New Indian Model School, Sharjah is committed to safeguarding and promoting the welfare of the children. The Safeguarding, Child Protection & Support Policy exists in the school to protect the students of all age levels in the distant learning platform. The main agenda of the policy is to educate the Students about the guidelines of online safety and cyber bulling, including whom to contact if they have concerns.

NIMS Safeguarding Committee:

Position	Boys' Section	Email ID
Convener	Intiyaz Abbas Saheb	intiyazabbas@nimsshj.com
Representatives	Mrs. Iqbal Mohammed	arabicsecretary@nimsshj.com
	Mr.Ajith Kumar	ajithkumar@nimsshj.com
	Mrs.Rija Gopinath	rijachirayil@nimsshj.com
	Mrs. Nusrath	nusratsyed@nimsshj.com
	Mrs.Rija Gopinath	rijachirayil@nimsshj.com
	Mrs. Juberiya Fatima	juberiyafatima@nimsshj.com
Monitor	Mr. Shahajan KM	principal@nimsshj.com

 ROLES & RESPONSIBILITIES:

NIMS safeguarding committee is responsible for ensuring the school's safeguarding policy, its update and implementation and record maintenance.

Key Person to Contact:

Section	Name	E mail ID
K.G	Mr.Shwetha Roshan	shwetaroshan@nimsshj.com
Grade 1 & 2	Mrs. Shahana	shahnafeesa@nimsshj.com
Grade 3-5(B.S)	Mrs. Jinnu John	jinujohn@nimsshj.com
Grade (3-5) (G.S)	Mrs. Ramya	ramyashibu@nimsshj.com
Grade 6-12 (B.S)	Mrs. Princy Jabbar	princyjabbar@nimsshj.com
Grade 6-12 (G.S)	Mrs. Preeja Arun	preejaarun@nimsshj.com

KEY PERSONS' ROLES & RESPONSIBILITIES:

As per NIMS Safeguarding policy each section has a safeguarding and wellbeing officer. If a student has any concern regarding safety and wellbeing he/she or parents can directly contact them. Their major role is to guide the students, parents and teachers about the Safeguarding Policy through online Orientation programs. In case of high concern they will recommend the case to Safeguarding Committee.

NIMS Anti Cyber-Bullying Policy

The school recognizes that technology plays an important and positive role in everyone's lives, both educationally and socially. It is committed to helping all members of the school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

The aims of this policy are to ensure that:

- We safeguard the pupils in the real and virtual world

Definition: What is Cyber-bullying?

Cyber bullying can be defined as exploiting the Internet to intentionally harm individuals or groups. It also involves continued harassment, abuse and ridicule by email or any other means of communication. Cybercrime also involves hacking and piracy, blackmailing and the traditional forms of online crimes.

Mr. Bill Belsey, defined this unpleasant and particularly intrusive phenomenon in the following terms:

"Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others".

Cyber-bullying can involve Social Networking Sites, emails and mobile phones used for SMS messages and as cameras. In addition;

- It can be used to carry out all the different types of bullying; an extension of face-to-face bullying
- It can also go further in that it can invade home/personal space and can involve a greater number of people
- It can take place across age groups and school staff and other adults can be targeted
- It can draw bystanders into being accessories
- It includes: threats and intimidation; harassment or 'cyber-stalking'; vilification/defamation; exclusion or peer rejection;
- Impersonation; unauthorized publication of private information or images ('happy-slapping); and manipulation
- It can be an illegal act

Preventing cyber-bullying Understanding and discussion:

- Staff will receive training in identifying cyber-bullying and understanding their responsibilities in developing e-safety. The Manager of ICT may delegate this training to the Academic Coordinators, Head of the Departments, and Head of the Sections. In this training all staff will be helped to keep up to date with the technologies that children are using.
- The delivery of lessons is important part of preventative strategy and will discuss keeping personal information safe and appropriate use of the Internet.
- It is desirable that the pupils will be involved in a response to cyber-bullying. They will have a voice through the School Student Council and the Parental Council.

- Pupils will be educated about cyber-bullying through a variety of means: assemblies, conferences, Anti-bullying Week and projects etc.
- Pupils will sign a Safe and Acceptable Use Policy before they are allowed to use school computer equipment and the Internet in school and parents will be encouraged to discuss its contents with their children.
- Parents will be provided with information and advice on e-safety and cyber-bullying via literature, talks, etc.
- Pupils and staff will be involved in evaluating and improving policies and procedures through Student Council, Houseparent meetings, and Yearly meetings.

Evaluating the effectiveness of prevention measures:

- Identify areas for improvement and incorporate pupils, teachers, IT professionals and counselors ideas for anti-cyber bullying in school
- It is desirable to conduct an annual evaluation including a review of recorded cyber-bullying incidents.

Responding to cyber bullying:

Most cases of cyber-bullying will be dealt with through the school's existing Anti-bullying Policy and this must remain the framework within incidents of bullying are investigated. However, some features of cyber-bullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- Impact: the scale and scope of cyber-bullying can be greater than other forms of bullying
- Targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- Location: the 24/7 and anywhere nature of cyber-bullying
- Anonymity: the person being bullied will not always know who is bullying them
- Intent: some pupils may not be aware that what they are doing is bullying
- Evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence
- It is possible that a member of staff may be a victim and these responses apply to them too

Support for the person being bullied:

- Offer emotional support; reassure them that they have done the right thing in telling someone
- Advise the person not to retaliate or reply. Instead, keep the evidence and take it to their parent or a member of staff (in the case of staff they should take it to their line manager)
- Advise the person to consider what information they have in the public domain
- Unless the victim sees it as a punishment, they may be advised to change e.g. mobile phone number
- If hurtful or embarrassing content is being distributed, try to get it removed from the web. If the person who posted it is known, ensure they understand why it is wrong and ask them to remove it. Alternatively, contact the host provider and make a report to get the content taken down.
- In some cases, the person being bullied may be able to block the person bullying from their sites and services. Appendix 1 contains information on what service providers can do and how to contact them

Investigation:

- The safeguarding of the child is paramount and staff should investigate in accordance with the Safeguarding and Child Protection Policy
- Members of staff should contact the HoS for the purposes of investigation
- All cases (with the exception of Child Protection issues) will be referred to the concerned HoS first.
- Interviews will be held in accordance with the Anti-Bullying Policy Guidelines
- Staff and pupils should be advised to preserve evidence and a record of abuse; save phone messages, record or save-and-print instant messenger conversations, print or produce a screenshot of social network pages, print, save and forward to staff whole email messages
- If images are involved, determine whether they might be illegal or raise child protection concerns. If so, contact the Child Protection Manager, who may involve the LADO (Local Authority Designated Officer), the local police in cases of actual/suspected illegal content.
- Identify the bully

Social Media Dos and Don'ts

- Do not post other people's pictures or videos without consent: Don't post without asking, whether it's a friend or a photographer. It could be breach of privacy or copyright.

- Do not make threats: Posts or comments that are abusive or threatening to other people can land you in court.

- Do not post vulgar pictures or of alcohol: Non-Muslims can drink, but keep it under control if pictures are inappropriate. Drunken photos that offend Islamic values or morals of the UAE can lead to legal trouble.

- Do not post pornographic or material that contains nudity without permission can be a breach of defamation and privacy laws, both of which can carry hefty fines and even jail time.

- Do not insult Islam: warns against offending Islamic morals and values.

- Do not gossip: People could face fines of up to Dh1 million if they spread false information.

- Do not bully or harass: Users must not post content which includes hate speech, incites violence or which is threatening or contains graphic or gratuitous violence.

Six Steps to Deal with Cyber-Bullying:

1. Block a suspected bully immediately
2. Leave the subject matter in dispute when chatting
3. Resisting the desire for revenge or retaliation
4. Submit the bullying report to the communications service provider
5. Using the Internet securely
6. Informing the competent authorities about a suspected bully.

Anti-Bulling Policy
&
Student Behaviour Management
Regarding E Learning 2020

Introduction:

The Ministry of Education has launched the Distance Learning Initiative to address changing and emerging conditions in order to fulfil the requirements of the Emirati School, as distance learning is a method of self-learning, that leads to strengthening the system of open and continuing education.

The reasons for implementing the distance education system are:

1. Enabling all students to learn

2. Overcoming the time barrier

3. Overcoming geographical impediments

4. Utilising qualified educational capacities

5. Employing modern technology in the educational process

6. Reducing student pressure on educational institutions in times of crisis, so as not to affect students' learning negatively.

In terms of this initiative being innovative and supportive of the United Arab Emirates' pioneering role in educational initiatives and to achieve commitment and disciplinary behaviour for students and for the stability of the programme, guidelines and instructions have been extracted and developed from the Student Behaviour Management Policy in line with this initiative, which will help in its success and achieve continuity for the academic year and the educational process.

 The behavioural offences are mentioned according to their degree, as mentioned in the Student Behaviour Management Policy of 2018, and are coupled with behavioural offences specific to distance learning, in order to achieve the ease and flexibility of access to the detailed procedures mentioned in the Student Behaviour Management Policy of 2018.

CHILD PROTECTION POLICY

INTRODUCTION:

The UAE Government gives child related issues a priority out of its clear commitment to offering the optimal environment for the child growth and protection of its rights. The UAE became a signatory to the International Convention on Children's Rights in 1997. The UAE Government implemented the child abuse Federal law in the mid of the Year 2012.

The policy aims to protect all children from all forms of violence, negligence, abuse and exploitation and to provide them with assistance and care for those in need. The strategy targets under 18 year national and expatriate children who are living permanently or temporary in Sharjah through an integrated system that ensures delivery of best, services, criteria and mechanisms for protection and care of children.

MOTIVE :

All aspects of children's safety are included in this policy:

- Safety from society, neighborhood, community, private fostering, and domestic abuse;
- Health, mental health, self-harming, drugs and substance misuse;
- Safety at home - abuse and neglect;
- Safety at E learning - from adults and pupils, bullying including cyber bullying, sexual abuse.

Supporting the pupil at risk:

The school recognize that the children who are abused or witness violence. They may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation, and some sense of self-blame.

I.   **Abuse by Student**

   a) Students report the case of abuse to the class teacher.
   b) Class teacher reports the case to the Counselor/Principal.
   c) Minor issues are settled by the Counselor speaking to the students involved in the case.

d) In major issues, matter is taken up by the principal.

e) Students are sent for counseling.

f) Parent is informed by the concerned staff.

g) The affected student is monitored by the Counselor/Class teacher for a period of time.

h) The record is maintained for the same.

The Student who has been the victim can refer the case directly or by the help of a student to the counselor.

I. Abuse by Parent

a) Student report to the Class Teacher/Counselor.

b) The matter is brought to the notice of the Head of Section/Principal.

c) The parent is called to the school and advised.

d) The student is sent for Counseling to the school Counselor.

II.   Abuse by the Relative

a) Students report to the class Teacher/Counselor

b) The matter is brought to the notice of the HoS /Principal

c) The parent is called to the school and the matter is discussed for further actions

d) The student is sent to the School Counselor.

III.   Abuse by the teacher:

a) Student reports to the Parent/Counselor.

b) Parent/Counselor informs the Principal.

c) The teacher concerned is called by the Head of Section/Principal and enquires his/her views on the matter.

d) A memo is issued to the concerned teacher by the Principal.

e) Parents are informed by the Principal and assured that action will be taken on the teacher and no such incident will occur hence forth.

f) In the case of the teacher resorting to abuse/harassment in spite of the repeated warnings, a strict action will be taken by the Principal

g) The student is counseled by the counselor.

Policy Review:

This policy will be reviewed in full by the Committee on an annual basis. Changes will be made accordingly after getting to know the shortcomings.

RECONGNIZING ABUSE:

Definitions of Abuse

Significant Harm - The Children Act 1989 defines significant harm as: *"Ill treatment or the impairment of health or development."* Development means physical, intellectual, emotional, social or behavioral. Health means physical or mental and ill treatment includes sexual abuse and forms of ill treatment that are not physical.