

Child Protection Policy

Dubai Modern Education School recognizes its responsibilities for child protection and ensures it is at the core of all its activities. DMES is constantly working to create an ethos in which all students feel secure and listened to. If our Protection Policy is successful, concerns that arise will be dealt with as quickly, as sensitively, and as effectively as possible. Records will be accurate and securely stored and passage of information will always occur when it is in the best interest of the child for this to take place

We acknowledge that the students will have a safe, positive learning environment free of all types of abuse and neglect. DMES believes that students' well being is enhanced when they feel secure, and have a positive relationship with their peers and teachers.

Furthermore, we want our children to feel confident that support is accessible in the face of any kind of abuse and neglect. All the members in our school community share a responsibility to ensure this policy is implemented and followed throughout the year, on a daily basis. DMES provides all staff and faculty the necessary guidance and training for ensuring students are safe at all times, while in the care of the school. It also informs parents and guardians how the school will safeguard pupils.

The school has an open-line of communication with parents in order to work closely at all times. However, the school reserves the right to contact the Police and/ or The Child Protection Center, without notifying parents if it is in the child's best interests.

Aims:

- To provide clear guidance and direction to staff and faculty about expected codes of behavior in dealing with child protection concerns.
- To integrate safeguarding issues into the curriculum.
- To make explicit the school's commitment to the continued development of good practice so that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.
- To take account of policies in related areas such as the behavior policy.

DEFINITIONS [Taken from *Working Together to Safeguard Children*, 2015]:

- Neglect - The persistent or severe neglect of a child, which results in impairment of health or development.
- Physical Abuse - Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.
- Sexual Abuse— Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles
- Emotional Abuse – actual or likely severe adverse effects on the emotional and behavioral development of a child by persistent or severe emotional ill-treatment, inappropriacy, or rejection.
- Potential abuse – situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a

known abuser.

- Bullying - any persistent and uninvited behaviour which insults, hurts or intimidates someone (includes cyber bullying).

Signs of possible abuse include [Taken from *Working Together to Safeguard Children*, 2015]: (These are not exhaustive or necessarily indicative of abuse and neglect).

- Neglect – overweight or underweight; constant hunger or tiredness; frequent lateness or absence, poor personal hygiene, untreated medical problems; running away, stealing, low self-esteem
- Physical Abuse - unexplained injuries/bruises; improbable or evasive excuses, untreated injuries; fear of treatment or medical help, fear of physical contact, fear of going home, over-aggressive or defensive tendencies, fear of removing clothes, bites, lashes, facial injuries.
- Sexual Abuse - Tendency to cling, tendency to cry, genital itching, acting 'like a baby', distrust of familiar adults, wetting and/or soiling, fear of undressing, throat infections, depression, fearful/panic attacks.
- Emotional Abuse– Physical, emotional, developmental delay; over-reaction to mistakes; tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Fabricated Illness syndrome (If a parent of child deliberately fabricates or induces illness in that child). Signs may include; perceived illness, doctor shopping, enforced illness, fabricated illness, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, tampering with vomit/urine. Child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with mother's presence, mother unusually at ease in hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.
- Potential Abuse: Speaks about abuse at home, withheld, tendency to worry about reactions.
- Bullying: Stands out, worries.

FRAMEWORK:

Under the UAE Child Rights Law (2014), DMES is expected to ensure:

- Appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse.
- The procedures cover circumstances in which a member of staff is accused or suspected of abuse.

The responsibilities are as follows:

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- The Child Protection Officer should have responsibility for coordinating action within the school.
- All staff should receive Child Protection Training appropriate to their role.
- Schools should have procedures, of which all staff and faculty are aware for handling suspected cases of abuse of students, including procedures to be followed if a member of staff is accused of abuse.

ROLES AND RESPONSIBILITIES:

The Child Protection Officer:

The Child Safeguarding Officer at Dubai Modern Education School is Michael Chittenden. He is supported by Ms Nardeen Turjman.

Their role is to:

- To ensure all staff are familiar with school guidelines for identifying and reporting abuse, including allegations of abuse against staff;
- To ensure that the school operates an effective child protection policy;
- To ensure that all staff receive foundation training in child protection;
- To be responsible for coordinating action and liaising with other agencies and support services over child protection concerns;
- In consultation with the Principal, Mr. Michael Cipriano, to assist in enquiring into allegations of child abuse.
- To follow, as appropriate, recommendations made by the principal of DMES.
- To be aware of any relevant documents (See further reading at end of policy)
- To support and advise staff on Child Protection issues generally.
- To ensure they have had up to date, relevant training.
- To monitor the attendance and development of children who have given cause for concern.
- To disseminate relevant information to the appropriate staff e.g. to class teachers or Teaching Assistants (TA).
- To complete appropriate records and send on to new schools (where relevant)
- To maintain accurate and secure child protection records in chronological order.

Class Teachers

Class teachers will, in most cases, be the first person to raise a concern. They will collate detailed, accurate, secure written records of concerns and liaise with the Child Protection Officer.

The School Nurse/ The School Doctor

It is the role of the school nurse and/ or doctor to ensure that relevant information obtained in the course of their duties is communicated to the Child Protection Officer.

Types of injuries, attendance, and frequency are recorded.

The school nurse and/ or doctor are expected to report physical abuse using the body map following the KHDA requirements.

The School Counselors

It is the role of the school counselor to support the students' emotional well-being, and to report any child protection concerns. Any harm to the child or another individual will be reported to the Child Protection Officer, and relevant information will be shared.

Security Guards

It is the role of the school guards to monitor and oversee the safety and wellbeing of the school community. They are expected to ensure all persons entering the school grounds are screened and verified.

The Responsibilities of the Whole School Staff

All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the students in their school. In doing so they should seek advice and support as necessary

from the Principal/ Child Protection Officer.

Staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behavior.

All school staff are expected to:

- Be aware of signs and symptoms of abuse.
- Report concerns to the Child Protection Officer as appropriate.
- Keep clear, dated, factual and confidential records of Child Protection concerns.
- Follow all guidelines, practice and policy relating to safeguarding as laid down by the school or UAE Law.

The school also has a duty under UAE Law to report any abuse or suspected abuse to the Police.

APPOINTMENT OF STAFF

The school will, when appointing staff, take account of the requirements and observe the following safeguards:

- Ensure that documentation sent out to potential candidates will make it clear that child protection is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed;
- Ensure that a reference as to the suitability of a candidate to work with children will always be obtained from the last employer;
- Request at interview an account of any gaps in their interviewee's career/employment history;
- Ensure that staff already living in Dubai when applying for posts will be asked to supply a certificate of good conduct. Staff and helpers who have recently moved to the Dubai will be asked to produce a certificate of good conduct (or national equivalent) from the authorities representing the countries from which they have recently moved.
- The school must ensure the responsible use of technology for staff and students.

ALLEGATIONS AGAINST STAFF

If a child, or parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Child Protection Officer; Principal; School Nurse/ Doctor; Counselor.

Any member of staff who has reason to suspect that a student may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Child Protection officer or the Principal. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation.

The Principal will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer to the UAE police in accordance with the child protection procedures.

If the Principal decides that the allegation warrants further action through child protection procedures, a formal meeting is required to be scheduled with the UAE Child's Rights Police Office. If the allegation constitutes a serious criminal offence, it will be necessary to contact the police before informing the member of staff.

If it is decided that it is not necessary to refer to the Police, the Principal and the Child Protection Officer will consider whether there needs to be an internal investigation.

If the concerns are about the Principal, the Child Safeguarding Officer must contact the Vice Principal.

STAFF CONTACT WITH PUPILS

In order to minimize the risk of accusations being made against staff, as a result of their daily contact with pupils, staff should ensure that they consider the following points of guidance:

- Staff members are responsible for their own actions and behavior and should avoid any conduct which would lead to any reasonable person questioning their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way (especially when working with individual pupils). Staff should not allow pupils to visit their place of residence.
- Staff should discuss and/or take advice promptly from their line manager or another SLT member over any incident, which may give rise for concern.
- Records should be made of any such incident and of decisions made/further actions agreed and the Principal should be informed
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

SCHOOL PROCEDURES

- Any member of staff concerned about a child must inform the Child Protection Officer immediately.
- The member of staff must record information regarding the concerns as soon as possible after the event or disclosure using the school "Child Causing Concern Form". The recording must be a clear, precise, factual account of the observations.
- The Child Protection Officer will consult the Principal who will decide whether the concerns should be referred to the police. If it is decided to make a referral to the police, this will be done, if necessary, without prior discussion with the parents.
- If a referral is made to the police, the Child Protection Officer will ensure that a written report of the concerns and evidence is sent to them within 48 hours.
- Particular attention will be paid to the attendance and development of any child who has been identified as at risk.
- If a student who has been identified as at risk changes school, the Principal will consider the transfer of appropriate records to the receiving school.

Staff should be concerned if a pupil:

- Has any injury which is not typical of the bumps and scrapes normally associated with children's activities;
- Regularly has unexplained injuries;
- Frequently has injuries, even when apparently reasonable explanations are given;
- Offers confused or conflicting explanations about on how injuries were sustained;
- Exhibits significant changes in behavior, performance or attitude;
- Indulges in sexual behavior which is unusually explicit and/or inappropriate to his or her age;
- Discloses an experience in which he or she may have been significantly harmed.

Dealing with a disclosure

If a student discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief;
- Accept what is being said;
- Allow the child to talk freely;
- Reassure the child, but not make promises which it might not be possible to keep;
- Not promise confidentiality, as it might be necessary to refer the case to the Child Protection Officer at DMES.
- Reassure the student that what has happened is not their fault;
- Stress that it was the right thing to tell;
- Listen, rather than ask direct questions;
- Ask open questions rather than leading questions
- Not criticize the perpetrator;
- Explain what has to be done next and who has to be told.

Recording disclosure

When a student has made a disclosure, the member of staff should:

- make some brief notes as soon as possible after the conversation;
- As soon as possible write up the disclosure more fully using the “Child Causing Concern Forms” which are kept with every Department and Section Supervisors.
- Not destroy the original notes in case they are needed by a court;
- Record the date, time, place and any noticeable non-verbal behavior and the words used by the child;
- Mark the diagram to indicate the position of any bruising or other injury;
- Record statements and observations, rather than interpretations or assumptions.

Support for pupils and staff

The Principal will make all reasonable attempts to protect and otherwise support pupils who have disclosed information about possible child abuse incidents. Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for him/herself and discuss this with the Child Safeguarding Officer.

CONFIDENTIALITY

Members of staff have access to confidential information about students in order to undertake their everyday responsibilities.

Staff and volunteers are expected:

- To treat information they receive about pupils in a discreet and confidential manner.
- To, if they are in any doubt about sharing information they hold or which has been requested of them, seek advice from the Principal.
- To be cautious when passing information to others about a student.

To ensure the safety and wellbeing of all our children, entrance to the buildings begins at 7:20 a.m. We ask that all parents park their cars at allocated parking zones and follow the rules for the drop off zones. Common courtesy and consideration of everyone’s safety and wellbeing is expected at all drop off and pick up times.

Adult to Adult

Students from KG1- Grade 4 (inclusive) must be handed from an adult to an adult.

Late Pick-Ups

If a Grade 1-4 child is not collected by the parent/ guardian by 3:00 the parent will be called.

If any K-4 student is not collected by 3:20 pm, and the school has been unable to confirm that the parent is enroute, will be reported to the child protection officer.

Bus students drop off

A bus nanny will support students taking the bus.

Bus students pick up

Upon arrival at their home, all elementary students must be met by an adult. If a adult is not present to collect the child the parent will be called and informed that they child will be returned to school and asked to collect them.

Students who have experienced 1 adult 'no show' will be charted for the After School Care Program.

RECORDS and MONITORING

- Well-kept records are essential to good Child Protection practice.
- The member of staff who receives them, and passed to 'The Child Protection Officer' without delay should record concerns and disclosures in writing.
- The Child Protection Officer in consultation with the Principal will then decide on further action and any appropriate monitoring program for the pupil.
- Records are stored in a dedicated filing system maintained by the Child Protection Officer.
- When pupils with records in this filing system pass on to their next school the Principal is responsible for transferring information judged to be relevant to the child's next school.

STAFF / FACULTY TRAINING

All staff and faculty should receive Child Protection training as part of the PD program.

Staff and faculty are informed of any changes subsequently made.

CHILD PROTECTION AND THE CURRICULUM

The school curriculum informed by positive education framework is important in the protection of children. We aim to ensure that curriculum development meets the following objectives (these are often met through the:

- Health and wellbeing program:
- Developing student self-esteem;
- Developing communication skills;
- Informing about all aspects of risk, including online behaviors;
- Developing strategies for self-protection
- Developing a sense of the boundaries between appropriate and inappropriate behavior in adults;
- Developing non-abusive behavior between pupils.

CHILD PROTECTION GUIDANCE:

What to do if you are told of abuse:

- Stop and listen.
- Take notes and keep (verbatim).
- Do not interrupt.
- Do not be judgmental.
- Do not promise confidentiality - staff must not work in isolation, but offer discretion.
- Avoid leading questions/coaxing, pressurizing.
- Note any concerns about going home, now he/she has spoken up.
- Inform the Child Protection Officer promptly who will ask for a verbatim written record with time and persons present.
- Discretion should be maintained.
- Never think it cannot happen.
- Do not work in isolation.

What happens next:

- Member of staff with suspicion/concern/ disclosure informs Child Protection Officer.
- The Child Protection Officer gathers information.
- All subsequent concerns are reported and recorded by the Child Protection Officer.
- Where action is required they will either monitor, or refer to the Child Protection Officer.
- When in need of serious health or immediate welfare attention the child should be taken to the nearest (hospital or police department).

When allegations are made against a member of staff, the Child Protection Officer should be informed without delay:

- A written record will be requested which will be signed and dated.
- The Child Protection Officer at DMES is informed by the Principal.
- The member of staff may be suspended pending further investigations.

Outside support agencies:

Dubai Foundation for Women and Children
04 606 0300 / 800 111

Dubai Police – Child & Women Protection Department
04 609 9734 / 04 217 1552

Child Protection Center, Al Barsha 2, Hadaeq Mohammed Bin Rashid ,
110, Al Asayel Street, Govt Building, 2 floors
800988

Monitoring and Review

This policy is reviewed and monitored on a termly basis by the Principal and the Child Protection Officer.

Monitoring and Review

This policy has been discussed and agreed by the DMES Senior Leadership Team for implementation.

Review date: March 2017

Approved By:

Principal on behalf of the School_____

CEO on behalf of the Governors_____

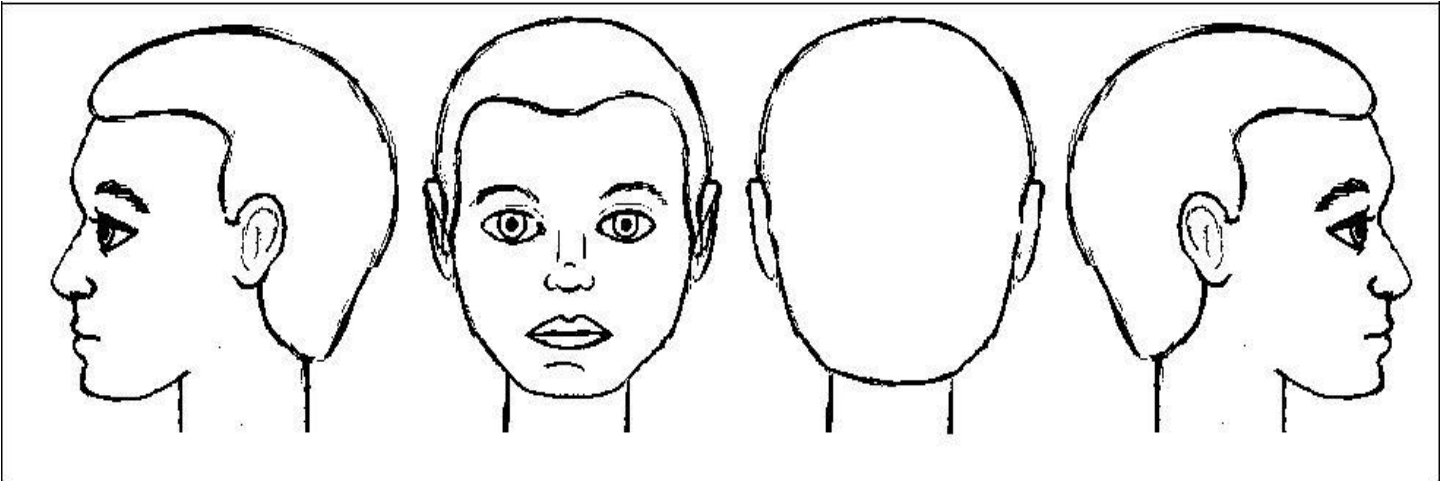
Child Causing Concern Form

Name of the Child	
Date of birth	
Gender	
Date of referral	
Referred by	
State adults present	

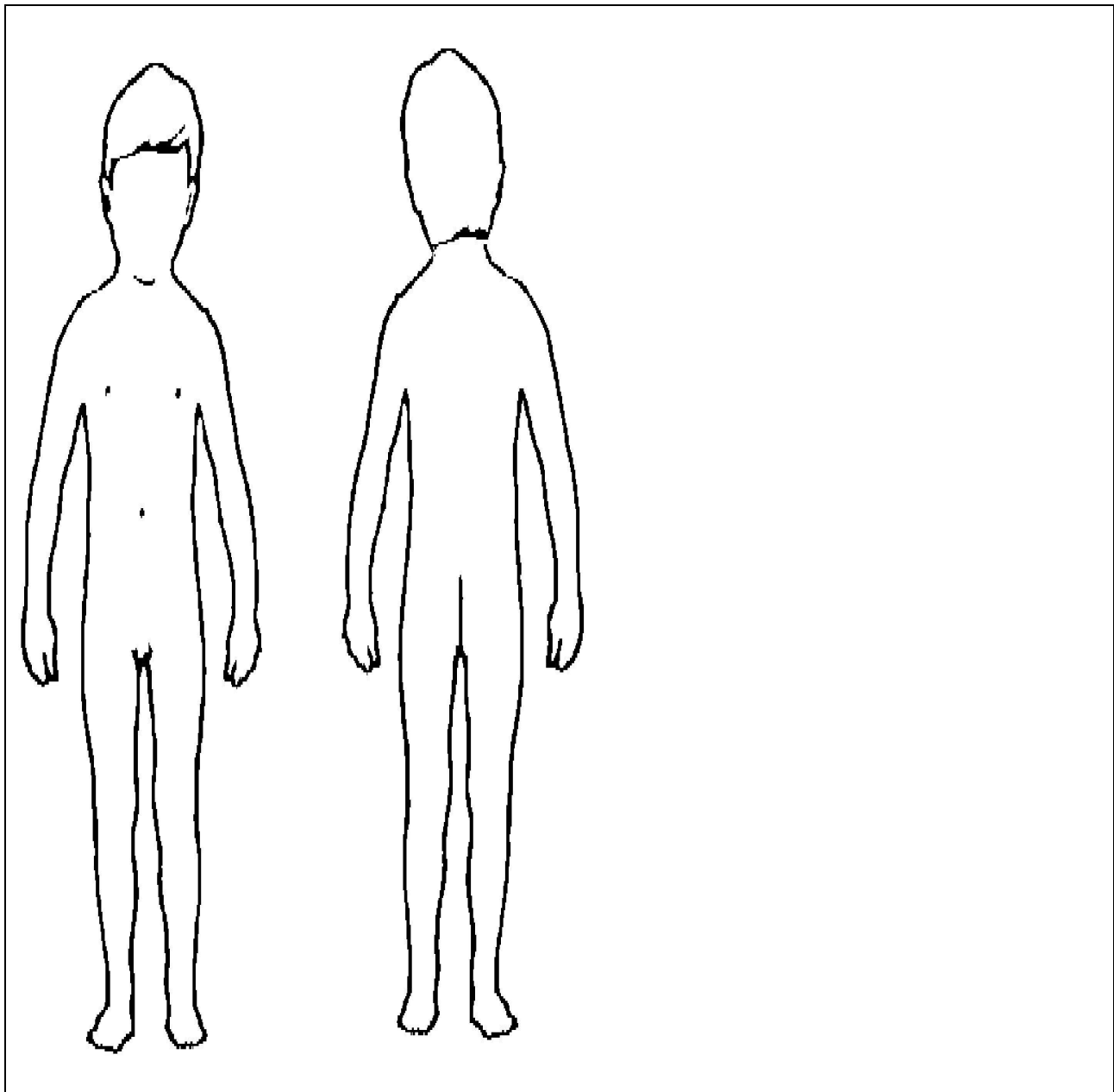
Please describe the nature of the concern, in detail.

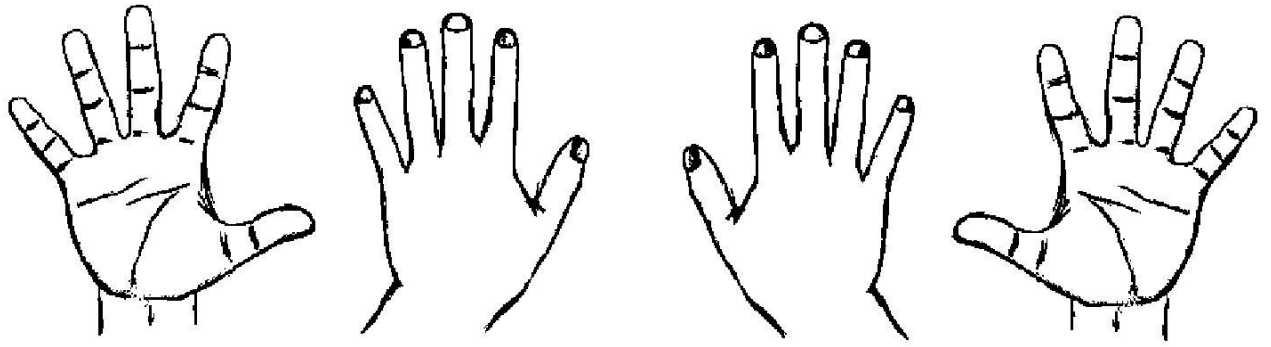
Action taken:	
Child Safeguarding Officer:	Principal:
Date:	Date:

Injury Information	
Name of Child:	Date of Birth:
Name of Observer:	Date Recorded:



LEFT SIDE	RIGHT SIDE
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LEFT HAND

RIGHT HAND



Left Foot



Right Foot

Full Description of Injury:

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Explanation Give (if any):

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Referred By:

Referral Date:

