DAWAT E ISLAMI UK

E-SAFETY POLICY

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Status of Policy: Final

Ratified by: Trustees

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The use of the latest technology is actively encouraged at Dawat e Islami UK but with this comes a responsibility to protect both pupils and the Madrassah from abuse of the system.

What is this policy?

Online safety is an integral part of safeguarding. Accordingly, this policy is written in line with 'Keeping Children Safe in Education' 2018 (KCSIE) and other statutory documents; it is designed to sit alongside the Safeguarding and Child Protection Policy.

The Designated Safeguarding Lead (DSL) will take lead responsibility for any online safety issues and concerns and follow the safeguarding and child protection procedures.

Overview - Aims

This policy aims to:

- Set out expectations for all Dawat e Islami community members' online behaviour, attitudes and activities and use of digital technology (including when devices are offline)
- Help all stakeholders to recognise that online/digital behaviour standards (including social media activity) must be upheld beyond the confines of the Madrassah gates and Madrassah day, and regardless of device or platform
- Facilitate the safe, responsible and respectful use of technology to support teaching & learning, increase attainment and prepare children and young people for the risks and opportunities of today's and tomorrow's digital world, to survive and thrive online
- Help Madrassah staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world:
  - o for the protection and benefit of the children and young people in their care, and

- o for their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice
- o for the benefit of the Madrassah, supporting the Madrassah ethos, aims and objectives, and protecting the reputation of Dawat e Islami UK and profession
- o Establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns.

Scope

This policy applies to all members of the Dawat e Islami UK's community (including staff, senior management, volunteers, contractors, pupils, parents/carers, visitors and community users) who have access to our digital technology, networks and systems, whether on-site or remotely, and at any time.

Roles and Responsibilities

This Madrassah functions as a community and all members have a duty to behave respectfully online and offline, to use technology for teaching and learning, and to immediately report any concerns or inappropriate behaviour, to protect staff, pupils, families and the reputation of the organisation. We learn together, make honest mistakes together and support each other in a world that is online and offline at the same time.

Headteacher

Key responsibilities:

- Foster a culture of safeguarding where online safety is fully integrated into whole-Madrassah safeguarding
- Ensure that the DSL responsibilities listed in the section below are being followed and fully supported
- Ensure that policies and procedures are followed by all staff
- Undertake training in offline and online safeguarding, in accordance with statutory guidance and relevant Local Safeguarding Children Board (LSCB) guidance

- Liaise with the designated safeguarding lead on all online-safety issues which might arise and receive regular updates on Madrassah issues and broader policy and practice information

- Take overall responsibility for data management and information security ensuring the Madrassah's provision follows best practice in information handling; work with the DSL, senior management team to ensure a GDPR-compliant framework for storing data, but helping to ensure that child protection is always put first and data-protection processes support careful and legal sharing of information

- Ensure the Madrassah implements and makes effective use of appropriate ICT systems and services including safe filtering and monitoring, protected email systems and that all technology including cloud systems are implemented according to child-safety first principles

- Be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online safety roles

- Understand and make all staff aware of procedures to be followed in the event of a serious online safeguarding incident

- Ensure suitable risk assessments are undertaken so the religious curriculum meets needs of pupils, including risk of children being radicalised

- Ensure the senior management are regularly updated on the nature and effectiveness of the Madrassah's arrangements for online safety

Designated Safeguarding Lead

The DSL at Dawat e Islami UK will take lead responsibility for Safeguarding and Child Protection (including online safety). Key Responsibilities;

- "Liaise with the local authority and work with other agencies in line with Working together to safeguard children"

- Take day to day responsibility for online safety issues and be aware of the potential for serious child protection concerns

- Work with the headteacher and senior management team to ensure a GDPR-compliant framework for storing data, but helping to ensure that child protection

is always put first and data-protection processes support careful and legal sharing of information

- Stay up to date with the latest trends in online safety

- Review and update this policy, other online safety documents and the strategy on which they are based (in harmony with policies for behaviour, safeguarding, Prevent and others) and submit for review to the board of trustees.

- Receive regular updates in online safety issues and legislation, be aware of local and school trends

- Ensure that online safety education is embedded across the curriculum and beyond, in wider Madrassah life

- Promote an awareness and commitment to online safety throughout the Madrassah community, with a strong focus on parents, who are often appreciative of Madrassah support in this area, but also including hard-to-reach parents

- Liaise with Dawat e Islami's technical, pastoral, and support staff as appropriate

- Communicate regularly with the senior management to discuss current issues (anonymised), review incident logs and filtering/change control logs and discuss filtering and monitoring

- Ensure all staff are aware of the procedures that need to be followed in the event of an online safety incident, and that these are logged in the same way as any other safeguarding incident

- Oversee and discuss 'appropriate filtering and monitoring' with the Proprietors and ensure staff are aware.

- Ensure the 2018 Department for Education guidance on sexual violence and harassment is followed throughout the school and that staff adopt a zero-tolerance approach to this, as well as to bullying

- Ensure that there is a system in place to monitor and support staff (e.g. network manager) who carry out internal technical online-safety procedures

- Facilitate training and advice for all staff:

- all staff must read KCSIE Part 1 and all those working with children Annex A
- it would also be advisable for all staff to be aware of Annex C (online safety)
- cascade knowledge of risks and opportunities throughout the organisation.

Board of Trustees

Key responsibilities:

- Approve this policy and strategy and subsequently review its effectiveness.
- Ensure an appropriate member of staff is appointed to the role of DSL [with] lead responsibility for safeguarding and child protection (including online safety) [with] the appropriate status and authority [and] time, funding, training, resources and support
- Support the Madrassah tul Madina department in encouraging parents and the wider community to become engaged in online safety activities
- Have regular strategic reviews with the online-safety coordinator / DSL and incorporate online safety into standing discussions of safeguarding at senior management meetings
- Work with the DSL to ensure a GDPR-compliant framework for storing data, but helping to ensure that child protection is always put first and data-protection processes support careful and legal sharing of information
- Ensure that all staff undergo safeguarding and child protection training (including online safety) at induction and regularly updated in line with advice from the LSCB. Online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.
- Ensure appropriate filters and appropriate monitoring systems are in place.
- Ensure that children are taught about safeguarding, including online safety as part of providing a broad and balanced curriculum.
- Consider a whole school approach to online safety with a clear policy on the use of mobile technology.

All staff

Key responsibilities:

- Understand that online safety is a core part of safeguarding; as such it is part of everyone's job – never think that someone else will pick it up
- Know who the Designated Safeguarding Lead (DSL) and Online Safety Coordinator (OSC) are
- Read Part 1, Annex A and Annex C of Keeping Children Safe in Education (whilst Part 1 is statutory for all staff, Annex A for Senior management team and those working directly with children, it is good practice for all staff to read all three sections).
- Read and follow this policy in conjunction with the main safeguarding policy
- Record online-safety incidents in the same way as any safeguarding incident and report in accordance with Dawat e Islami procedures.
- Understand that safeguarding is often referred to as a jigsaw puzzle – you may have discovered the missing piece so do not keep anything to yourself
- Sign and follow the staff code of conduct
- Notify the DSL/OSC if policy does not reflect practice in your Madrassah and follow escalation procedures if concerns are not promptly acted upon
- Identify opportunities to thread online safety through all Madrassah activities, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (which have a unique value for pupils)
- Whenever overseeing the use of technology (devices, the internet, new technology such as augmented reality, etc) in Madrassah or setting as homework tasks, encourage sensible use, monitor what pupils are doing and consider potential dangers and the age appropriateness of websites (ask your DSL/OSC what appropriate filtering and monitoring policies are in place)
- To carefully supervise and guide pupils when engaged in learning activities involving online technology (including, extra-curricular and extended activities if relevant), supporting them with search skills, critical thinking (e.g. fake news),

age appropriate materials and signposting, and legal issues such as copyright and data law

- Encourage pupils to follow their acceptable use policy, remind them about it and enforce sanctions

- Notify the DSL/OSC of new trends and issues before they become a problem

- Take a zero-tolerance approach to bullying and low-level sexual harassment

- Be aware that you are often most likely to see or overhear online-safety issues (particularly relating to bullying and sexual harassment and violence) in the playground, corridors, toilets and other communal areas outside the classroom – let the DSL/OSC know

- Receive regular updates from the DSL/OSC and have a healthy curiosity for online safety issues

- Model safe, responsible and professional behaviours in their own use of technology. This includes outside the Madrassah hours and site, and on social media, in all aspects upholding the reputation of the Madrassah and of the professional reputation of all staff.

IT Lead

Key responsibilities:

- As listed in the 'all staff' section, plus:
- Work closely with the DSL/OSL and all other staff to ensure an understanding of the issues, approaches and messaging within Computing
- Collaborate with technical staff and others responsible for ICT use in Madrassah to ensure a common and consistent approach, in line with acceptable-use agreements.
- Keep up to date with the online safety policy and technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- Work closely with the designated safeguarding lead / online safety coordinator to ensure that the systems and networks reflect our policy

- Ensure the above stakeholders understand the consequences of existing services and of any changes to these systems (especially in terms of access to personal and sensitive records / data and to systems such as YouTube mode, web filtering settings, sharing permissions for files on cloud platforms etc
- Support and advise on the implementation of 'appropriate filtering and monitoring' as decided by the DSL and senior management team
- Maintain up-to-date documentation of the online security and technical procedures
- To report online-safety related issues that come to their attention in line with Madrassah policy
- Manage the systems, networks and devices, according to a strict password policy, with systems in place for detection of misuse and malicious attack, with adequate protection, encryption and backup for data, including disaster recovery plans, and auditable access controls
- Monitor the use of technology, online platforms and social media presence and that any misuse/attempted misuse is identified and reported in line with school policy

Volunteers and contractors

Key responsibilities:

- Read, understand, sign and adhere to an acceptable use policy (AUP)
- Report any concerns, no matter how small, to the designated safeguarding lead / online safety coordinator as named in the AUP
- Maintain an awareness of current online safety issues and guidance
- Model safe, responsible and professional behaviours in their own use of technology

Pupils

Key responsibilities:

- Read, understand, sign and adhere to the pupil acceptable use policy and review this annually

- Understand the importance of reporting abuse, misuse or access to inappropriate materials

- Know what action to take if they or someone they know feels worried or vulnerable when using online technology

- To understand the importance of adopting safe and responsible behaviours and good online safety practice when using digital technologies outside of Madrassah and realise that the Madrassah's acceptable use policies cover actions out of school, including on social media

- Understand the benefits/opportunities and risks/dangers of the online world and know who to talk to at Madrassah or outside Madrassah if there are problems

Parents/carers

Key responsibilities:

- Read, sign and promote the Madrassah's parental acceptable use policy (AUP) and read the pupil AUP and encourage their children to follow it

- Consult with the Madrassah if they have any concerns about their children's use of technology

- Promote positive online safety and model safe, responsible and positive behaviours in their own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, Proprietors, contractors, pupils or other parents/carers.

Handling online-safety concerns and incidents

- It is vital that all staff recognise that online-safety is a part of safeguarding.

- General concerns must be handled in the same way as any other safeguarding concern; safeguarding is often referred to as a jigsaw puzzle, so all stakeholders should err on the side of talking to the online-safety coordinator / designated safeguarding lead to contribute to the overall picture or highlight what might not yet be a problem.

- Non-teaching staff will often have a unique insight and opportunity to find out about issues first in the playground, corridors, toilets and other communal areas outside the classroom (particularly relating to bullying and sexual harassment and violence).
- The Madrassah's procedures for dealing with online-safety are mostly detailed in the following policies:
  - Safeguarding and Child Protection Policy
  - Anti-Bullying Policy
  - Behaviour Policy (including school sanctions)

Dawat e Islami UK commits to take all reasonable precautions to ensure online safety, but recognises that incidents will occur both inside Madrassah and outside Madrassah (and that those from outside Madrassah will continue to impact on pupils when they come into Madrassah). All members of the organisation are encouraged to report issues swiftly to allow us to deal with them quickly and sensitively through the Organisations escalation processes.

- Any suspected online risk or infringement should be reported to the designated safeguarding lead on the same day – where clearly urgent, it will be made by the end of the lesson.
- Any concern/allegation about staff misuse is always referred directly to the headteacher, unless the concern is about the headteacher in which case the complaint is referred to the DSL and the LADO (Local Authority's Designated Officer). Staff may also use the NSPCC Whistleblowing Helpline.
- The school will actively seek support from other agencies as needed (i.e. the local authority, UK Safer Internet Centre's Professionals' Online Safety Helpline, NCA CEOP, Prevent Officer, Police, IWF).
- We will inform parents/carers of online-safety incidents involving their children, and the Police where staff or pupils engage in or are subject to behaviour which we consider is particularly disturbing or breaks the law.

System security

Monitoring

The organisation reserves the right to monitor the use of the network, internet and e-mail systems. If it is discovered that any of the systems are being abused and/or that the terms of this policy are being breached, appropriate disciplinary action will be taken.

Property

Pupils and staff should treat any property belonging to Dawat e Islami with respect and reasonable care and report any faults or breakages to a member of office staff.

Viruses

Pupils and staff should be aware of the potential damage that can be caused by computer viruses. Pupils and staff must not download, install or run any programs or data (including computer games) or open emails from unknown or unidentifiable sources.

System Security

- All computers and laptops are password protected. Passwords are changed on a regular basis.
- Pupils should not attempt to gain unauthorised access to anyone else's user area or to any information which they are not authorised to access.
- Do not make deliberate attempts to disrupt or damage the Madrassah network, any device attached to it or any data stored on it or transmitted across.
- Do not alter Madrassah hardware in any way.
- Do not knowingly misuse headphones or any external devices e.g. printers, mouses.
- Do not eat or drink while using the computer.
- All users should log out of any device properly as well as ensure the device is shutdown in order to protect user data.

Leaving workstations

If a person leaves their workstation for any period of time they should log out of their workstation.

INTERNET

Dawat e Islami recognises the benefits to using the Internet in an educational environment. The Internet facility is provided for organisation related activities only. Dawat e Islami monitors the use of the Internet.

The internet system is protected by **????** which monitors all website access against preset policies. Any inappropriate material, whether it be sexual, violent, extremist or illegal in nature will be blocked and the System Administrator alerted, who will in turn alert the Designated Safeguarding Lead/ Online Safety Coordinator, as to the inappropriate material being accessed.

Viewing, retrieving or downloading of any material that the manaement considers inappropriate will result in appropriate disciplinary action.

Good practice guide for staff, pupils and parents

Staff Personal Safety

It is vitally important that staff are careful about content that they search out or download. Every time you view a page on the internet, it is possible to trace your visit back to the Madrassah computer. This means that it is possible to tell if the Madrassah computer was being used to look at inappropriate web pages.

Staff need to ensure that any material shown to children are age-appropriate and in compliance with Islamic code of conduct.

Staff must be aware of their responsibilities to the organisation when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional teacher.

Disciplinary action could result if the organisation is brought into disrepute.

- Staff must not post anything on any online site that could be construed to have an adverse impact on the Madrassah's reputation.
- Staff must not post photos related to the Madrassah on any internet site including pupils, parents, staff or the Madrassah branding (uniform).
- Staff must not form online friendships with pupils and parents.
- Staff must not post anything on to social networking sites that would offend any other member of staff, pupil or parent using the Madrassah.
- Staff will be required to attend an annual internet safety course and ensure that they pass this information on to the children in their care.
- Staff should use their official Madrassah email account for all Masrassah-related communications.
- Staff to be aware of the various members of staff responsible for Safeguarding issues – Dr Zeerak Nasim (Designated Safeguarding Lead / Online Safety Advisor) and Khalid Mirza (Deputy Designated Safeguarding Lead).
- Staff members should refer to the Staff Code of Conduct for more information.

Pupil Personal safety

- Pupils must not play with or remove any cables etc that are attached to a computer.
- Pupils will be taught how to stay safe when working online at Madrassah and at home.
- Pupils must not post anything on to social networking sites that would offend any other member of staff, pupil or parent using the school.
- Pupils must not post anything on any online site that can be constructed to have an adverse impact on the Madrassah's reputation.
- Pupils must not post photos of video related to the Madrassah on any internet sites including pupils, staff, parents or the Madrassah branding (uniform).
- Pupils should never reveal their full name, any address or contact details, any Madrassah or network user ID or password online, even if communicating with known acquaintances.
- Pupils should be aware that the potential exists for predators to remain entirely anonymous and easily pose as someone else.

- Pupils should employ a healthy mistrust of anyone that they "meet" online unless their identity can be verified.
- The use of chat rooms and social networking sites are not permitted in Madrassah.
- Do not arrange to meet anyone you have met on the internet - people are not always who they say they are.

Visit and explore the Cyber Cafe for your age group at http://www.thinkyouknow.co.uk for more information about how to stay safe when working online.

Parents

- Parents will be invited to an annual e-safety evening which will consist of advice and useful tips to help support them in ensuring their child's computer and internet safety at home.
- Parents need to be aware of that parental control software is often available via their ISP so that they can manage and control their child's computer and internet activity. Mobile phone operators also offer free parental control software services to limit the kind of content your children can access through the mobile network.
- Parents need to be aware that the parental control software doesn't replace the need for supervision and education when working on the internet.
- Computers for children should be used in a shared space where parents can see the screen.
- Parents should take an interest in their children's internet use and discuss various issues pertaining to the internet.
- Parents should be aware of various age limits on games and social networking sites. These are there for a reason.
- Parents should discuss the care needed when their children meet online "friends". Only talk to people they know. Parents should remind their children not to give out any personal details nor details of family and friends, even to people they know.

- Parents should encourage their children to tell them if anything online makes them feel uncomfortable.

- Parents should make their child aware of the dangers of meeting someone they have only met online.

- Parents should be aware that they are in control and that they have every right to check on their children's online activities as well as their mobile usage.

- Parents should encourage offline activities. Socialising with friends and taking part in physical activities is really important.

You can find out more about how children use social media, the apps they use, the risks they face, how to use privacy settings, and advice and tips about how to talk to children about e-safety at;

- The UK Safer Internet Centre website http://www.saferinternet.org.uk
- CEOP's Thinkuknow website http://www.thinkuknow.co.uk
- Internet Matters http://www.internetmatters.org
- Childnet http://www.childnet.com/sns
- NSPCC http://www.nspcc.org.uk/onlinesafety
- Parent Zone http://www.parentzone.org.uk
- Ask About Games (where families make sense of video games) http://www.askaboutgames.com

Inappropriate Behaviour

Bullying of another person will be treated with the highest severity.

Cyber Bullying
By cyber bullying, the Madrassah is referring to:

- bullying by email, messages, images, calls or other electronic communication.
- Use of mobile phone cameras to cause distress, fear or humiliation.
- Posting threatening, abusive, defamatory or humiliating material on websites (including social networking sites)
- Hijacking or hacking email accounts

- Making threatening, abusive, defamatory or humiliating remarks in chat rooms or on instant messaging services
- The use of Social Media for the use of bullying, grooming, abuse and radicalisation

Pupils should be aware that cyberbullying is generally criminal in character and that English law does apply. The Madrassah will endeavour to resolve all matters using the Behaviour Policy without Police involvement but parents of victims do have the right to seek Police intervention. This will be closely linked to the Anti-Bullying Policy and Safeguarding and Child Protection Policy which can be read separately or in conjunction with this policy.

Have concerns as a parent

Before doing anything, take a deep breath and remain calm. There's lots of information and advice on the http://www.thinkyouknow.co.uk site to keep your child safe and access support.

- Having a calm and open conversation is one way for you and your child to explore what is happening in an honest and supportive way.

- Discuss your concerns with someone you trust, for example a friend, partner or the school.

- You can also talk to a professional at the NSPCC helpline on 0808 800 5000.

- Talking about it will help decide the best action to take to ensure your child is safe.

TO MAKE A REPORT

- If you are concerned about online grooming or sexual behaviour online you can contact CEOP: http://www.ceop.police.uk or
- alternatively you can click on the 'Report Abuse' button located at http://www.thinkyouknow.co.uk.
- If you stumble across criminal sexual or obscene content on the internet you should report it to the Internet Watch Foundation: http://www.iwf.org.uk.

- You can also report directly to your local police force.

- If you think your child is in immediate danger call 999.

Email
Personal use

Email is provided for Madrassah related purposes only. Dawat e Islami monitors the use of email and disciplinary action may be taken if inappropriate uses of personal emails are discovered.

Status

Email should be treated in the same way as any other form of written communication. Anything that is written in an email is treated in the same way as any form of writing. Pupils and staff should not include anything in an email that is not appropriate to be published generally. Any email message which is abusive, discriminatory on grounds of sex, race, disability, sexual orientation or religious belief, or defamatory is not permitted.

Humour

Trivial messages and jokes should not be sent or forwarded using the Madrassah email system. Not only could these cause distress to recipients but could also cause a degradation and/or damage to the Madrassah network.

Privacy

All files and emails on the system are property of Dawat e Islami. As such, system administrators and staff have the right to access them if required.

Secure Documents

All emails of a sensitive or secure nature should be sent using the 'Egress' email system. Staff can find out about this by talking to DSL.

Plagiarism and Copyright

Plagiarism is taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the internet or anywhere else.

You should respect copyright. Breaking copyright laws occurs when you reproduce a piece of work that is protected by copyright. If you are unsure whether or not you can use a piece of work, you should request permission from the copyright owner.

Photography - Digital Images and Video

The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving.

- It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

- Photography and video are familiar features of life, playing a significant role in commerce, entertainment and communication; it is commonplace in our homes and it is an important element of school life.

- At Dawat e Islami we feel it is vital that achievements are recognised and that pupils feel valued, proud and happy. Photography is a useful tool within Dawat e Isami and it is employed routinely in many ways, for example; record keeping, special events, Madani Channel, teachers' lessons and the children's own work.

- On occasions photos are also used for the Press, Dawat e Islami website and other promotional purposes.

- We will not provide children's full names for any other purpose unless special parental consent has been received.

- We are, however, sensitive to the wishes and rights of parents who may not wish their children to be photographed and who may have concerns about the use of such images.

Taking Photographs and Video

- All parents are asked to give consent for photography of their child by completing a permission slip that is held on file. A register is kept of children who must not be included in press, website or any other photographic image, still or moving.

- All reasonable measures will be taken to ensure that no child on the register is photographed or videoed by a visitor to school or while on an educational visit outside school.
- From time to time we invite the Press into Madrassah to share special events and achievements within the local community. We will allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given.
- Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Therefore we will normally give the children's full names (but not addresses) to newspapers only if requested by them. That is why it is important for you to tell us whether you have any objections.

Images taken by school staff

- Only Dawat e Islami cameras or video equipment are to be used by staff when taking photographs. All equipment must be handed in at the end of the day to the Headteacher's office where it is locked away until the following day.
- All photographic images held on cameras will be deleted at the end of each week.
- All images taken must be deemed suitable without putting the child in any compromising positions that could cause embarrassment or distress.
- Under no circumstances will a camera be allowed into the bathroom areas.
- Photographs taken as records of events or for educational purposes may be displayed on our website or social media platforms.
- Photographs are not exchanged with anyone outside Dawat e Islami, or removed for private use by any employee or volunteer.

Images taken by adults other than school staff
When a commercial photographer/filmmaker is used we will;

- Provide a clear brief
- Issue Identification

- Inform parents and children
- Obtain consent
- Not allow unsupervised access to children

Staff, pupils' and parents' social media presence

Social media (including here all apps, sites and games that allow sharing and interaction between users) is a fact of modern life, and as an organisation, we accept that many parents, staff and pupils will use it. However, as stated in the acceptable use policies which all members of the Madrassah community sign, we expect everybody to behave in a positive manner, engaging respectfully with the Madrassah and each other on social media, in the same way as they would face to face.

This positive behaviour can be summarised as not making any posts which are or could be construed as bullying, aggressive, rude, insulting, illegal or otherwise inappropriate, or which might bring the Madrassah or (particularly for staff) teaching profession into disrepute. This applies both to public pages and to private posts, e.g. parent chats, pages or groups.

If parents have a concern about the school, we would urge them to contact us directly and in private to resolve the matter. If an issue cannot be resolved in this way, the school complaints procedure should be followed. Sharing complaints on social media is unlikely to help resolve the matter, but can cause upset to staff, pupils and parents, also undermining staff morale and the reputation of the Madrassah (which is important for the pupils we serve).

Many social media platforms have a minimum age of 13. We ask parents to respect age ratings on social media platforms wherever possible and not encourage or condone underage use. It is worth noting that following on from the government's Safer Internet Strategy, enforcement and age checking is likely to become more stringent over the coming years.

However, the organisation has to strike a difficult balance of not encouraging underage use at the same time as needing to acknowledge reality in order to best help our pupils

to avoid or cope with issues if they arise. Online safety lessons will look at social media and other online behaviour, how to be a good friend online and how to report bullying, misuse, intimidation or abuse. However, children will often learn most from the models of behaviour they see and experience, which will often be from adults.

Parents can best support this by talking to their children about the apps, sites and games they use (you don't need to know them – ask your child to explain it to you), with whom, for how long, and when (late at night / in bedrooms is not helpful for a good night's sleep and productive teaching and learning at school the next day).

Pupils and parents are not allowed* to be 'friends' with or make a friend request** to any staff, volunteers and contractors or otherwise communicate via social media.

Pupils and parents are discouraged from 'following' staff, volunteer or contractor public accounts (e.g. following a staff member with a public Instagram account). However, we accept that this can be hard to control (but this highlights the need for staff to remain professional in their private lives). In the reverse situation, however, staff must not follow such public pupil accounts.

* Exceptions may be made, e.g. for pre-existing family links, but these must be approved by the headteacher, and should be declared upon entry of the pupil or staff member to the Madrassah).

** Any attempt to do so may be a safeguarding concern or disciplinary matter and should be notified to the headteacher (if by a child) or to the DSL (if by a staff member).

Staff are reminded that they are obliged not to bring the Madrassah or profession into disrepute and the easiest way to avoid this is to have the strictest privacy settings and avoid inappropriate sharing and oversharing online. They should never discuss the Madrassah or its stakeholders on social media and be careful that their personal opinions might well be attributed to the Madrassah or Dawat e Islami, bringing the organisation into disrepute.

Use of mobile phones

The following rules apply for the use of personal mobile phones;

Pupils

- Pupils are not permitted to bring mobile phones, smartwatches or personally owned devices into school.
- Pupils in Jamia tul Madina who have been given permission, must sign in their mobile phones at the Jamia office when they arrive in the morning for safe-keeping in a locked location during Jamia hours.
- Pupils must sign out their mobile at the end of the day just before leaving the Jamia premises.
- If a pupil breaches this policy then the phone or device will be confiscated and will be held in a secure place in the office. Mobile phones and devices will be released to parents or carers in accordance with the policy.

Staff

- The school accepts that employees will bring their mobile phones to work.
- Mobile phones and personally owned devices brought into Madrassah are the responsibility of the device owner. The Madrassah accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.
- Employees are not permitted to make/receive calls/texts during lessons or formal teaching time or use recording equipment on their mobile phones or personal devices to take photographs/videos of children.
- Staff use of mobile phones during the Madrassah day will normally be limited to the break and after Madrassah.
- Mobile phones should be switched off (or silent) and left in a safe place during lesson times. Staff should use phones in designated areas. The designated area is the Staff Room. If a private call needs to be made then a request for a room can be made to the headteacher.
- Mobile phones are not permitted in areas where children are present.
- In the event that an employee has a particular reason for a specified period of time, they may request via the headteacher that they leave their phone on during working hours.
- If a staff member breaches the Madrassah policy then disciplinary action may be taken as appropriate.

- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Mobile phones should not be used in a space where children are present unless the Madrassah phone is being used for a medical reason, Out of Madrassah Care.