

## SAFEGUARDING POLICY

### Rationale

At Deira Private School (DePS), we share the vision of the Ministry of the Interior in aspiring to have the UAE as one of the most secure and safest countries in the world. We abide by the UAE Federal Law No. 3 of 2016 on Child's Rights (**The Law of Wadeema**). The law ensures that every child in the UAE, whether a resident or tourist, has the right to be safe, be educated and be protected from neglect and all forms of abuse, whether physical, sexual, verbal, emotional or psychological.

Deira Private School recognises that every child has the right to protection from abuse and exploitation and the right to have enquiries made to safeguard his or her welfare. The school places great importance on students' health, safety and welfare and aims to provide a caring, supportive and safe environment in which all our students can learn and develop to their full potential whilst working together to create an atmosphere in which students feel secure and are able to communicate their feelings. Our children have the right to protection, regardless of age, gender, race, culture or disability.

The overriding concern of all caring adults must be the care, safety and welfare of the child: the welfare of each child is our most important consideration. The problem of child abuse will not be ignored by anyone who works in our school child protection concerns that arise will be dealt with as sensitively, confidentially and effectively as possible. Records will be accurate and securely stored and the information will only be shared with other professionals when it is in the best interests of the child.

Determined Students (Students with special educational needs and disabilities) experience greater vulnerability because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairments. This may require additional resource people or approaches in dealing with a suspected case of abuse.

There is the requirement to report when an employee reasonably suspects harm or risk of harm to students. The school expects all staff and volunteers to share this commitment.

### Aims

At DePS we aim to:

- Ensure a safe environment in which children can learn and develop.
- Safeguard our students by ensuring that all employees have clear guidance on the required action where abuse or neglect of a child is suspected.
- To raise the awareness of all staff and volunteers and identify the responsibility in reporting possible cases of student protection.
- Integrate student protection issues into the curriculum and equip children with the skills needed to keep them safe.
- Ensure effective communication between all staff members on child protection issues.
- To promote good practice into the daily learning experience of our students.

- To make explicit the school's commitment to the development of good practice and sound procedures so that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.
- To partner with parents in safeguarding children
- To take account of policies in related areas such as behaviour, anti-bullying, cyber safety or any sort of abuse.

### **Purpose**

The Child Protection and Safeguarding Policy recognises that the welfare and interests of children are paramount in all circumstances. Our children have the right to protection, regardless of age, gender, culture, language, racial origin, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background.

It is important to us that our students have a positive and a safe experience at Deira Private School where they will be protected from abuse from an adult or another student (physical injury, emotional, sexual, neglect, bullying, corporal punishment).

The policy and procedures will be widely promoted and are mandatory for everyone involved in Deira Private School. All suspicions and allegations of abuse and poor practice will be taken seriously, handled sensitively, supports the needs of the child, and responded to swiftly and appropriately.

### **The Policy is based on four main principles:**

1. The child's best interest.
2. Moral, behavioural, and professional values.
3. Child protection.
4. Principle of protecting the child's privacy and confidentiality of information.

**Definitions:** (Taken from the Ministry of Education-National Child Protection Policy in Educational Institutions in United Arab Emirates)

### **Types of Child Abuse**

1. Physical Abuse: Physical abuse means causing physical harm or injury to the child or failing to or being unwilling to prevent physical harm to the child.
2. Sexual Abuse: Sexual abuse means forcing, attracting or enticing the child to take part in any sexual behaviour, whether aware or not. It includes the practices that do not involve any physical contact, such as engaging children in watching or producing pornographic material, watching sexual intercourses or encouraging the children to act in a sexually inappropriate way.
3. Psychological Abuse: Psychological abuse means dealing abusively with the child's psychological state, causing severe and or permanent harm and thus affecting the child's psychological growth and development.
4. Neglect: Neglect means the failure of parents or caregivers to take the necessary

measures to protect the child's life, and to provide physical, psychological, mental and moral safety against danger, and or to protect the rights of the child.

**Some signs of possible abuse include:** (These are not exhaustive or necessarily indicative of abuse). (Taken from the document, 'Working Together to Safeguard Children' DFES 2006).

- A. **Neglect** – constant hunger or tiredness; frequent lateness or absence, poor personal hygiene, untreated medical problems; running away, stealing, low self-esteem.
- B. **Physical** - 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.
- C. **Sexual** - 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.
- D. **Emotional** – physical, emotional, developmental delay; over-reaction to mistakes; tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Munchausen Syndrome by proxy (If a parent of child deliberately fabricated or induced 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 a hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.
- E. **Cyberbullying and Internet Abuse:** This is when a child is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person or persons using the internet and/or mobile devices. In the case of online bullying it is possible for one victim to be bullied by many perpetrators. The internet and social networking sites can pose risks to children and young people, for example in relation to sexual exploitation and abuse, bullying and radicalisation.  
In relation to sexual abuse, this can include:

- Exposure to pornographic or other offensive material via the Internet;
- Abusive images of children (although these are not confined to the internet);
- A child or young person being groomed for the purpose of sexual abuse.

Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law if they:

- Take an explicit photo or video of themselves or a friend;
- Share an explicit image or video of a child, even if it's shared between children of the same age;
- Possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created.

Radical and extremist groups may use social networking to attract children and young people into narrow ideologies that are intolerant of diversity: this is similar to the grooming process and exploits the same vulnerabilities.

### **Reporting Procedures in Educational Institutions**

The Ministry or educational authority, each within the limits of its competence, shall prepare a procedural manual for dealing with the cases of child protection in line with Federal Law No. (3) of 2016 regarding the Child Rights Law (Wadeema) and Cabinet Resolution No. (52) of 2018 regarding implementing regulation of Federal Law No. (3) of 2016 regarding the child rights.

The Ministry shall, in coordination with the competent authority, prepare a guidance manual for the child protection procedures.

The Ministry or the educational authority, each within the limits of its competence, shall review and adopt the procedural manual of the relevant authority if the educational agency wishes for the same.

### **Rules and Provisions of Information Reporting in Educational Institutions**

- The Ministry or the competent authority shall be notified of any suspected critical abuse or one to which the student is exposed in, around or in the utilities of the educational institution campus, the transportation buses or camps and internal and external activities organised by an educational institution or the Ministry according to the applicable legislations and laws. In addition, registers shall be kept of all cases of reported abuse in educational institutions.
- The relevant bodies shall take the necessary measures to safeguard and protect children against substance abuse, including: using, contributing to producing, trading or trafficking narcotic, intoxicating and stimulant substances, or all types of psychotropic substances.
- The school health system shall be supported to carry out its role in prevention, treatment and health counselling.
- Any information provided in suspected cases of abuse is reported in complete confidence. The informant's identity may not be disclosed against his/her will, and the identity of all the parties of the incident and witnesses shall not be disclosed in 6 child abuse cases, when using the information in analyses, media reports, and no personally identifying material or information may be published.
- The leadership team of the educational institution shall cooperate with the approved child protection specialists, and shall facilitate tasks they are entrusted to carry out inside the educational institution, without any obstacle or hindrance that could result in delay in taking the necessary measures for reported cases or their follow-up.

### **Framework**

[Federal Law No. 3 of 2016 on Child's Rights \(The Law of Wadeema\)](#) requires all schools in the UAE to follow procedures for protecting children from abuse. The Ministry of the Education places the following responsibilities on all schools.

- ☐ Staff should know that reporting any form of abuse is mandatory.

- ☐ Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- ☐ Designated Teachers should have responsibility for coordinating action within the school.
- ☐ Each member of staff should receive regular child protection training appropriate to her/his role.
- ☐ Schools should have procedures, of which **all** staff are aware, for handling suspected cases of abuse of students, including procedures to be followed if a member of staff is accused of abuse.

**The Designated Team** for Child Protection consists of:

	Staff Member	Roles
1	Anne Morris, Vice Principal	Designated Safeguarding Lead (DSL)
2	Muhammed Afzal, School Principal	Deputy DSL
3	Lisa Such, Vice Principal	Deputy DSL
4	Rica Ramos, Head of Health & Safety	Deputy DSL

#### **Role of DSL (Designated Safeguarding Lead)**

- Follow the agreed procedures
- Update his/her training every two years
- Ensure the school's child protection and safeguarding policy is updated and renewed annually, working alongside the designated Governor for child protection.
- Make themselves available and known to all staff, volunteers and governors.
- Ensure prompt and appropriate contact is made as required with child care agencies and police as necessary.

#### **Role of Deputy DSL and Wellbeing Coordinators**

- Follow the agreed procedures
- Know how to identify signs and symptoms of abuse
- Provide advice and support to staff
- Maintain relevant records of reports
- Keep all information confidentially and safe
- Know when and how to submit a referral to outside agencies

#### **Staff Appointments**

- Ensuring documentation sent to potential candidates makes it clear that student protection is a high priority of the school and that rigorous checks will be made before appointments are confirmed in line with our safer recruitment policy.
- Ensure that a reference as to the suitability of a candidate to work with children will be obtained from the last employer

#### **Staff Dismissal/Resignation**

Failure by staff, governors, or volunteers to comply with the Child Protection and Safeguarding Policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the school as per the regulations of KHDA and the UAE.

If a staff member, governor, or volunteer tender their resignation or cease to provide their services any child protection allegations will still be followed up by the school and the relevant authorities notified.

#### **Responsibilities of Child Protection Team and Staff**

- 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 behaviour.
- To ensure that each member of staff has the responsibility to identify and mandatorily report suspected abuse and to ensure the safety and well-being of the students in the school.
- To ensure that the school operates an effective child protection and safeguarding policy
- To ensure that each member of staff is familiar with school guidelines for identifying and reporting abuse, including allegations of abuse against staff
- To ensure that each member of staff receives a foundation training in child protection
- To be responsible for coordinating action and liaising with other agencies and support services over child protection issues
- To follow, as appropriate, recommendations made by the team
- To support and advise staff on safeguarding issues generally
- To ensure staff have had up to date 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 maintain accurate and secure child protection records in chronological order
- To complete safeguarding records and send onto new schools (where relevant)

#### **Responsibilities of the School**

- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognize, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure students are constantly supervised when on school premises and when using school transportation.
- Staff must have had the appropriate training before administering first aid or medication except in an emergency.
- Raise the awareness of staff, parents, and caregivers about student abuse.
- Educate students on their own personal safety Child Protection Policy.
- Operate robust and sensible health and safety procedures.
- Ensure there is parent written consent for any images used of their child for the school website, productions, or other purposes.
- A robust anti-bullying and anti-cyberbullying policy.



- Explain to students how to report abuse eg. to the classroom teacher, or school counsellor, or Vice Principal, or Principal.
- Teach students how to practise safety procedures and recognize different risks in different situations.
- Publish the Student/ Child Safety and Safeguarding Policy on the school's website
- Investigate and respond, in a timely manner, to any suspicion of student abuse or neglect
- Ensure collection of students is by authorised parents/caregivers. If there is anyone else to pick up the child it must be provided in writing to the school from the authorised parent.
- Staff are not to give students their personal e-mail address or communicate to students through social networking eg, Facebook, SMS, Twitter, etc.
- The school nurse is to inform staff of students where there are medical concerns. Teachers are to ensure there is appropriate provision when off the school site on approved educational field trips.
- Each class teacher should take with them a medical first aid emergency kit and the school's phone number.
- Attendance / Unexcused absences – daily attendance must be taken by the teacher as the register of student attendance is a legal document. If a child is away, without an excused absence, the office is to be notified and the parent will be contacted.
- Pictures of students are to be used only for school related purposes and there must be written authorisation from parents for such use.
- In school publications, students must be appropriately clothed in images that are in line with the UAE values.
- Staff recruitment and checks using appropriate enhanced procedures, qualifications, and references are checked before employment. This also applies to outside providers who work with students.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Where there was a recorded incident involving abuse, and a child moves schools, we will alert the receiving school, if we know the name of the school.
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively.
- That all staff, including temporary staff and volunteers who work with children, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that the educational institution shall appoint a member of the administrative or educational staff to be responsible for child protection, and all that is related to the child's rights and protection, in the educational institution. Such members shall be deemed as the reference for the child protection initiatives, activities, information and data that belong to the educational institution.
- The educational institution shall verify and screen the qualifications and backgrounds of employees and caregivers before appointing them in the educational institution.
- Child protection and the best interests of the child shall be prioritised in all decisions made, and all procedures carried out with respect to the child.
- All forms of violence shall be prohibited in the educational institution.

- The educational institution shall be fully responsible for creating a safe and secure environment for the child, in which the child feels protected against any occurrence that may threaten the child's physical and mental health and against any form of abuse or exploitation.
- The educational institution shall circulate to all personnel working at the educational institution about confidentially secure information reporting procedures, and their responsibilities for reporting any abuse or suspected forms of abuse or violence towards a child or student.
- The educational institution shall launch secure and confidential information reporting channels for all personnel working for the educational institution, all students, and all parents.
- The educational institution shall spread awareness among students about child rights and the need to report any type of abuse or suspected abuse they or other students might be exposed to.
- The educational institution shall spread awareness among parents about child protection and the importance of their role in protecting children.
- The educational institution shall take all the necessary measures to safeguard and protect the children against substance abuse, including the use of narcotic, intoxicating and stimulant substances, all types of psychotropic substances, or the child's involvement in their production or trafficking.
- The educational institution shall endeavour to detect cases of abuse early, identify the risk factors, develop the appropriate plans and programs for supporting the students through enhancing the competence of the child protection professionals in the institution and through the use of assessment tools for early intervention and awareness campaigns.
- The educational institution shall ensure that confidential information about every student is protected. Moreover, the educational institution shall not announce the names of students, their families or any sensitive or personal information that could harm the reputation of the child or his family.
- The educational institution shall obtain consent from a child's parent when necessary to use the child's personal photograph or any information via the media or for any other posts or publications.
- The personnel working for the educational institution may not share the personal or medical records of the students except in the following cases or with the following relevant persons and bodies:
  1. Temporary referral or transfer for providing a specific treatment, carrying out diagnostic procedures or in cases of emergency.
  2. If there is any public health threat and any delay in submitting the information could endanger the student or others and potentially lead to death, severe injury or infectious disease.
  3. When working with the Child Protection Unit
- The educational institution staff shall never discuss any existing or closed cases with mass media or third parties, other employees or unauthorised persons, except when required to do so by investigative bodies and judicial bodies within the limits of legal liability.
- The educational institution shall supervise the implementation of vocational development plans, awareness-raising, training, and qualification programs for all the personnel, associates and partners in respect of all that is related to the child rights and protection, and types of child abuse. The educational institution shall also supervise the implementation of plans and tools for modifying



children's behaviour, methods for dealing with child, training the children on applying the necessary skills to observe the indicators of abuse and means for protection against it.

- Ensure that all personnel working for the educational institution attend all training programs related to child protection.
- Respect social diversity and differences of all types: race, colour, gender, religion, expatriates, mental, psychological, and physical capabilities of each student.
- Endeavour to achieve justice and equality in treatment for all students in the educational institution.
- Ensure proper treatment based on equity and respect for all students, by use of appropriate, courteous, and respectful language.
- Manage student behaviour through role modelling appearance, behaviour and positive situations that are appropriate and reflective of societal values.
- Apply the professional codes of conduct.

**Parents:**

- Be fully responsible towards the child and for the duties entrusted to them in the upbringing, care, guidance and growth of the child as stated in the applicable law and legislations in the country.
- Cooperate with the educational institution for creating a safe environment for the child in which the child feels protected against occurrences that may threaten the child's survival, physical and mental health.
- Notify the educational institution or child protection units in case of an occurrence that may threaten the child's safety, physical, or mental health.
- Positively cooperate with the educational institution or child protection units as required in any stage when dealing with a case of abuse where the parent's children are involved.

**Educational Authorities, Partners and Support Service Providers:**

- Set the student's best interests as the basis for dealing with students, and not using the situation or the students as a means to attain private goals or serve the interests of the institution at the expense of the students' interest.
- Take the necessary response measures in respect of the complaints received from the Child Protection Unit at the Ministry, and provide the necessary support to all the reported cases of abuse.
- Take the necessary protection measures and provide the necessary support to all abuse cases of students/children referred from the Child Protection Unit at the Ministry.
- Maintain as confidential any common data and not disclose any information related to students.
- Suggest vocational development and training plans for the personnel working for the educational institution in the field of child protection.
- Contribute to implementing training programs for the child protection professionals and all the personnel working for the educational institution in the field of child protection.
- Participate in society awareness-raising campaigns in the field of child protection.
- Contribute to achieving social support to child protection programs in a safe school environment.
- Participate in the meetings held by the child protection committees and councils.

### **Child Protection Unit and Child Protection Professional:**

- Child protection professionals shall, each within the limits of his duties and responsibilities, take the necessary protection measures if there is anything that threatens to compromise the child's safety, physical, mental, psychological or moral health, without contradicting with Federal Law No. (3) of 2016 on Child Rights Law (Wadeema) and Cabinet Resolution No. (52) of 2018 on the implementing regulation of Federal Law No. (3) of 2016 regarding child's rights. These measures shall be taken as follows:
  - Remove the child from the abusive situation or location and place the child in a secure place to ensure his/her protection, at the discretion of the Child Protection specialists assessing the risk level surrounding the child.
  - Conduct a comprehensive social investigation for the cases that threaten the child's safety at the educational institution, in which the circumstances surrounding the child are explained. A report shall be submitted to the administrative authority to which the professional reports, accompanied by the recommendations about which necessary measures to take for the protection of the child.
  - Coordinate with the relevant bodies for the psychological and physical rehabilitation of the child by the professionals. This may include professionals from other psychological and social agencies, or other specified agencies.
  - Provide information programs for child caregivers about the best treatment to ensure the support, normal growth and development of the child.
  - Pay field visits to the child at the educational institution as required, to ensure that the child has the necessary support to solve any ongoing problems the child may have.
  - Submit recommendations to the relevant authority for supporting the child's family in the event that the social circumstances of the family have contributed to the condition of the child.
  - Submit a report, to provide information about the circumstances surrounding the child, as required to assist prosecution or take the appropriate measures to protect the child, according to the provisions of the Law, within a period not exceeding twenty-four (24) hours after receiving the complaint.
  - The child protection professionals shall take the following preventive measures after obtaining the approval of the agency to which they report:
    - Merge the child in the programs and activities that support the child against any problems or challenges the child encounters.
    - Ensure the child and the family acquire the necessary skills for dealing with the problems through training courses and workshops.
    - Coordinate with the relevant bodies to take the necessary measures for ensuring the protection of the child's rights and safety.
    - Guide and inform the child of potential dangers and risks related to certain activities that the child may continue to undertake.

### **Online Safety**

- Online Safety is part of the ICT programme for all year groups.

- The responsible use of ICT is a key element of practice at DePS. All students receive their own GSuite for Education account and they are expected to only use this account for school work.
- Students are required to read (with parents) and accept the ICT Safety and Acceptable Use agreement.
- Failure to adhere to the terms of the agreement will result in a block being placed on aspects of the students' accounts and further action as required

### **School Medical Team**

The role of the nurse is to ensure that relevant information obtained in the course of their duties is communicated to the Principal. All injuries and frequency are recorded. The School Nurse is responsible for overseeing all health and safety issues relating to medical matters.

### **School Bus Transport**

There is a school employed adult on each school bus. The monitor's duties shall include ensuring all safety procedures pertaining to the transporting and arrival of students, including boarding and disembarking the school vehicle are in place. The monitor shall ensure that no student is left on the bus after his/her drop off point.

### **Staff Induction and Training**

- *The School has enrolled with Bluesky for online Safeguarding training for all staff. All members of staff will be required to complete the full range of courses in 2022-23 including Child Protection for International Schools, Child Neglect, Online Safety for International Schools and Safeguarding Young People. These will result in qualifications for all staff. All new staff will be required to complete the training.*
- Every employee is required to undertake appropriate training which will be organised through the school so that everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognize, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children.
- Every member of staff will be provided with a copy of Child Protection and Safeguarding policy and code of behaviour and is required to sign a document certifying that they have read it and agree to abide by its content.

### **Procedure at Deira Private School**

- **Staff identifies a suspected case of concern**
- **Staff records it on a Safeguarding initial referral form (Google form on Staffroom)**
- **Staff reports it to the DCPO (In the absence of DCPO report it to any child protection Team member)**
- **DCPO communicates with the child protection Team and takes further action (Refer Appendix A-2)**
- **Inform parents unless to do so could place the child at a greater risk of harm or impede investigation**

### **Initial Complaint of a Student Protection Concern**

Teachers who suspect that a child is a victim of abuse should not try to investigate as it is not their responsibility, but gather information and inform the School Counsellor, Assistant Principal, or Principal about their concerns. The member of staff suspecting or hearing of a complaint of abuse must:

- Listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not abuse has taken place.
- Handle all reports in a confidential and sensitive manner
- Reassure the student that they have done the right thing by reporting to an adult.
- Not ask leading questions, that is, a question which suggests its own answer.
- Reassure the child, but not give a guarantee of absolute confidentiality. The staff member is to explain that they need to pass the information to the School Counselor, Assistant Principal or Principal who will ensure the correct follow up is taken.
- Keep a sufficient actual written record of the 'exact' words said by the child. The record is to include the date, time, statements and observations, place of conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely.
- Keep all evidence (example – scribbled notes, mobile phones containing text messages, clothing, computers) which must be safeguarded and preserved. These notes may be needed by the Police or Court.
- Reassure the student they should not feel guilty.

- The health and safety of the child is paramount. If the child requires medical attention, escort him or her to the School Clinic where the School Nurse will provide treatment and file a medical report.
- Explain what has to be done next and who has to be told.

### **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 Principal.

In case there is a complaint against the Principal it should be directly informed to the CEO and Governing body.

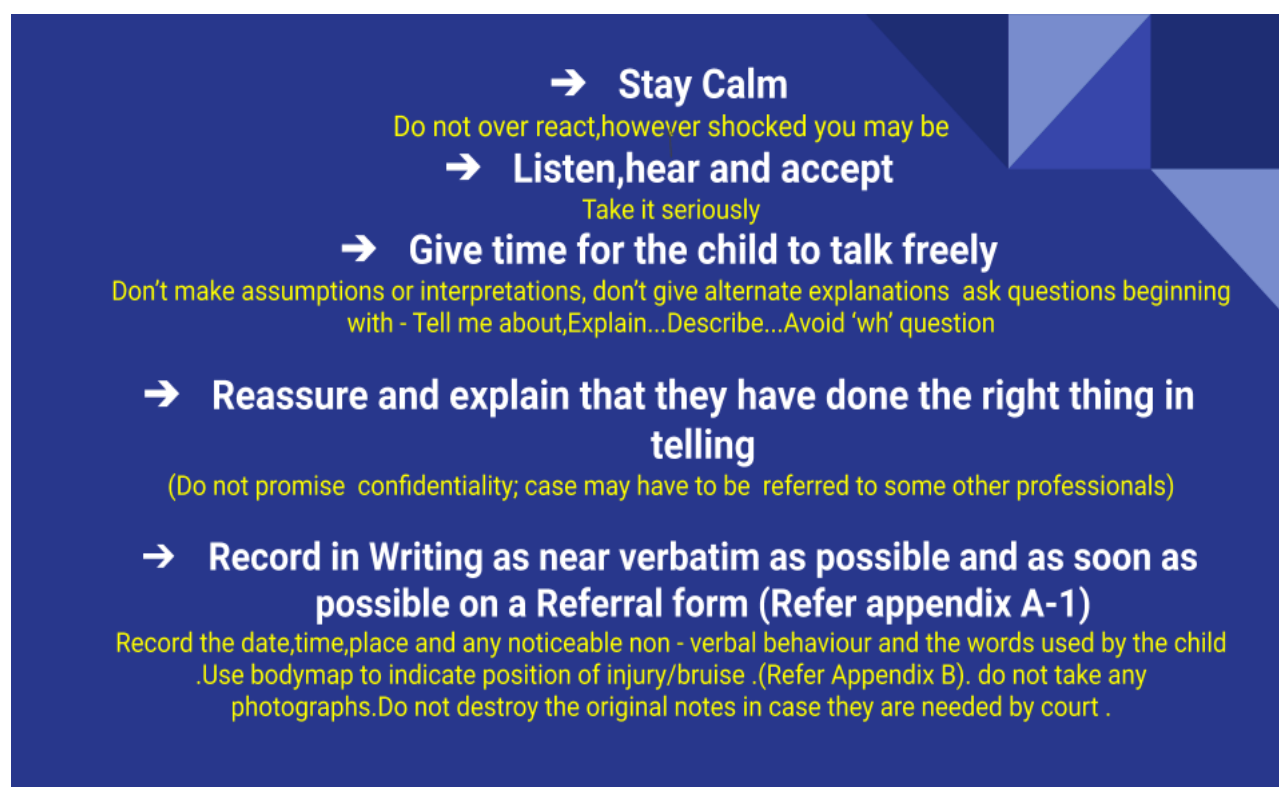
### **When to be concerned:**

Staff should be concerned if a student:

- 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 how injuries were sustained;
- exhibits significant changes in behaviour, performance or attitude;
- indulges in sexual behaviour 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 and recording a disclosure**

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



→ **Stay Calm**  
Do not over react, however shocked you may be

→ **Listen, hear and accept**  
Take it seriously

→ **Give time for the child to talk freely**  
Don't make assumptions or interpretations, don't give alternate explanations ask questions beginning with - Tell me about, Explain... Describe... Avoid 'wh' question

→ **Reassure and explain that they have done the right thing in telling**  
(Do not promise confidentiality; case may have to be referred to some other professionals)

→ **Record in Writing as near verbatim as possible and as soon as possible on a Referral form (Refer appendix A-1)**  
Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child  
. Use bodymap to indicate position of injury/bruise. (Refer Appendix B). do not take any photographs. Do not destroy the original notes in case they are needed by court.

### **Support for students and staff**

- The Principal will make all reasonable attempts to protect and otherwise support students 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 herself/him and discuss this with the Principal.

### **Confidentiality**

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

- Reports of suspected child abuse cannot be “held in confidence”. This information may have to be shared with other professionals. However, in the interest of the student’s privacy, only staff members directly involved in the matter will be informed and are not to share the information with others.
  - Staff have a duty of obligation to report to the Assistant Principal or Principal any concerns or allegations about the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in ‘good faith’.
  - Any staff member who has access to sensitive information about a student or a student’s family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 
- Student personal data of a sensitive nature. The school will keep all child protection records confidential allowing disclosure only to those who require the information in order to safeguard and promote the welfare of the student.

### **Staff are expected:**

- to treat information they receive about students in a discreet and confidential manner
- 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

### **Records and Monitoring**

- Well kept records are essential for good safeguarding practice. Concerns and disclosures should be recorded in writing by the member of staff who receives them and forwards them to the Designated Child Protection Officer (DCPO) without delay. The school has introduced an online form for reporting safeguarding concerns no matter how small. Responses will be monitored and investigations conducted as necessary. If further reporting is required the relevant forms should be completed and a file started (see appendices)
- An appropriate monitoring programme for the student can be prepared by the Designated Child Protection Officer (DCPO) and Deputy DCPO.



- Records are stored in a dedicated filing system maintained by the Designated Child Protection Officer (DCPO). When students with records in this filing system move on to another school the Principal is responsible for transferring information judged to be relevant to the child's next school.

### **Unfounded or Malicious Allegations**

The school takes false allegations seriously that are made against staff and volunteers who work with children. We aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. As far as possible, the school will ensure that teachers and others who are innocent are not prejudiced by false allegations.

Where an allegation by a student is shown to have been deliberately invented or malicious the Principal will consider whether to take disciplinary action.

Where a parent has made a deliberately invented or malicious allegation the Principal will consider whether to require the parent to withdraw their child or children from the school on the basis that they have treated the school or a member of the staff unreasonably.

Whether the person making the allegation is a student, parent, or a member of the public the school reserves the right to contact the police to determine whether any action might be appropriate.

### **Child Protection and the Curriculum**

The school curriculum is important for the protection of children. We aim to ensure that curriculum development meets the following objectives (these are often met through the PSHE and Moral Education curriculum):

- Developing students' self-esteem;
- Developing communication skills;
- Information about all aspects of risk;
- Developing strategies for self-protection;
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults;
- Developing non-abusive behaviour between students.

### **School Premises**

The School Facility and EHS Manager is responsible for the safety and security of the school premises, facilities and resources

### **Security Surveillance**

The school has surveillance cameras to ensure the safety and well-being of students, staff, visitors and contractors whilst protecting individual privacy at all times.

Surveillance cameras are located in the hallways and outside. The cameras are not permitted inside classrooms, washrooms, or any other area where there is a reasonable expectation of privacy.

### **Visitors to the School**

The school has a security guard at the front main gate. All visitors must sign the guest book and take a numbered badge and wear it while on school premises.

### **Use of photographic materials**

- Ensure photographs, films, videos and DVD's present children in a dignified and respectful manner.
- Ensure images are honest representations of the context and facts.
- Aim to comply with local traditions or restrictions for reproducing personal images before photographing or filming any student.

### **Monitoring**

The Child Protection and Safeguarding Policy will be reviewed yearly or sooner where there is a change in legislation and/or government guidance or as a result of any other significant change or event.

#### **Child Protection - Responsibility**

The Principal is in overall charge of Child Protection and Safeguarding Policy in the school.

This Child Protection and Safeguarding Policy forms part of the school Safeguarding Policy and Procedures.

**Appendix A -1**

**DEIRA PRIVATE SCHOOL  
REFERRAL FORM**

**(HIGHLY CONFIDENTIAL)**

<https://forms.gle/gv3uPLmyXu7uTyZW6>

<b>Step 1: To be filled by staff who have identified a suspected case of abuse.</b>	
<b>Name of student:</b>	<b>Class / Year</b>
<b>D.O.B.</b>	
<b>What is the nature of your concern?</b>	
<ul style="list-style-type: none"> <li>• What are you most concerned about? I.e. physical, sexual, emotional abuse or neglect? Self-harm behaviour, bullying, sexual exploitation, sexualised behaviour, e-safety issues, other ...</li> <li>• Any evidence of impairment of health or development?</li> <li>• Any evidence of neglect or ill-treatment?</li> <li>• Why are you reporting this concern now?</li> <li>• Have you had any previous concerns about this student? If so, what, when, action?</li> </ul>	
<b>Detail</b>	
<b>Any action already taken</b>	
<b>Signed Name</b>	<b>Designation:</b>

## Appendix A – 2

(HIGHLY CONFIDENTIAL)

<b>Step 2: To be filled by DSL</b>	
<b>Name of student:</b>	<b>Class / Year</b>
<b>Date and time of information received by DSL</b>	
<b>Information received from whom</b>	
<b>Action taken</b> Note time, dates, names, who information is shared with and when.	
<b>Parents informed Y/N &amp; reason(s)</b>	
<b>Referral made to any external agency</b>	
<b>If yes, name of agency</b>	
<b>Date, time and method of referral</b>	
<b>Person spoken to in the agency</b>	
<b>Further action:</b>	

Any information received by the agency on the outcome of the referral:

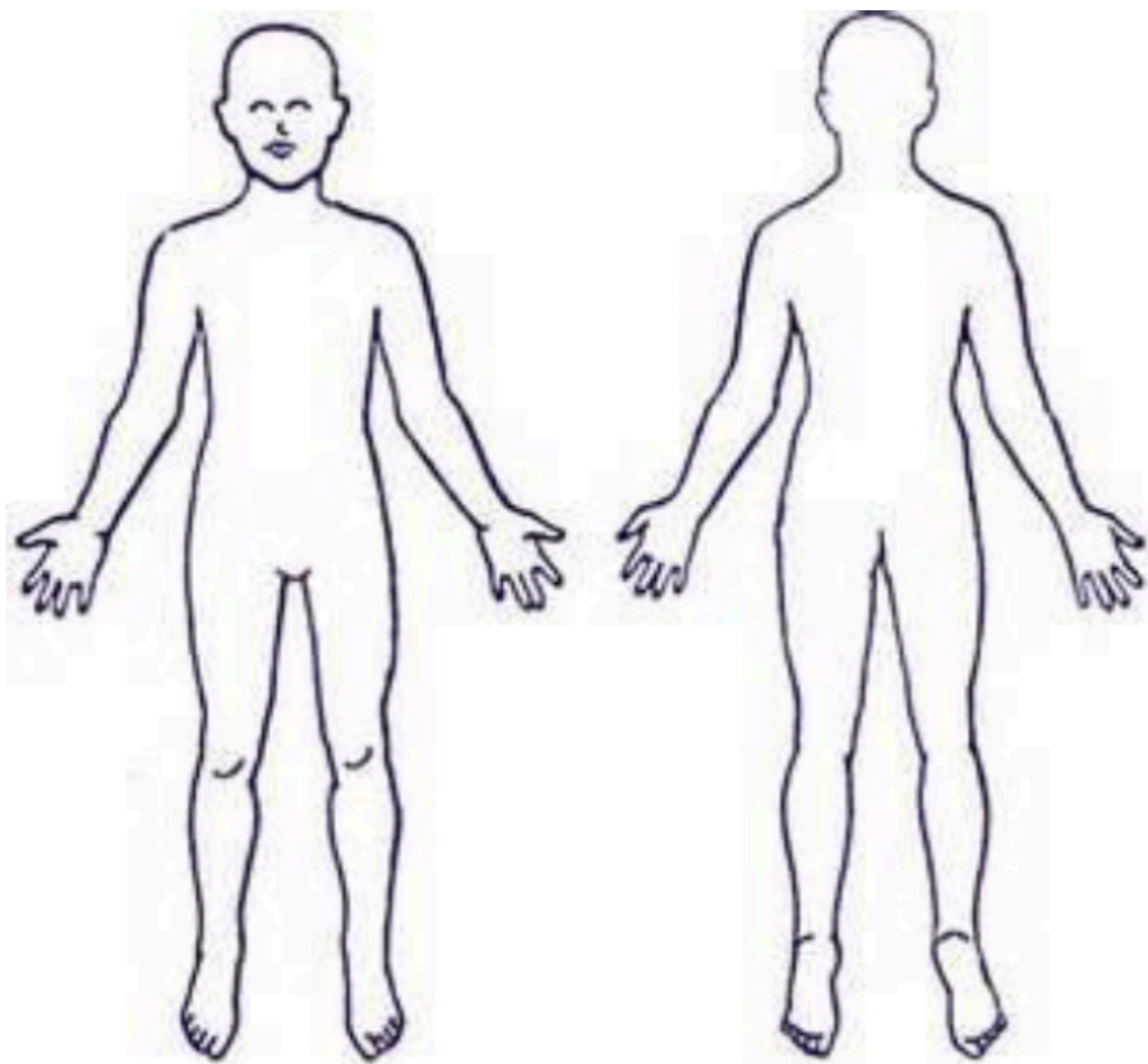
Signed  
Name

Designation:

(HIGHLY CONFIDENTIAL)

## Appendix B : Body Map

Indicate the position of bruise or injury on the body map



## Appendix C

### Involvement of external agencies

1. **Dubai Foundation for Women and Children:** The Dubai Foundation for Women and Children (DFWAC) was established in 2007 to offer immediate protection and support services for women and children in the UAE against domestic violence, child abuse and human trafficking. It is the first licensed non-profit shelter in the UAE that runs specifically for the care of women and children.
  - T: 04-6060300
  - F: 04-2871177
  - Helpline: 800111 (Toll free)
  - SMS: 5111
  - Email: [info@dfwac.ae](mailto:info@dfwac.ae)
2. **Community Development Authority:** The child protection service runs in accordance with the CDA's mission to protect children and ensure they enjoy their rights. It implements an integrated system based on a number of pillars, including raising awareness of the community, early detection of all kinds of abuse, recognising and responding to children's needs, and protecting them against any kind of abuse that may harm them.  
<https://www.cda.gov.ae/en/socialcare/childrenand youth/pages/childprotectioncentre.aspx>
  - T: 04-4299888
  - F: 04-4299888
  - Helpline: 8002121 (Toll free)
  - Email: [info@cda.gov.ae](mailto:info@cda.gov.ae)
3. **Latifa Hospital Child Welfare Unit**
  - Tel: 04-2193000
  - Fax: 04-3241717
4. **Ministry Of Interior (MOI) Child Protection Center**
  - T: [0097123333999](tel:0097123333999)
  - Hotline: 116-111
  - Email: [childprotection@moi-cpc.gov.ae](mailto:childprotection@moi-cpc.gov.ae)
5. **Dubai Police**
  - T: 999
6. **Social Service Department Sharjah**
  - T: 800700



## 7. MOE National Child Protection Policy

<https://www.moe.gov.ae/En/Legislation/Documents/National%20Child%20Protection%20Policy-EN.pdf>

## 8. KHDA Child Protection Law

[https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Children\\_Law\\_English.pdf](https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Children_Law_English.pdf)

## 9. DHA Child Protection Policy

<https://dhcc.ae/gallery/ChildSafeguardingandProtectionPolicy.pdf>

Document	Safeguarding Policy
Date written	April 2021
Last reviewed	April 2025
Next Review	June 2025
Version	Working document
Supporting Document	Child Protection Policy, Behaviour Policy, Anti-Bullying Policy, Inclusion Policy