

Safe Practice for Parents when using Microsoft Teams.

Dear Parent,

As we venture into this new phase of learning, the GFM safeguarding team would like to give you some essential guidelines in regards to safeguarding your children when using Microsoft Teams for online and or interactive calls with GFM Staff members.

The health and safety of our children is paramount- even when they are at home. It is our duty to continue to safeguard and support students during this challenging, yet historic times.

Being so, kindly note the following:

- All Microsoft Teams will include an additional member of staff and a member from the safeguarding team to ensure best safeguarding practices for both staff and students.
- Students are to be dressed appropriately when on video calls and in a space with minimal distractions.
- If a student is involved in a 1:1 video session with a staff member (This may be a member of the learning support team or 1:1 teacher instruction time) then we ask that an adult is present nearby to monitor the call. Students involved in these calls should not be away in a closed room or bedroom on their own.
- We ask that parents refrain from interacting with the teacher on video calls, unless it is academically related and or to seek clarification or instructions.
- Please be aware that any IT issues regarding My Learning or video calling is not in the control of the teacher and they will act accordingly to resolve any problems that may arise.
- If you have any concerns regarding the safety of your children during a video call please send an email to our safeguarding team on safeguarding_gfm@gemsedu.com
- Students should uphold the school behaviour regarding online behaviour at all times.
- All students logging onto teams should be a member of that class and be ready to access their learning with positive behaviour as per the GFM behaviour and e-safety school policies.
- Students who do not engage with teachers during their remote learning period will be contacted by a member of the management team for further clarification and to ensure learning is taking place at home.

- Please make sure that you are taking the necessary steps to safeguard and protect your child using the E Learning safeguarding guidelines.

- Parents are to be reminded that underage children are not to be left unattended at home. Please ensure that children are supervised at home at all times as per the UAE Federal Law No. 3.

- Finally:
 - If any concerns for a child arises, please email our Designated Safeguarding Officer, Ms. Ashley by email safeguarding_gfm@gemsedu.com

 - If your child is concerned and would like to contact the School Counsellor, please email Ms. Nardeen - n.turjman_gfm@gemsedu.com