, then your first contact will be your respective Supervisors.

2. For any support related to technology you may use the **Technology Emergency Hotline**: **0502892517**. You can also write to: **it@easuae.com** for technology support.

Emirates American School المدرسة الإماراتية الأمريكية

<h1 style="color:red">Contact details of School Wellness Team</h1>

Sl No	Sections	Contact Person	E-mail ID
1	Kindergarten	Supervisor	ghadahamed@easuae.com
2	Gr 1-3 and Gr 4-6 Girls	Supervisor	diana@easuae.com
3	Gr 4-8 Boys	Supervisor	refat@easuae.com
4	Gr 7 – 12 Girls	Supervisor	yasmin@easuae.com
5	Gr 9 – 12 Boys	Supervisor	ahmed.saadeh@easuae.com
6	Primary and Gr 4 – 12 Girls	Social Worker	haneen@easuae.com
7	Gr 4 – 12 Boys	School Counsellor	yonatan@easuae.com
8	Head of Wellness Team	School Counsellor	yonatan@easuae.com