



AL Kamal American  
Private School–Al  
Ramtha  
American Curriculum



## Child Protection and Safeguarding Policy

Updated By	Latest Publish Date	Monitoring Cycle
Ms. Rania Alhalabi	August 2022	1 x Year

### Schedule for Development / Monitoring / Review

The implementation of this <b>Child Protection and Safeguarding Policy</b> . will be monitored by:	SLT <b>School Leadership Team</b>
Monitoring will take place at regular intervals:	Annually
The Behaviour and <b>Child Protection and Safeguarding Policy</b> will be reviewed by the school principal annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Behaviour and <b>Child Protection and Safeguarding Policy</b> that have taken place. The next anticipated review date will be in:	August 2023
Behaviour and <b>Child Protection and Safeguarding Policy</b> is written and created by:	<b>Mrs.rania elhalabi(Principal)</b>
<b>This policy should be read along with Behaviour and Anti – Bullying Policy of the AKAPAS &amp; Behaviour and Anti – Bullying Policy of SPEA.</b>	

## Introduction

The health, safety and well-being of all our children are of paramount importance to all the adults who work in **AKAPAS – AL RAMTHA**. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in **AKAPAS – AL RAMTHA** .

Protecting children is everyone's responsibility at **AKAPAS – AL RAMTHA** and this includes reporting any act committed by a parent, guardian or any other person, to a child enrolled in the school which results in neglect, physical or emotional injury or sexual harm.

All staff has a duty and will report any suspected or disclosed issues of child protection to the designated child protection officer (**DCPO**) or child protection team. If the threat is immediate or on-going it will be reported to the appropriate local safeguarding authorities as set in place by the UAE.



# AL Kamal American Private School–Al Ramtha American Curriculum



## Purpose

The safeguarding of children and young people from harm is the highest priority here at **AKAPAS - RAMTHA**.

Our students have a right to feel safe and protected from significant physical and emotional harm both inside and outside of **AKAPAS - RAMTHA**.

This **Child Protection and Safeguarding Policy** is a crucial part of promoting the welfare of our students; it is designed to inform our staff regarding the signs of child abuse and to equip them with the knowledge on what to do in the event of suspected abuse. This **Child Protection and Safeguarding Policy** defines abuse, outlines signs of abuse and explains the procedures for investigating and reporting suspected cases.

## Definition of Child Abuse

Child abuse refers to any intentional harm or mistreatment to a child under 18 years old is considered child abuse.

## Aims

This policy ensures that all staff in our school can follow the necessary procedures with regard to a child protection issue. It aims:

- ✚ To raise awareness and identify responsibility in reporting possible cases of abuse; To ensure effective
- ✚ Communication between all staff when dealing with child protection issues.
- ✚ To inform all parties of the correct procedures to use in the case of a child protection issue.

## When to be concerned

### Staff should be concerned if a student:

- ✚ Has any injury which is not typical of the bumps/scrapes normally associated with the child 's activities.
- ✚ Regularly has unexplained injuries.
- ✚ Has injuries even when apparently reasonable explanations are given.
- ✚ Offers confused or conflicting explanations about 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 harmed.



AL Kamal American  
Private School–Al  
Ramtha  
American Curriculum



## AKAPAS – AL RAMTHA Cares with Special Educational Needs and Disabilities

*It is vital to highlight at this point that children with **special educational needs and disabilities**, including communication or behavior difficulties, have a higher risk of bullying, neglect and abuse than others. Often, they are not identified or looked at as at-risk when it comes to indicators of possible abuse owing to mood, injury or behavior being attributed to the pre-existing condition rather than signals for safeguarding.*

### Dealing with Disclosure

**If a student discloses that he or she has been harmed 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 that it might not be possible to keep.
- ✚ Not promise confidentiality, as it might be necessary to refer the case to the appropriate authority.
- ✚ Reassure the pupil 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.

### Procedures

When a child reports abuse, the teacher will inform the designated child protection officer (**DCPO**) within 48 hours. The teacher should also inform the (**DCPO**) as soon as possible if there is reasonable cause to believe that abuse is occurring.

The **DCPO** will take initial steps to gather information regarding the reported incident. At this stage he/she will:

- ✚ **Interview staff members as necessary and document information relative to the case.**
- ✚ **Consult with school personnel to review the child's history in the school.**

The (**DCPO**) will then form a school-based response team to address the report. The response team may include **AKAPAS – AL RAMTHA** doctor, nurse, counselor, teacher, and other individuals as the **DCPO** sees fit. In all cases, follow up activities will be conducted in a manner that ensures that



## AL Kamal American Private School–Al Ramtha American Curriculum



information is documented factually and that strict confidentiality is maintained. Based on acquired information, a plan of action will be developed to assist the child and family. Actions that may take place are:

- ✚ Discussions between the child and the DCPO in order to gain more information.
- ✚ In-class observations of the child by the teacher, counsellor, or administrator.
- ✚ Meetings with the family to present the school's concerns.
- ✚ Referral of the student and family to external professional counselling.
- ✚ Consultation with local authorities.

### **The following actions may take place:**

- ✚ The DCPO will maintain contact with the child and family to provide support and guidance as appropriate.
- ✚ The DCPO will provide the child's teachers with ongoing support, and provide strategies for the teacher to use.
- ✚ The DCPO will maintain contact with outside therapists, in order to update the therapist about the progress of the child in school, and to keep the school informed about the progress of the therapy.
- ✚ The School Principal refers the case to local authorities for further action.

### **Responsibilities of the whole school staff**

- ✚ There is a named person(s) in our school who is the DCPO. **(Mrs. Mai Farouk)**
- ✚ This is normally the principal but they may delegate this responsibility in some circumstances.
- ✚ All members of the **AKAPAS – AL RAMTHA** staff have a responsibility to identify and report suspected abuse and to ensure the safety and wellbeing of the students in the school.
- ✚ In doing so, they should seek advice and support as necessary from the **DCPO**.
- ✚ All staff is expected to attend regular and relevant professional development sessions.
- ✚ All staff is 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 staff is expected to be aware of symptoms of abuse, report concerns to **DCPO** as appropriate and keep clear, dated, factual and confidential records of child protection concerns.



## AL Kamal American Private School–Al Ramtha American Curriculum



### **Specific responsibilities of the school doctor/nurse and counselor:**

- ✚ The **AKAPAS – AL RAMTHA** Doctor/Nurse or Counselor may be requested to provide physical treatment and emotional support after a child has been abused.
- ✚ The doctor or nurse may be required to conduct an examination if there are physical injuries and write an initial report about the child's physical and emotional condition.
- ✚ The doctor/ nurse and/ or counselor can provide positive encouragement to the child, liaise with family members determine how best to promote the child's safety both at **AKAPAS – AL RAMTHA** and at home.
- ✚ Child abuse can leave deep emotional scars and the **AKAPAS – AL RAMTHA** doctor or nurse should recognize these and help develop a rehabilitation plan in liaison with the **DCPO** and other appropriate staff in the case team.
- ✚ In some cases, the child may have to take medication as a result of the abuse. The **AKAPAS – AL RAMTHA** doctor or nurse should ensure that all standards and procedures for administering medications in the **AKAPAS – AL RAMTHA** setting are met.

### **Specific responsibilities of the HR department and Security**

**When recruiting any member of the teaching staff or support staff with access to children, all reasonable steps should be taken to ensure compliance as far as possible with the following:**

- ✚ Provision of an up-to-date police 'good conduct' letter and/or criminal records check.
- ✚ That two or more references are taken up from previous employers with follow-up questions with regard to the applicant's compliance with any child protection procedures.
- ✚ A declaration signed by the prospective employee on any application form and/or contract that s/he has not been convicted or undergoing court or disciplinary proceedings for any offence involving child abuse and/or breach in exercising a duty of care for children.
- ✚ The Security staff undertake to be vigilant and adhere to the procedures governing the access, detailed record-keeping, provision of a visitor's pass to be worn for ease of identification and monitoring of visitors to the school.

### **Roles and Responsibilities**

**This policy applies to all staff, volunteers and visitors to AKAPAS – AL RAMTHA.**

The staff at **AKAPAS – AL RAMTHA** has a responsibility to promote the safety and well-being of our students. All staff must report any suspected incidents of child abuse to any one of the following persons who are **DCPO's** for all child protection issues here at **AKAPAS – AL RAMTHA**:



## AL Kamal American Private School–Al Ramtha American Curriculum



- ✚ Senior management (principal, vice principal)
- ✚ The school doctor
- ✚ The school counselors ( E – Safe in charge – social worker – and psychologist)

### The DCPO's will:

- ✚ Know how to identify the signs and symptoms of abuse.
- ✚ Provide advice and support to staff.
- ✚ Maintain relevant records of incident reports.
- ✚ Keep all information confidentially and safe in a locked cabinet.
- ✚ Know when and how to submit a referral to outside agencies.

### Framework

Child protection is the responsibility of all staff and especially those working with children. The designated senior person for child protection at **AKAPAS – AL RAMTHA** is the principal and in her absence the relevant head of section is in charge of child protection/ safeguarding matters. Section in charge is designated persons (**DPs**) within their own section. The principal will be assisted by each section in charge including the deputy heads and the school counselor.

The principal and sections in charge will disseminate policy and provide training for all staff. Staff should discuss any concerns regarding child protection with the relevant Section in Charge. The head of section will then consult with the **AKAPAS – AL RAMTHA** counselor and the principal who will advise on the monitoring of children and the making of referrals to the appropriate organizations.

### 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.

- ✚ Unexplained injuries or burns (particularly if they are recurrent)
- ✚ Improbable excuses given to explain injuries
- ✚ Refusal to discuss injuries
- ✚ Fear of parents being contacted
- ✚ Withdrawal from physical contact
- ✚ Fear of returning home
- ✚ Fear of medical help
- ✚ Aggression towards others
- ✚ Self-destructive tendencies



**AL Kamal American  
Private School–Al  
Ramtha  
American Curriculum**



## **Sexual Abuse**

Sexual child abuse is any sexual activity with a child, such as fondling, oral-genital contact, intercourse, exploitation or exposure to child pornography.

## **Emotional Abuse**

Emotional child abuse means injuring a child's self-esteem or emotional well-being. It includes verbal and emotional assault — such as continually belittling or berating a child — as well as isolating, ignoring or rejecting a child.

## **Medical Abuse**

Medical child abuse occurs when someone gives false information about illness in a child that requires medical attention, putting the child at risk of injury and unnecessary medical care.

## **Neglect**

Child neglect is failure to provide adequate food, shelter, affection, supervision, education, or dental or medical care.

### **WHAT TO DO ON DISCLOSURE**

**Stay calm**

**(Don't over-react, however shocked you may be)**



**Listen, hear and believe**

**(Listen carefully, take it seriously)**



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

**(Don't make assumptions and don't offer alternative explanations, ask questions beginning with Tell me about...Explain...Describe... Avoid 'who, what, when, where' questions)**



**Reassure and explain that they have done the right thing in telling.**

**(Do not promise confidentiality; explain that only those professionals who need to know will be informed)**





AL Kamal American  
Private School–Al  
Ramtha  
American Curriculum



Record in writing as near verbatim as possible and as soon as possible on a Disclosure Form (Use the child's own words, make your record as soon as possible after the event, so that you don't forget anything, and include information about what action was taken afterwards)



Report to the DCP



## Protection

## Online Protection

The school provides all the school stakeholders with e – safe protection plan to keep the school community safe on the internet and maximize the users' awareness of personal safety and security risks to private information and property associated with using the internet, and the self protection from computer crime.

## Our Protection Strategic Goal

To ensure that the whole school has the knowledge to stay safe and take down of harmful content and increasing the student's online rights: to be free from bullying and harassment.

## Our Protection Strategic Tactics

- The school has an effective technical security strategy. The principal drive strategy development. Network access requires user identification for all users.
- Support and protect the students with the rapid removal of harmful content by providing services across all E – safety regulatory scheme.
- Support the school with new firewall
- Provide the school with a high quality of filtering for all users and regularly updated
- Illegal content (eg child sexual abuse; extreme pornography or criminally racist or terrorist content) is filtered by actively employing illegal content lists. Content is managed, relevant to users' needs and inappropriate content is filtered.
- Internet use is logged and regularly monitored.





**AL Kamal American  
Private School–Al  
Ramtha  
American Curriculum**



- Preventing harm to young students through rapid removal of serious cyberbullying material and work
- Asking all the stakeholders to keep personal information professional and limited.
- Differentiated internet access is available for staff and customized filtering changes are managed by the school.
- There is a clear route for reporting and managing changes to the filtering system.
- There are clear management responsibilities and policy is clearly communicated.
- All users have appropriate individual password-secured access to school systems and have received education / training.
- Secure authentication is in place for staff users accessing sensitive or vulnerable data, including access to school systems offsite.
- There are routines for regular password change which include forcing password strength at renewal. Access to systems is locked out after a set number of incorrect attempts.
- There are clear routines for managing security incidents that include escalation routes to appropriate authorities and external agencies.
- Devices and network equipment are physically secured and managed.
- Anti-virus & malware prevention is applied and regularly updated across school systems. System backups are regularly made and are an integral component of system recovery routines.
- The school has quality assured any external technical support or provision it uses and has assessed the impact of potential loss of service or data.
- There are effective communication routes that inform the wider school community in the event of serious incidents.

**Kindly, visit this link to give your agreement or disagreement**

<https://forms.office.com/r/hbPH95EQJF>