



Online Learning Safeguarding Procedures

At Maplewood International School, we recognize the importance of visual and online support for students. We also understand that teachers have a responsibility to support students with continuing to progress and achieve outcomes in all subjects. Parents, staff, and students have a responsibility to ensure the online support is provided in line with procedures outlined below for child protection and safeguarding purposes.

Aims

- to ensure online support is structured and conducted professionally
- to ensure parents and students are aware of procedures and expectations
- to ensure staff support students following safeguarding protocol
- to ensure the whole school community is committed to child protection procedures

Description of responsibilities for all the members of the school community

Staff	Students	Parents
<ul style="list-style-type: none"> ● Mandatory live conferencing times will be scheduled for Grades 7 - 12 core classes, Arabic, and Islamic Studies and explained to the students in the first 'Introduction' videocast on Sunday 22.03 ● Supplemental live conferencing times will be offered from teachers from KG1 - 6 and will be announced to parents and students through a schedule ● All video conferences will be recorded by the teacher. ● Teachers will provide parents and students with a weekly schedule outlining their daily online presence and E-learning expectations through Weekly Overviews (on school website), issued every Sunday morning ● Google Meet, Google Classroom, MWIS Weekly Overviews/Class Dojo/SeeSaw will be the platforms used for communication between teachers and students ● Staff will contact parents of students who are not meeting the E-learning expectations ● Staff will invite a member of the SLT to attend virtual sessions ● Inappropriate behaviour or conduct by students should be reported in line with ADEK & MWIS's Behaviour Policy 	<ul style="list-style-type: none"> ● Students can opt not to have their video on during live conferencing ● Students that choose to be on video should be dressed in appropriate clothing ● Students should be participating in video conferencing in a communal area of their home with an adult present ● If students are worried, concerned, or in need of help, his/her homeroom teacher should be contacted accordingly. ● Students can use the following applications to access information: <ul style="list-style-type: none"> ● Video Conferencing: Google Meet ● Instruction Information: Weekly Overviews (school website) ● Assessments/ Homework: Google Classroom/Class Dojo/See Saw ● Cyberbullying will not be tolerated and will be handled in line with ADEK & MWIS's Behaviour Policy 	<ul style="list-style-type: none"> ● Parents ensure that their child is aware of procedures and instructions outlined on the Weekly Overviews (school website) ● Parents check and monitor technology use so that their child is adhering to the E-learning expectations ● Parents ensure that their child is attending and completing school work by due dates ● Parents ensure that if their child is struggling in any way they reach out to the school to provide guidance and support ● Parents contact the school should they or their child have any safety concerns ● Parents are encouraged to contact their child's teachers by email if they have any questions