

SAFEGUARDING AND CHILD PROTECTION POLICY

(2023-2024)

Policy Code:	EHS-2-2023
Approved by:	Ms. Suzan Khashan
Date of review:	September, 2023
Next review date:	August, 2024

Safeguarding and Child Protection Policy

Al Shorouq Private School understands its responsibility to safeguard and protect the welfare of each and every student and expects all staff and trustees to share this commitment. The school's leaders and teaching staff will make every effort to safeguard students, from the time of their arrival until their departure, including during their bus transportation to and from school, for those involved.

Safeguarding and promoting the welfare of children and young people means:

- Protecting them from mistreatment;
- Preventing impairment of their health or development;
- Ensuring that they are growing up in circumstances consistent with the provision of safe and effective care;
- Undertaking that role so as to enable them to have optimum life chances and enter adulthood successfully.

Child protection is a part of safeguarding and promoting the welfare of students. This refers to the activity that is undertaken to protect specific students who are suffering, or are at risk of suffering, significant harm. Al Shorouq Private School through the Board of Governors, Principal and staff, is responsible for providing a safe environment for all students.

The most important key to child safety is prevention. It is widely recognized that organizational awareness and good practice can promote positive staff action and behaviour, eliminate opportunities for offending, and enable early detection and quick response. Our school is committed to doing everything possible to provide an environment and human interactions that offer no allowance of any form of child abuse: physical, emotional, verbal, or sexual, as well as that of neglect.

Abuse can take place in many forms and anywhere, including within the family, in the wider community, or on the Internet. Abuse is even manifesting itself in digital and other technologies, such as smart phones. This can be virtual or real and can take many forms. It should be remembered that although we commonly think of adults as those who abuse children, children could also be the perpetrators, particularly by bullying others. (Refer to Anti-Bullying policy).

Safe working practice ensures that students are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Work in an open and transparent way;
- Discuss and/or take advice from school leadership over any incident which may give rise to concern;
- Record any incidents or decisions made.

Responsibilities

Child Protection Officer(CPO)

The CPO will;

- Be appointed with notification of this given to students, parents and staff;
- Be someone who has the necessary skills and commitment to take on this role;
- Maintain a list of local specialist child welfare, health and law enforcement contacts, including MOE and KHDA;
- Be the first point of contact for all stakeholders with issues related to child protection;
- Provide advice and support to staff concerned about a child protection issue and deciding what action to take;
- Coordinate and oversee, under direction of the Senior Leadership Team (SLT), all procedures and communications related to child protection including notification in person, handbooks and school website;
- Provide an ongoing training/education program to ensure procedural clarity on the part of all stakeholders, with special attention paid to students' understanding;
- Follow-up on all reported or suspected evidence of abuse, including notification of the appropriate social service agency, MOE, KHDA, and parents (unless implicated in the complaint)
- Keep accurate records that are compliant with data protection.

Principal and Senior Leadership Team (SLT):

The Principal and SLT will;

- Ensure that all employees and volunteers have completed a recent Criminal Record Check, as required, with copies kept on file;
- Ensure that where staff work directly with children, additional care is taken to ensure that they are suitable, including checking identification and qualifications, and obtaining references from previous employers;
- Implement the school's Child Protection, Health and Safety and Security Policies, including enforcement of the strict policy of no tolerance of any form of corporal punishment, nor any threat thereof;
- Ensure that all staff know the Child Protection Policy, and given the opportunity to discuss its implications for them;
- Ensure that no child is left unsupervised with an outside visitor
- The relevant member of the School Leadership Team will approve all field trips and volunteer-related activities after assessing any risks involved, and after ensuring that proper, gender-appropriate, sufficient, well-trained adult supervision is arranged.

Teachers and Support Staff

Teacher and Support staff will;

- Adhere to a signed Al Shorouq Professional Code of Conduct
- Agree to work under the terms of the Child Protection Policy as a condition of employment with the school
- Comply with provisions regarding acceptable behaviour in the workplace – for example, not to intentionally embarrass a student or use physical punishment or chastisement, not to use language intended to belittle or humiliate students
- Report any concerns they may have about the protection of students, in accordance with this policy;
- Observe confidentiality and not talk about any situations of actual or suspected abuse that occur, except in accordance with this policy, to protect the privacy of those involved.

Training for all employed staff will include:

- Identification methods of possible abuse and appropriate responses required for all forms of child protection issues: physical, emotional, verbal, sexual, neglect, negligence, and all types of bullying including cyber bullying
- How to produce required records related to incidents and inquiries, which must be stored according to the strict policies and guidelines of the school and local regulatory bodies, including issues of privacy and confidentiality, where indicated
- Internet safety and avoidance of its forms of abuse such as gaming addiction, harmful sites and social networking dangers
- The strict guidelines for CCTV usage and review will be enforced, and subject to monitoring and the direction of the Principal
- The designated Child Protection Officer will work with a relevant team of educators to screen all school materials, photographs, and outgoing or incoming media for their possible censorship in line with UAE moral and cultural norms, and for the protection of the students.
- The designated Child Protection Officer will inform the Principal of all actions related to a child protection issue, or the Chair of the Board of Governors, if the Principal is the subject of a child protection complaint.

Conclusion:

All school employees will be responsible and make every effort to ensure that students are not placed in situations that make them vulnerable.

Safeguarding Children and Child Protection Policy

Key personnel:

The designated senior person for child protection in this school is: Ahmad Ramadan

The deputy designated person in this school is: Ghadah Sheikh Al Jabal

The nominated child protection governor for this school is: Dr. Raed Abdullah

Confirmation of receipt of safeguarding children and child protection policy

Name:

Date of joining school:

Post:

Date of induction:

Name and designation of staff member responsible for induction:

I confirm that I have received and read the school child protection policy.

I have been made aware of my duty to safeguard and promote children's welfare. The procedure for reporting concerns about a child has been explained to me.

Signature: _____

Name: _____

Date: _____

Please sign and return this form to the designated senior person:

School welfare concern form

Use this form to record any concern about a student's welfare and give it to the designated senior person for student protection:

If you suspect the student may be suffering abuse or neglect, or you have received a disclosure of abuse from a student, or you have heard about an allegation of abuse, you must complete the student protection record of concern form instead, and hand it to the designated person today.

Student's full name : -----

Date of this record : -----

Why are you concerned about this student?

What have you observed and when?

What have you heard and when?

What have you been told and when?

Is this the first time you have been concerned about this student? Yes No

Further details

Date and time you handed this form to the designated person

Class : -----

Class teacher: -----

Your name and designation: -----

Signature : -----

Record of Concern Form

Student's details

Full name :

Address :

Telephone :

Date of birth :

Grade :

Section :

Gender: Male Female

Is the student looked-after by anyone other than their legal family?

When the student was first admitted to this school?

Ethnicity and culture

Religion

Does the student have any disability or special educational need? Yes No

Please specify

Preferred language of student

Is any type of language support required to converse with the student? Yes No

Please specify

Does the student know this form has been completed? Yes No

If not, why not?

If yes, what did the student say?

Details of those with parental responsibility

Name(s) :

Address :

Telephone:

Relationship to student :

Ethnicity, culture and religion of those with parental responsibility if known

Preferred language of those with parental responsibility

Is any type of language support required?

Do those with parental responsibility have any disability or special need?

How does this disability or special need affect the child?

Details of any siblings

Does the student regularly spend time with other carers, for example, after-school or holiday carers, or at a short break service?

Why are you concerned about this student?

Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the student leading questions or try to investigate the concern yourself.

What have you observed and when?
(This relates to anything you have personally witnessed)

What have you been told and when?
(Write here anything you have been told by the student or any other person. Be clear about who has said what)

What have you heard and when?
(This may be third-party information that is relevant but as yet unsubstantiated)

If an allegation has been made, give any details you have about the alleged abuser

If you have used additional sheets to complete this record of concern, please staple them to this form and write the number of additional sheets here

Hand this form to the designated person before you go home. If the designated person is unavailable, hand it to their deputy, the Principal or your line manager.

Date and time of this record : -----

Your details Full name Position : -----

NB: If you do not have certain information, such as the student or family's ethnicity, do not delay handing in the form