



Child Protection Policy and Procedures

1. Policy

The school fully recognises its responsibilities to safeguard and promote the welfare of every child; it must provide a caring, safe, positive and stimulating environment that promotes the social, physical, moral and emotional development of every child. This policy ensures that there are adequate arrangements within schools to identify, assess and support children who are suffering harm or in situations likely to lead to their abuse.

2. Scope

All adults, including employees, volunteers, and contracted workers.

3. Responsibilities

- ✓ School Director
- ✓ Designated senior person for child protection
- ✓ School guidance and recruitment staff
- ✓ All staff, volunteers and contracted workers

4. Purposes

- ✓ To provide an environment in which children and young people feel safe, secure, valued and respected, are encouraged to talk and are listened to.
- ✓ To ensure children and young people know that there are adults in the school who they can approach if they are worried.
- ✓ To raise the awareness of all employees of the need to protect children and of their responsibilities in identifying and reporting possible cases of abuse.
- ✓ To implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- ✓ To practise safe recruiting by checking the suitability of staff who work with children and young people.
- ✓ To develop and promote effective relationships with outside agencies, especially the police and social services.

5. Definitions

- **Designated senior person for child protection:** is the senior staff member who is notified of employee concerns regarding signs of suspected abuse or disclosure of abuse by children.
- **Child abuse or harm:** is any maltreatment (failure to thrive), cruelty (physical, emotional or sexual abuse) or neglect that a child or young person is subject to or suspected at risk of, wherever it happens ie at school or outside school.

6. Procedures

- The School Director will understand and fulfill their responsibilities in regard to child protection.
- The school will have a designated senior person for child protection who has received appropriate training and support for the role.



- All staff will know the name of the designated senior person responsible for child protection and their role will be clearly explained.
- All staff will understand their responsibilities in being alert to the situations that are likely to lead to abuse, signs of abuse and for referring any concerns to the designated person responsible for child protection and will know how to report this.
- All parents and families will have an understanding of the responsibility placed on the school and staff with regard to child protection procedures through this policy and communication via school documents.
- The recruitment and selection of employees will include checks for their suitability with the appropriate national criminal records department. After recruitment, such checks will be conducted every three years.
- Written records of concerns about children will be kept by the senior person responsible for child protection, separate from main pupil files and in a locked location for which only they and the School Director will have access.
- Effective links will be developed with relevant agencies and they will be fully cooperated with should they have enquiries regarding child protection issues.

7. Responsibilities of the senior person designated for child protection

- Acting as a reference point for staff to report child protection concerns.
- Keeping written records of child protection concerns in consultation with the Director, even if there is deemed no need to make an immediate referral.
- Liaising with the Director in the referral of children to external agencies.
- Monitoring students on the Child Protection Register especially when they are absent from school without explanation.
- Liaising with the Director in the provision of child protection training for employees.
- Working with the School Director to write an annual report for the school board detailing relevant training undertaken, the number of type of cases and the number of students on the Child Protection Register.

8. Training

- The school will provide regular training to new employees, existing employees and those responsible for child protection liaison.

9. Confidentiality

- The school recognizes that all matters concerning child protection are confidential.
- The School Director or senior person responsible will only disclose appropriate information to staff.
- All staff will be made aware that the school acts professionally in sharing information with outside agencies in order to protect students.
- All staff must understand that they cannot promise a student or any person confidentiality if doing so compromises their or others students' well-being or safety.
- The School Director will refer students to outside agencies if deemed appropriate, unless it is judged that to do so would put the child at risk of greater harm.



10. Support

- The school will support students by:
 - Encouraging self-esteem and self-assertiveness through the curriculum.
 - Not accepting any form of bullying or aggression.
 - Promoting a safe, caring and positive environment in the school.
 - Notifying the senior staff member responsible for child protection issues as soon as a concern is identified.
 - Liaising and cooperating with the relevant outside agencies.
 - Providing continuous support to students about whom concerns have been raised and/or verified.
 - Forwarding appropriate information confidentially to the new school should any of the children on the child protection register change schools.
- The school will support staff by:
 - Supporting staff if they become stressed and upset by children's disclosures of harm or abuse to them.

11. Allegations against members of staff

Any allegations of child abuse or harm by an employee must be referred to the School Director who will in turn refer to the Staff Conduct and Discipline Policy and to the school board as appropriate.

12. Physical Intervention

Any adult must only use physical intervention as a measure of last resort when in their judgement the child is endangering themselves or others. In such cases, the intervention should be the minimum force necessary to prevent injury to those handled.

13. Bullying

The school provides a separate policy on bullying which includes physical, verbal, emotional, racist, religious and sexual discrimination and harassment.

14. Prevention

The school will:

- Create and sustain a culture and an environment where children and young people feel secure, are encouraged to talk and are always listened to.
- Make sure that students know there is an adult in the school who they can talk with should they be worried or in difficulty.
- Include curricular opportunities for students to develop skills to keep themselves safe.

15. Health and Safety

The school Health and Safety Policy acknowledges the need to provide students with protection when within the school environment and also when on school trips or visits.

16. Revision

This policy will be reviewed every 3 years or as needed if changes to child protection legislation dictate or there is a request for policy review from an internal source.

17. References



- Child protection laws of the UAE and Emirate of Abu Dhabi

18. Attachments and Related Material

- Child Protection Register Form
- Health and Safety Policy
- Anti-bullying Policy
- Staff Conduct and Discipline Policy



Sample Child Protection Register Form

The contents of this form are confidential to the designated school child protection team, which may consist of the School Director, the person in charge of child protection and the school Social Worker. The designated school child protection team will make a plan for every child who is placed on this register. The plan will be reviewed at least every term.

Child's Name and Grade

Date

Parents' Names

Details of Child Protection Issue (known or at risk of being neglected, failure to thrive, or of physical, emotional or sexual abuse)

Child Protection Plan

Review Date



(continue on a new sheet as necessary but ensure all sheets are attached)