

CHILD PROTECTION AND SAFEGUARDING POLICY

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Policy Statement

This policy is addressed to all members of staff and volunteers and is published on the school website. It can be made available in large print or other accessible format if required. This policy applies wherever staff or volunteers are working with pupils even where this is away from school, for example at an activity center or an educational visit.

Every Pupil should feel safe protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- The Child Rights Law 2016;
- Article 274 of the Penal Code Federal (3) of 1987, as amended;

Relevant Ministry of Interior guidance on protecting children from harm; The UAE emphasizes the rights of children and their need for strong protection. **It was one of the first countries in the Middle East to sign the United Nations Convention on Child Protection, and has addressed the rights of children in different existing laws ensuring that they are carried out effectively.**

Last year, the UAE issued a new law, namely the Federal Law No. 3 of 2016 (**WUDEEMA LAW**) concerning the rights of children. The law contains around 75 articles setting out general and specific legal provisions protecting the rights of any child.

The Law and its Preamble

The law defines a child as any human being under 18 years old.

Article 2 sets out the objectives that the UAE authorities hope to achieve for every child, such as their right for a safe life, development, freedom, and not to be exposed to any kind of abuse or negligence. Article 3 further asserts protecting a child against discriminatory acts based on race, ethnic origin, religion or disability.

Article 4 highlights that protection of a child and the child's interests must have priority in all decisions and procedures concerning the child.

The law seeks to work with other UAE law's that form a solid legal framework regulating the rights of children. This includes the Criminal, Cyber, Juvenile, Employment and Personal Status Laws.

Aims

At ZPS we aim to safeguard and promote the welfare of children at the school.

This is in compliance with:

- Local requirements (ADEK, HAAD)
- Federal Law No. 3 of 2016 (**WUDEEMA LAW**)
- UAE Federal Law No. 3 of 2016 on Child Rights
- UAE Federal Law No. 3 of 1987 on Penal Code
- ADEK Private School Policy and Guidance (2014-2015);
- ADEK's 2016 issued Child Protection Policy;
- UN Convention on the Rights of the Child, 1989, ratified by the UAE 1996;
- UAE Federal Law No.3 of 2016 on Child Rights;
- ADEK-MOI CPC Memorandum of Understanding of 2015;
- Ministry of Interior – Child Protection Center website (www.moi-cpc.gov.ae).

As recommended, the policy recognizes the need for designated practitioner to take lead responsibility for safeguarding children and liaising with local statutory agencies as appropriate.

Child Protection Team

Child Protection Officer: Guidance Counselor

Team:

- School Principal
- Guidance Counselor
- Academic Coordinator
- OSH Officer
- School Nurse

Designated Person - Child Protection Officer

Main tasks to ensure that:

- School Principal is kept informed of any concerns, and has all the information necessary in order to make decisions on further action.
- Staff is aware of these procedures.
- Safeguarding procedures are followed in the school.
- Appropriate training and support are provided to all staff.
- Accurate records are maintained on individual cases.
- Records are kept in a secure place and marked 'Strictly Confidential'.
- Parents and staff have guidance about obtaining support.

Guiding School Principal

- All staff should be alert to the signs of abuse and neglect
- All staff should know that they should report concern suspicions to the Child Protection Officer and Child Protection Team immediately.
- There is effective whole school policy against bullying.
- We operate safe recruitment procedures (including CRB checks and local security checks).

1. The school will ensure that any full, part-time, supply, peripatetic or volunteer staffs are security checked prior to employment/engagement.

2. This is a whole school requirement and should include all ancillary staff as well as academic teaching staff.

- All staff and visitors wear lanyards when in school premises.
- Any deficiencies in Child Protection arrangements will be remedied without delay.

Promotion of Child Protection

- School runs an annual CP orientation session for parents.
- The school makes children aware of their rights and how to report something that makes them frightened, sore run happy.
- We provide a First-aid training, and dissemination of knowledge regarding all health, safety and prevention matters so that all school staff know what is expected of them and what to look out for with respect to the protection and safety of students (e.g. First Aid, CPR)
- The school runs an annual survey of parents and of pupils to gauge awareness of CP policy, and satisfaction with it.

Recognizing Child Abuse - When to be concerned

It is important that all members of staff including visiting staff both paid and unpaid should be aware and alert to possible outward signs of abuse or neglect. The school shall not just look into concerns happened during the child's presence in school but also outside campus. If the school finds a student with severe abuse, the matter is referred to school counselor who follows up with proper investigation and records maintained.

The school shall take necessary steps to protect the student, including by communicating with Parent/Guardian to discuss the matter, or by forwarding the case to relevant official entities in the UAE (Social Support Institutions).

School shall prepare a detailed report concerning the incident and procedures taken in this regard. This report shall be maintained with confidentiality. If the abuse is a crime, the school shall notify the relevant entities.

A comprehensive list of abuses is included in Appendix 1

These signs may include one or more of the following:

- An injury that is not typical of the bumps and scrapes associates with everyday activities, or an injury that is not consistent with any explanation given
- Frequent injuries even when apparently reasonable explanations are given.
- Sudden changes in behaviour, performance or attitude.
- Anxiety or low self-esteem.
- Knowledge of sexual matters beyond what would normally be expected, or sexual behaviour that is unusually explicit or inappropriate to the child's age.
- Disclosure of an experience in which they may have been significantly harmed.

Procedure

Dealing with a disclosure from a child

- 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 do not make promises, which might be impossible to keep.
- Do not promise confidentiality - it may be necessary to refer the case to Social Police and ADEC.
- Reassure the child that what has happened is not their fault and stress that it was right to talk.
- Listen rather than ask direct questions, asking minimal open rather than leading questions.
- Explain what has to be done next and who has to be told.
- If the child needs any counseling support for minor issues, the school shall provide counseling and School Support services.

Assessment and Record Keeping

- Make notes as soon as possible after the conversation.
- Do not destroy the original notes in case a court needs them.
- Record the date, time, place, noticeable non-verbal behavior and the words used by the child.
- Take picture (if appropriate) or record on a body map the site of any injury. See Nurse if 2nd adult should be present.
- Record statements and observations, not interpretations or assumptions.
- Use the child Protection Incident report document (Appendix 6) Notify the CPO with this form on the same day as the incident
- The report must include the following:
 1. the date
 2. factual description of the incident - clear, concise, evidence-based action taken
 3. signature (electronic if necessary)
- Send the report to CPO, CP Team on the same day.
- CPO meets the staff (and pupil if necessary) to address the concern and gather information.
- The CPO, in consultation with the School Principal, decides whether the concerns should be referred to MOL CPC hotline and on line through ADEC website (Health and Wellness Division)
- Action taken by staff/CPO must be recorded in the CP document (Appendix 6)
- Any further action to be taken by the CPO and CP team. If any such incident is proven or suspected, it is the responsibility of the School's Principal (or in the case of the abuse being carried out by the School Principal, The School Management) to report the incident to MOL, Child Protection Centre.
- CPO follows up all cases referred and maintains records of investigation, clear and scrupulous communications and actions when dealing with relevant government entities such as Health
- Authority - Abu Dhabi (HAAD), the social welfare institutions as police department. The school shall keep relevant records and inform ADEC of such communications if so requested.
- CP Team meets twice every term to discuss the cases referred.

UAE Regulations and Support

In the event of an incident occurring, the school must report it directly to the Ministry of Interior (MoI) Child Protection Centre within 24 hours of suspicion. 2 routes are mandated:

Hotline: 116111 MOI-CPC Federal Toll-Free Hotline

Online: <https://www.adec.ac.ae/en/pages/childabuserreportingabu-dhabiedusector.aspx>

If the child is in immediate danger (risk of serious harm), the police should be called on 999, followed by reporting to the Ministry of Interior - Child Protection Center within one hour upon discovery.

Allegations involving school staff

- Allegation against staff, volunteers or Designated Person should be reported to the School Principal.
- Any member of staff who has reason to suspect that a child may have been abused by another member of staff, either at school or elsewhere, must immediately inform the School Principal. The report of the concerns must be made, including a note of any witness to the incident or allegation.
- In the event of an allegation against the School Principal, this should be reported to the Management who will contact the appropriate school representative.
- If the member of staff is deemed unsuitable after an internal investigation, then the school reports it to ADEC PSQA immediately and ADEC approval will be taken away and all necessary actions to end the staff member's ability to work in the UAE will be taken.
- Independent Safe guarding Authority (ISA) and relevant local authorities.
- The school undertakes to report to the ISA and any relevant local authorities within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

Guidelines for Staff

- This guidance is issued within this policy for the protection of both staff and pupils. In education, all relationships are founded on trust. It is vital for those in positions of trust to understand the power this gives them over those in their care, and the responsibility they must exercise as a consequence.
- Do not let suspicion; disclosure or allegations of abuse go unreported or unrecorded.
- Do provide access for pupils to talk to you about any concerns they may have.
- Plan activities that involve more than one other person being present, or are at least within sight or hearing of others.
- If it is necessary to speak to a child alone, always inform another member of staff where you are. It is advisable not to close the door of the room.
- Recognise that caution is required in sensitive moments of counseling on matters such as bullying, bereavement or abuse.
- On residential trips, pupils and staff must have separate sleeping accommodation.
- Avoid situations that compromise your relationship with pupils and are unacceptable within a relationship of trust.
- During coaching of sport or instrumental Teaching, where a degree of physical contact may be inevitable, staff must be particularly aware that this should only be used to develop skills/techniques or to treat or prevent injury.
- Staff is advised to avoid transporting a single in a vehicle except in case of an emergency.
- Remember the someone else may misinterpret your actions, no matter how well intentioned.
- Do not have in appropriate physical or verbal contact with pupils. Avoid suggestive remarks or gestures, even in fun.
- Do not jump to conclusions about others without checking the facts.
- Do not rely on your good name to protect you.
- Do not believe "It could never happen to me".

Watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Possible signs of sexual abuse can include:

- Unusual behavior which could be general or sexual
- Age-inappropriate sexual behavior
- Sexually transmitted diseases
- Physical indicators in the genital and anal areas
- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Vaginal discharge or infection
- Discomfort when walking or sitting down
- Pregnancy

Neglect is the persistent failure to meet a child's basic physical and/or physiological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Possible signs of neglect can include:

- Stealing
- Poor Social Relationships
- Failure to thrive
- Poor personal hygiene
- Frequent hunger
- Untreated medical complaints
- Frequent lateness or absence from school
- Inappropriate clothing
- Substance or Alcohol misuse

Appendix 2 - Lost Child Procedure

In order to minimize the possibility of a child getting lost, all staff need to be vigilant in maintaining a check on the number of children in their care.

This means that in addition to the statutory keeping of attendance registers, head count, safer break times And at the beginning of lessons should automatically take place.

The practice will ensure that if a child should go missing, the loss is quickly discovered.

In the event of missing child, the Reception/Teacher should report the loss immediately to the Academic Coordinator, School Principal and Administrator.

This will include any or all of the following:

- Alert to the members of staff and deploy appropriately whilst maintaining adequate supervision of the remaining children.
- Question children.
- Locate the child's photo on Shared Drive and Conduct thorough search of the buildings and outdoor area.
- If the child has not been found within 15min:
 1. School Principal to phone Parents
 2. School Principal to phone Police to notify and seek guidance
 3. School Principal to Phone ADEK for Guidance

Linked policies

- Acceptable Use
- Administration of Medicines
- Allegations Made Against Another Child
- Allegations Made Against an Employee
- Anti-bullying
- Behaviour Code for Adults Working with Children
- Children at Risk of Abuse Procedure
- Clinic
- Confidentiality
- Disciplinary Procedure
- Equal Opportunities
- E-safety
- HR recruitment
- Mobile Phone
- School Personnel Code of Conduct
- Special Educational Needs (SEND)
- Whistle Blowing

This policy is written in conjunction with the following legislation:

- ADEK Policy and Guidance Manual (2014-2015) Federal Law No. 3 of 2016 **(WUDEEMA LAW)**
 - Policy 2: Ethical Leadership, Corresponding to Article (4) of the Organising Regulations
 - Policy 3: Student Protection, Corresponding to Article (5) of the Organising Regulations
 - Policy 23: The Principal's Authorities, Corresponding to Article (28) of the Organising Regulations
 - Policy 30: Professional Code of Ethics, Corresponding to Article (35) of the Organising Regulations
- Policy 36: School Reports, Corresponding to Article (41) of the Organising Regulations UAE Federal Law No. 12 of 2016 amending Federal Law No.5 of 2012 on Combating Cyber crimes
- Relevant Ministry of Interior guidance on protecting children from harm
- UN Convention on the Rights of the Child, 1989, ratified by the UAE 1996
- UAE Federal Law No.3 of 2016 on Child Rights
- ADEK-MOI CPC Memorandum of Understanding of 2015
- Ministry of Interior – Child Protection Center website (www.moi-cpc.gov.ae)
 - Policy 52: Corporal Punishment, Corresponding to Article (57) of the Organising Regulations
- Child Rights Law, 2016, Federal National Council, UAE
- Article 274 of the Penal Code Federal (3) of 1987, as amended
- UAE Federal Law 5 of 2012 on Combating Cyber crimes