



# LEADERS PRIVATE SCHOOL, SHARJAH

## CHILD PROTECTION POLICY



### Document Details

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### 1. INTRODUCTION

This policy should be read in conjunction with the [National Child Protection Policy in Educational Institutions in United Arab Emirates](#), [Behavior Management MOE](#), [Behavior Management Distance Learning Policy MOE](#), [The Child Protection Policy](#), [E-Safety Policy](#) and [The Anti-Bullying Policy](#).

The LPS Child Protection Policy is a statement of intent that defines our commitment to safeguard the children, who are in our care, from harm and abuse. It helps to create a safe and positive environment for children, shows that LPS takes its duty of care seriously, and importantly, specifies stakeholders' responsibilities and roles in the protection of children.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Leaders Private School and to allow staff and volunteers to make informed and confident responses to specific child protection issues. This will be reflected not only in the policies but also reflected in every aspect of the transport administration and management including staff recruitment, training and any other interactions that would impact the students.

The policy will apply to all personnel and persons related to the school and who come in direct or indirect contact with children. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. The Head of School, the Senior Leadership Team and all employees have a responsibility to report concerns.

### 2. DEFINITIONS

- **Child or Children** - include all students in the care of staff at LPS.
- **Employee / Staff** - includes teachers, administrative staff, support staff, bus drivers and any other staff of LPS who work with the children.
- **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 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 behavior which insults, hurts or intimidates someone (includes cyber bullying).
- **Direct Contact** - Being with and in the physical presence of a child or children as part of the job or school related work, be it regular, occasional, temporary or long term.
- **Indirect Contact with Children** - Those whose work does not require them to be in the physical presence of a child but encompasses access to personal details and information, data on children including photographs, contact details etc.

### 3. POLICY STATEMENT

Leaders Private School's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse:

- The welfare of the child is paramount.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief should be able to study in a safe environment.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All LPS employees who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.

There are three main elements to our Safeguarding & Child Protection Policy.

- **Prevention**

Creating a positive school atmosphere, teaching and pastoral support to pupils where children have opportunities to have a voice and that their wishes and feelings are heard and taken into account.

- **Protection**

By following agreed procedures, ensuring that staff are trained to recognize possible signs and symptoms of abuse and are also trained and supported to respond appropriately and sensitively to child protection concerns.

- **Support**

Support is provided for pupils and school staff and for children who were abused.

- ❖ The following persons are members of Child Protection Committee(CPP) for all child protection issues here at LPS:
- ❖ Senior Leaders and Administrative Officer
- ❖ The School Doctor
- ❖ The School Counsellors

## 4. EMPLOYEES

### Appointment of Employees

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. To ensure this the following steps are taken while recruiting. All persons who desire to work with Leaders Private School will be screened. This screening includes the following:

Submission of application which will include basic information such as previous experience, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence in the employee's personnel file.

- a) A face-to-face interview with the applicant to discuss his/her suitability for the position.
- b) A self-declaration to be submitted by each employee.

### Employee Conduct

All employees should demonstrate exemplary behavior in order to protect themselves from allegations of misconduct. Employees should maintain their standards of behavior and act as role models.

### Confidentiality

Employees have access to confidential information about students in order to undertake their everyday responsibilities. Employees are expected:

- to treat information, they receive about students in a discreet and confidential manner.
- to be cautious when passing information to others about a student.

### Contact with students

In order to minimize the risk of accusations being made against employees as a result of their interactions with students, they should ensure that they consider the following points of guidance:

- Employees are responsible for their own actions and behavior and should avoid any conduct which would lead to any reasonable person to question their motivation and intentions.
- Employees should work, and be seen to work in an open and transparent way (especially when working with individual students).
- Employees should discuss and/or take advice promptly from their line manager or another senior employee over any incident, which may give rise for concern.
- Records should be made of any such incident and of decisions made / further actions agreed upon.
- Employees are not permitted to have social media, online or email contacts with students. The employees must decline or disregard invitations from students to interact through any social networking sites.
- Employees are not permitted to use communications devices to text or message students.

### Allegations against Employees

- If a child, or parent, makes a complaint of abuse against an employee, the person receiving the complaint must take it seriously and escalate it immediately, depending on the severity of the allegation.
- Any employee who has reason to suspect that a student may have been abused by another employee, either at school or elsewhere, must immediately inform their line manager who then will then escalate accordingly. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation.

- If an employee is involved in any serious allegation or incident, he/she must be suspended whilst a full investigation is conducted and reinstated only with the approval of the Principal, once the investigation is complete.

### **Online Safety**

The school's online safety policy explains how we try to keep students safe in school and protect and educate students in the safe use of technology. Cyberbullying by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying & cyber bullying procedures. Serious incidents may be managed in line with our child protection procedures.

### **5. PROCEDURE**

- When a child reports abuse, the teacher/Staff will inform the members of Child Protection Committee within 48 hours.
- The teacher /Staff should also inform the CPC as soon as possible if there is a reasonable cause to believe that abuse is occurring.
- The CPC will take initial steps to gather information regarding the reported incident.
  - ❖ At this stage SLT will:
- Interview staff members concerned/the victim. Collect the necessary document information relative to the case.
- Consult with school personnel to review the child's history in the school.

### **Reporting a disclosure of abuse**

It is the duty of anyone who works with children to report a disclosure of abuse. It is not for the employees to decide whether or not a suspicion or allegation is true. The employee should never try to deal with a suspicion, allegation or actual incident of abuse by him/herself.

It may sometimes be difficult to accept that something that has been disclosed in confidence should be passed on to a colleague, but the welfare of a child must be paramount and you therefore have a duty to report suspicions, allegations or actual incidents to the designated contact at LPS.

All details regarding the disclosure must be recorded. Important information to be recorded includes:

- Date and time of disclosure, suspicion, allegation or actual abuse incident.
- Details about the suspicion, allegation or abuse incident.
- Details of action taken.
- Details of any reporting done to local authorities.

Recording should be kept factual and should not have any reference to subjective opinions.

### **Outcomes**

LPS will conduct the necessary investigations, and agree on the appropriate consequences for all involved. The School reserves the right to take necessary actions like suspension / termination, etc.

### **Sharing Concerns with Parents**

The School, along with the parents, shares the responsibility to educate, keep children safe from harm and have their welfare promoted. LPS is committed to working with parents positively, openly and honestly. The School respects the parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

### Referral to Children's Social Care

The School, will make a referral to Children's Social Care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless, to do so would increase the risk to the child.

### **6. CODE OF CONDUCT**

All employees should display exemplary behavior in order to protect themselves from allegations of misconduct.

- Treat all children equally and with respect and dignity
- Always put the welfare of each child first
- Never using physical punishment
- Conduct their selves in a manner that sets a good example, being seen as an excellent role model.
- Maintain a safe and appropriate distance with children
- In certain instances, where physical contact is inescapable e.g. to demonstrate equipment or move, being aware of the limits within which such contact should take place and of the possibility for misinterpretation of such contact
- When assisting the student to alight from the bus, only hold the student by the wrist, if required.
- Always work in an open environment, avoid private or unobserved situations and encourage open communications with no secrets.
- Question any unknown adult who enters / approaches the bus and/or who attempts to engage with the children

### **7. MONITORING AND REVIEW OF POLICY & PROCEDURES**

The implementation of procedures will be regularly monitored and reviewed by the Head of School & Senior Leadership Team. The progress, challenges, difficulties, achievements, gaps and areas where changes are required are to be reported regularly to the management.

The policy should be reviewed every year or whenever there is a major change in the organization or in any relevant legislation.