



# Safeguarding and Child Protection Policy

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Authors	Harmeet Kahlon
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## **Prevention, Protection, Support.**

### **Rationale**

At Emirates International School Meadows (EISM) we are fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. EISM is committed to developing the children's understanding of their rights and responsibilities as global citizens, in line with The United Nations Convention on the Rights of the Child to which the UAE is a signatory.

*The "Welfare of the Child is Paramount" became a legal principle under the UK 1989 Children Act. This has been adopted as a binding principle around the world.*

*A key principle of the UAE Rights of the Child Law (Wadeema's Law) is that all have a duty to report concerns that a child might be at risk of being harmed.*

### **All members of EIS Meadows are aware of and fully accept our Duty of Care to all children in our learning community.**

This policy defines the responsibilities, processes and procedures relating to the protection of students at Emirates International School. The overall intention and purpose behind this Safeguarding and Child Protection policy is underpinned by the fundamental principles of the Children Act (1989), The United Nations Convention on the Rights of the Child (1989) and The National Child Protection Policy in Educational Institutions in United Arab Emirates.

This policy should be read in association with the Code of Conduct and the Health and Safety Policy.

### **Role and Responsibilities of the Designated Safeguarding Lead (DSL) for Child Protection issues:**

At EISM the DSLs for Child Protection concerns are Miss Harmeet Kahlon (Head of Pastoral - Primary) and Mr Ryan Glenn (Head of Pastoral - High School) who are responsible for coordinating action within the institution and liaising with outside agencies/professionals as appropriate.

They:

- Will follow the agreed procedures.
- Ensure that systems are in place to support all staff in their Duty of Care.
- Know how to identify the signs and symptoms of abuse.
- Can provide advice and support to staff in matters of Child Protection.
- Report allegations and concerns to Mr Ian Ward (Principal) when necessary and as soon as practical.
- Maintain relevant records of incident reports and follow-up.
- Ensure all records are kept confidentially, separate from the main student file, and in locked locations.
- Know when and how to make a referral to outside agencies/professionals.
- Can contribute to and monitor a child protection plan.
- Will hold monthly case conferences (Child Protection Meeting) with key senior staff and the School Counsellor to update themselves on status of current/new concerns.

### **Prevention**

#### **Duty of Care:**

Above all other considerations, all staff are required to maintain and honour their '**Duty of Care**' over all students in the school community.

#### **School Environment:**

All staff will be expected to contribute towards an environment that offers children maximum protection e.g. contributing to creation of a positive atmosphere in which students are respected and know that they can find assistance if necessary. Children should know that there are adults in the school whom they can approach if they have a worry or a problem.

EISM has one full time school counsellor: Ms Sumatee Sahni [sahnis@eischools.ae](mailto:sahnis@eischools.ae)

### **Supervision:**

The School has an appropriate ratio of staff members supervising students throughout the school day to ensure student's safety and wellbeing is monitored and there is a member of staff available if a student wishes to report a concern.

### **Security:**

It is a safeguarding priority that access to the school site is monitored closely in order to ensure the safety of all students and staff. All staff, parents, and visitors are asked to observe the school's procedures. In addition to 24-hour CCTV, we have the following in place:

#### **Meetings:**

Parents who have arranged to meet with a member of staff should sign in at security and wait for the teacher to collect them, or to be escorted to the meeting room. Parents do not have unescorted access within the school building.

#### **Visitors' Code of Conduct:**

All visitors are expected to review the sign at each security desk regarding safe conduct for visitors.

**Signing in-** all visitors sign in at security and must present ID. Parents and nominated persons such as drivers or nannies have school ID which must be worn at all times in the school building. Other visitors must leave a photo ID such as a driving licence or Emirates ID with security staff and will be asked to wear a visitor pass.

- Staff- black lanyards
- Parents/nominated persons- green lanyards
- Visitors- purple lanyards
- External LSA, ASA staff/Cleaners – blue lanyards.

### **Child Protection in the Curriculum**

The planned curriculum will include material and activities which are designed to help children to be less vulnerable to abuse, where this is possible, without in any way implying that the responsibility for child protection is the child's. This will include emotional health and well-being, sex education, anti-bullying, safety, drug education and all work that develops self- esteem and inter-personal skills.

### **Monitoring of Attendance**

Staff should notify the DSL responsible for Child Protection if there is an unexplained absence of more than one day of a student who is on the EISM Child Protection register.

### **Employment**

Safer Recruitment procedures will be upheld e.g. appropriate checks are carried out on new staff and volunteers who will work with children (refer to safer recruitment policy).

### **Medical**

Emergency procedures will be made known to all staff to ensure that children who require medical assistance will receive it promptly. In order to protect children, there will be staff training provided in the use of Epipens and information regarding the treatment of children with epilepsy will be available to staff who require it.

### **The School Clinic**

Their role is to ensure that relevant information obtained in the course of their duties is communicated to the Child Protection Team when appropriate. Types of injuries, attendance at the clinic and frequency are recorded. The medical team is responsible for informing the Child Protection Team of any concerns they have about the student data they are recording. The School Doctor is also in attendance at Child Protection meetings.

## Parents

Parents should be aware that the school will take any reasonable action to ensure the safety of its student/students. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will have no alternative but to follow Child Protection Procedures.

Parents will not always be fully informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so.

## Protection

### What is 'Child Abuse'?

Child abuse is when a child is suffering, or is likely to suffer, significant harm, as a result of someone inflicting harm or failing to act to prevent harm. The abuse may happen in the child's family, or in the community or institutional setting.

### Categories of Abuse:

- **Physical abuse** is actual or attempted physical injury to a child where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.
- **Emotional abuse** is failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child. This includes conveying to children the feeling that they are worthless or unloved.
- **Sexual abuse** is where a child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) – including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated the behaviour.
- **Neglect** refers to persistent or deliberate failure to meet a child's physical or psychological needs e.g. a failure to provide adequate food, clothing or shelter, failure to protect a child or failure to provide adequate medical care. It may also involve neglect or failure to give adequate response to a child's emotional needs.

All staff have a responsibility to protect and safeguard children. Child abuse may come to **staff** attention in a number of ways:

- A child or young person may make a direct disclosure to staff.
- Staff may observe bruises/burns or injuries for which there is no plausible explanation.
- Another child, young person or parent/carer may tell staff something which causes concern.
- Staff may observe changes in behaviour that are a cause of concern.
- There may be neglect issues.

### Child Protection/Welfare concern – referral form

If a member of staff is concerned that a student is at risk of child abuse, the class teacher/Tutor needs to complete a referral form (**Appendix A**) which can be found on the Google Drive and pass it on to the DSL. If unsure, the staff member should discuss their concerns with a DSL. A body map (**Appendix B**) may be necessary to add further detail and specific information regarding the location of an injury/mark.

### Role of Designated Safeguarding Lead (DSL)

Any disclosures or concerns regarding possible abuse need to be recorded on a referral form and passed on to the DSL. The DSL will then investigate the case further and decide on the next course of action. Whilst some incidents can be contained within the school without the need for outside assistance, some will require additional assistance from Head Office.

## **Support**

### **Guidance for Staff**

- All Staff will receive training on the procedures for identifying and reporting cases, or suspected cases, of abuse.
- All staff will receive copies of the documents needed to record a disclosure.
- Counselling support will be available to staff involved in reporting cases of child abuse.
- The Counsellor and DSL will advise on the appropriate external support services available to children and their families.

### **Reporting and Dealing with Allegations of Abuse Against Staff**

The procedures apply to all staff as well as volunteers. It is imperative that those dealing with an allegation maintain an open mind and that further action is not subject to delay.

The Heads of School will make an initial assessment of the allegation, consulting others as necessary. Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter will be reported immediately to the Principal.

It is important that the Heads of School do not investigate the allegation. The initial assessment should be on the basis of the information received and gives rise to a decision whether or not the allegation warrants further investigation and if so by whom.

National laws in the U.A.E. govern any legal action taken in cases of child abuse. However, staff should know that upon allegation they may also be prosecuted in their country of origin or residency (as in the case of the UK under the Sexual Offences Act 2003).

# Safeguarding and Child Protection Referral Form

## Section 1

<b>Student's full name</b>	
<b>Student's D.O.B.</b>	
<b>Form/Class</b>	
<b>Staff member reporting concern</b>	
<b>Job title</b>	
<b>Date and time when form completed</b>	
<b>Location/s of incident/ disclosure</b>	

## Section 2

<b>Concern Summary</b>	
<b>Details of concern</b>  (Remember to include factual information, who was involved (full names) and date/time of when the concern first came to your attention)	
<b>Any action taken</b>	
<b>Signed</b>	

## Safeguarding Lead use only

<b>Date/ time form received</b>	
<b>Action taken by Safeguarding Lead</b>	
<b>Outcome</b>	
<b>Parents informed?</b>	
<b>Is the matter closed?</b>	
<b>Signed</b>	

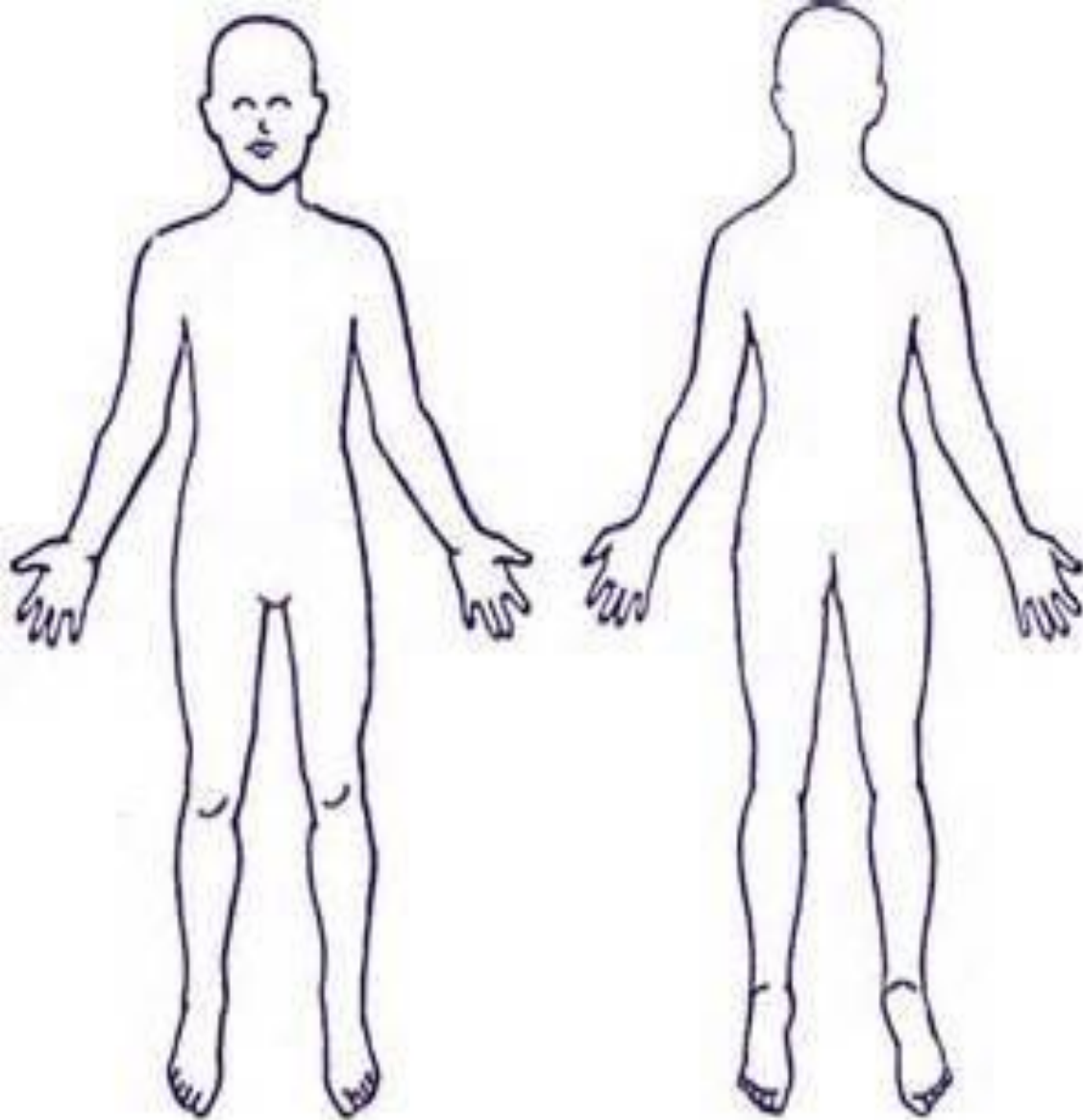
## Appendix B: Body Map

Name of child:

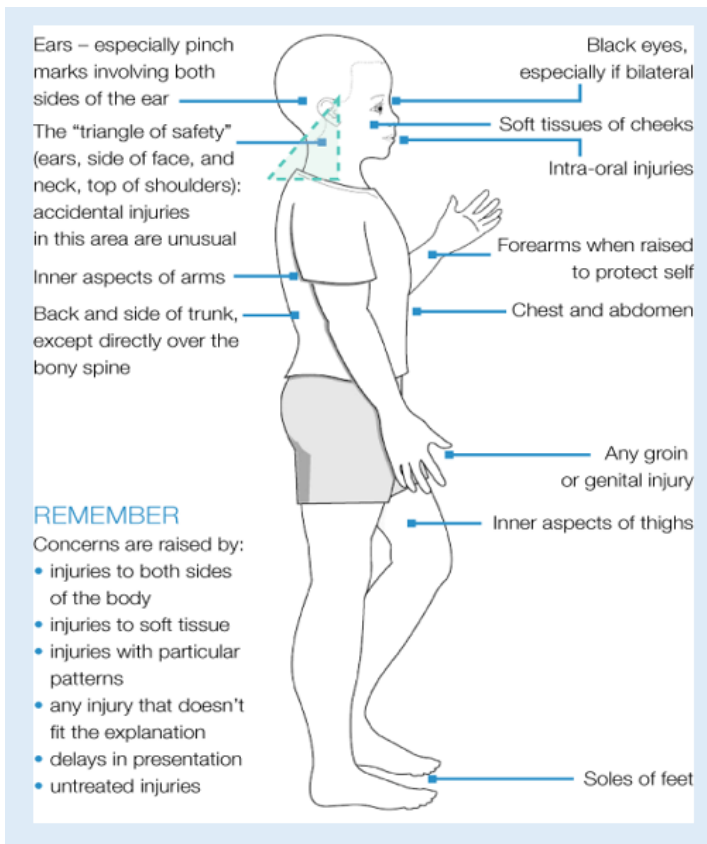
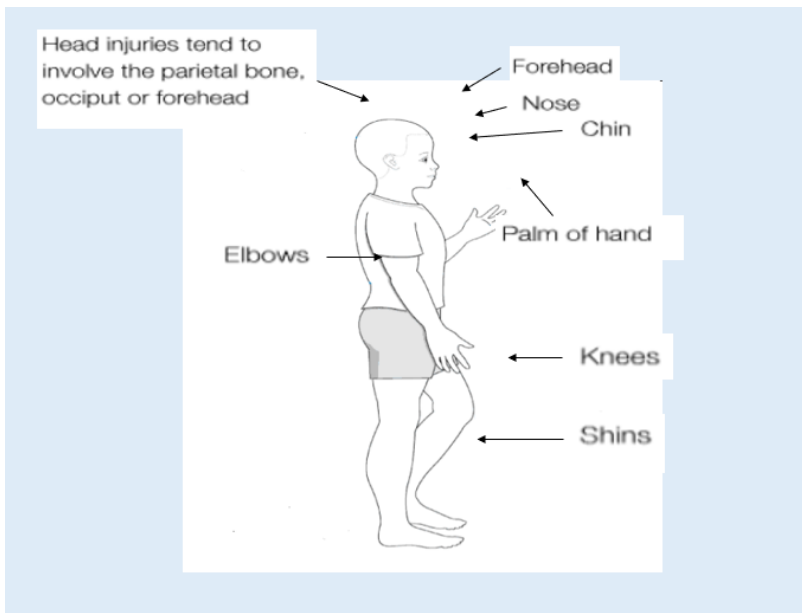
Class:

Date of observation:

Observed by:



## Appendix C: Common sites of accidental and non-accidental injury





## APPENDIX D: Disclosures

### What to do if a student discloses

Becoming aware of abuse can cause a multitude of emotional reactions, which are personal to the individual. Whatever the reaction, it must be responded to in the correct manner, outlined below.

**Stay calm**

(Don't over react. It is extremely unlikely that the child is in immediate danger)



**Listen, hear and believe**

(Don't probe for more information. Questioning the disclosure may affect how it is received at a later date)



**Give time for the person to say what they want**

(Don't make assumptions, don't paraphrase and don't offer alternative explanations.)



**Reassure & explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed**

(Don't promise confidentiality to keep secrets or that everything will be OK – it might not be.)



**Act immediately in accordance with the procedure in this document**

(Don't try to deal with it yourself)



**Record in writing as near verbatim as possible and as soon as possible on the referral form (Appendix A)**

## **Appendix E: Outside Agencies Contact Information**

### **Involvement of Outside Agencies**

Dubai Foundation for Women and Children (DFWAC) is the first licensed non-profit shelter in the UAE for women and children victims of domestic violence, child abuse, and human trafficking. It was established in July 2007 by His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, to offer victims immediate protection and support services in accordance with international human rights obligations. The Foundation provides a helpline, emergency shelter, and support services to women and children victims. DFWAC aims to protect physically, sexually, and emotionally abused women and children, prevent on-going abuse and the escalation of violence, and promote social awareness through education and outreach.

**Location:** Al Aweer  
**Contact:** 04-6060300  
**Helpline:** 800111  
**Language:** English

**Dubai Police Human Rights Department**  
**24/7 Duty Officer** 056 6862121  
**Hotline:** 800988  
Help for under 18 children of all nationalities

**Latifa Hospital Child Welfare Unit**  
**Tel:** 04-2193000  
**Fax:** 04-3241717  
**PO Box** 4115 Dubai, UAE  
Working Hours: 24 Hours

**Community Development Authority (Centre) CDA**  
**Toll free:** 8002121  
**Child Protection Toll free number:** 800988

Any child in Dubai who needs help, protection from abuse, or advice can pick up the phone and dial 800-988 any time. Four social workers and psychologists at the Child Protection Centre in Al Barsha are on standby to assist residents under 18 years of age to ensure their rights are protected and upheld. The recently opened centre under the Community Development Authority (CDA) is part of CDA's comprehensive strategy to make Dubai the most secure and ideal environment for children to live. It is tasked with rehabilitating, providing counselling, visiting and assisting children in need. For more information about the Child Protection Centre provided by CDA:

<https://www.cda.gov.ae/en/socialcare/childrenandyouth/Pages/ChildProtectionCentre.aspx>

### **Al Ameen Reporting (Dubai & Federal Police)**

The Al Ameen Service officially launched in September 2003. Using this service, the people of Dubai can communicate confidentially with the authorities to keep abreast of developments in Dubai and on issues that concern them.

[www.alameen.ae/en/](http://www.alameen.ae/en/)

**Toll free:** [8004888](tel:8004888)  
**SMS** [4444](tel:4444)  
**Whatsapp:** [050-8566657](tel:050-8566657)