



**DUBAI  
BRITISH  
SCHOOL**  
JUMEIRAH PARK



**DUBAI  
BRITISH**  
SCHOOL JUMEIRAH PARK  
**FOUNDATION**

# **Child Protection & Safeguarding Policy**

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:		Head of Safeguarding
Last reviewed:	August 2021	
To be reviewed:	August 2022	

---

## **Contents**

**Key Contacts Page 3**

**Child Protection Policy Page 4 & 5**

**Dubai Context Page 5**

**Roles & Responsibilities Page 5**

**Procedures Page 6**

**Training & Support Page 7**

**Professional Confidentiality Page 7**

**Records & Monitoring Page 7 & 8**

**Supporting Students at Risk Page 8 & 9**

**Safe School, Safe Staff Page 9**

**Use of facilities by outside Organisations Page 9**

**Safety of Transportation and Field Trips Page 10**

**Whistleblowing Page 10**

**Policy Review Page 10**

**Appendix 1 – *Flow Chart, what to do and When***

**Appendix 2 – *Record Form***

**Appendix 3 – *Staff Acknowledgement Form***

## **DBSJP SCHOOL CHILD PROTECTION POLICY**

Key contacts within the school

### **CHILD PROTECTION OFFICERS**

Rebecca Coulter (DBSJP Principal)  
Carrie Hoza (DBSJPF Vice Principal)  
Amy Falhi (DBSJP Vice Principal)

### **DEPUTY CHILD PROTECTION OFFICERS**

Karla Davis  
Prisca Toland  
Remi Long

### **NOMINATED PERSON FROM TAALEEM CENTRAL OFFICE**

Mala Talwa + Carrie Hoza

#### **Staff Training: Level 1**

All admin staff, agency cleaners, security + ILSAs

#### **Staff Training: Level 2**

All teaching staff

#### **Staff Training Level 3**

All senior leaders and middle leaders

## **KEY CONTACTS WITHIN THE LOCAL AREA**

The DUBAI POLICE CHILD PROTECTION HOTLINE confidentiality and advice. CONTACT NUMBER: 800-243 Website: [www.dubaipolice.gov.ae](http://www.dubaipolice.gov.ae) AL AMEEN SERVICE

**CONTACT NUMBER 800-4-888**

### **ALTERNATIVE REFERRALS**

When members of the school have URGENT and IMMEDIATE concerns for the safety and welfare of a child or young person during school hours, they should make an immediate referral to a member of the Child Protection Team or any accessible member of the Senior Leadership Team.

## **Introduction**

DBSJP takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

“The welfare of the child is paramount” (UK Children Act 1989).

“Because of their day-to-day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.” (Working Together under the Children Act 1989).

## **Purpose**

An effective whole-school child protection policy is one that provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the school’s commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways that support the needs of the child.

This policy applies to all students, staff, volunteers and visitors to DBSJP.

This school recognises it is an agent of referral and not of investigation.

There are three main elements to our child protection policy.

- 1) Prevention through the creation of a positive school ethos and atmosphere and the teaching, and pastoral support offered to students.
- 2) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- 3) Support students who may have been abused.

## **School policy**

We recognise that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

Our school will therefore:

- Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.
- Ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for PSED, which equip students with the skills they need to stay safe from abuse. School Enrichment Days, themes and assemblies are the key means of delivery currently.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from outside agencies.

## **Framework & Dubai Context**

Child protection is the responsibility of all adults and especially those working with children. The development of appropriate school procedures and the monitoring of good practice are the responsibilities of the Person for Child Protection and Safeguarding.

In Dubai and the United Arab Emirates the infrastructure of Educational Safeguarding and/or Social Care Services is under development and growth. Following cases, which caused concern in the Emirati

community, Sheikh Mohammed, the Ruler of Dubai, supported the drafting of a Federal law on child protection “to ensure a secure and stable future for children in the U.A.E.”

In April 2012, it was reported that Dubai had “embraced a new policy to protect children against all forms of violence, abuse, exploitation and neglect and offer support and care for those in need.” The policy “aims to provide protection to Emirati and expatriate children under the age 18 who live permanently or temporarily in Dubai.” The Dubai Strategic Plan 2015 calls for the provision of “proper social services to meet the requirements of the local community.”

In November 2012, the UAE Cabinet approved a draft of “Wadeema’s Law” to “protect children in the UAE. The law includes creating special units that intervene when children are at risk and stresses that all children have rights regardless of religion and nationality.”

December 2015 - The Childs Rights Law (previously Wadeema’s Law) was passed by the Federal National Council. This is now ratified.

### **Roles & Responsibilities**

Under UAE law all adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within the school who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

It is the role of the Child Protection Officer to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals if practicable. If for any reason the Child Protection Officer (see cover sheet) is unavailable, the Deputy Child Protection Officers has been identified who will act in their absence (see cover sheet). Additionally, it is the role of the Child Protection Officer to ensure all staff employed including temporary staff and volunteers within the school are aware of the school’s internal procedures, to advise staff and to offer support to those requiring this.

Taaleem Central Office and the school leadership team are responsible for ensuring that the school follows safe recruitment processes. As part of the school's recruitment and vetting process, enhanced Disclosure and Barring Services (DBS), where relevant, and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children.

The role of the Taaleem Central Office for Child Protection is to ensure that the school has an effective policy, that the Guidelines are complied with and to support the school in this aspect.

The Child Protection Officer and the Principal provide an annual report for Taaleem Central Office detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

### **Procedures**

All action is taken in line with the following guidance.

Local Safeguarding Guidelines and Local Child Protection Procedures when they become available. A copy of these documents will be held by the Child Protection Officer and published on the school’s shared Drive. The Childs Rights Law (previously Wadeema’s Law) was passed by the Federal National Council December 2015.

Safeguarding Children in Education and supporting documentation is the framework in which DBSJP addresses all matters pertaining to safeguarding and child protection. Hard copies of these documents are kept in the CPO’s office and copies can also be found on the shared drive in the policies file.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Staff are kept informed about child protection responsibilities and procedures through induction, briefings and child Protection Training as well as via teaching staff via National Online Safety Certification. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However, the Principal and/or the child Protection Officer will ensure they are aware of the school's policy and the identity of the Child Protection Officer.

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the Child Protection Officer (see cover sheet) or in their absence, a Deputy Child Protection Officer (see cover sheet) using the CPOMS system. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

The Child Protection Officer or their Deputy will immediately refer cases of suspected abuse or allegations in accordance with the procedures outlined within this policy.

The school will always undertake to share an intention to refer a child with the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken.

A statement in the Parent Handbooks will inform parents about our school's duties and responsibilities under child protection procedures. Parents can request a copy of the Child Protection Policy directly from the school, this is also available on the website.

### **Training & Support**

The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at yearly intervals.

The school will ensure that the Child Protection Officer also undertakes training and refresher training at a maximum of two-yearly intervals to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities.

Support will be available for staff from the CPO and the Principal in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection. All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook.

### **Professional Confidentiality**

Confidentiality is an issue that needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a student, nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Child Protection Officer and may require further investigation by appropriate authorities.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

## **Records & Monitoring**

All records pertaining to child protection are recorded on the secure CPOMS site. Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. See CPOMS guide and recorded training for further guidance – this is saved on a shared area for all staff members to access.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and assigned to a staff member and will include the action taken.

Previous CP files will continue to be kept in a confidential file, which is separate to other files, and stored in the fireproof locked safe by the Child Protection Officer. In the same way notes must be kept of any student who is being monitored for child protection reasons. If for any reason CPOMS cannot be accessed, a paper version will be used instead.

If the event is serious and the school is considering taking the incident further or involves a member of staff, then Taaleem Central Office must be notified immediately before any further action is taken. The CPO can also report to the CPO at Taaleem at any time for advice.

If a student transfers from the school, these files will be copied for the new establishment and forwarded to the pupil's new school marked confidential and for the attention of the receiving school's Child Protection Officer. Or if the school uses CPOMS then this feature on CPOMS will be used.

Once a term the CPO will meet with the CPO from Taaleem Central Office to check systems are being followed and to discuss any further cases.

## **Supporting Students at Risk**

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

DBSJP may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.

This school will endeavour to support students through:

- The curriculum to encourage self-esteem and self-motivation.
- The school ethos promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of the school's behaviour management policies.
- A consistent approach is agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable, but s/he is valued.
- Regular liaison with other professionals and agencies who support the students and their families.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

- Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

This policy should be considered alongside other related policies in school. These are the policy for the teaching of PSED, the policy for the management of pupils' behaviour (including our policy on physical intervention and our policy on bullying) and the health and safety policy. Hard copies of all policies are kept in the CPOs office and soft copies are available on the shared One Drive in the policies file.

### **Safe School, Safe Staff**

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents be similarly displayed when members of staff are accused of abuse. Only authorised agencies may investigate child abuse allegations (Currently, in Dubai this would mean the Police only). Whilst it is permissible to ask the child (ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements are not. If for any reason it is decided that a referral is not appropriate, **at all times** it will be necessary to address matters in accordance with the school's complaints/disciplinary procedures.

### **Use of the School Premises by other Organisations**

Where another body provides ECAs, services or activities separately, use the school premises, Taaleem will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection. All Child Protection documents must be received before the company can start the ECA. Before starting all ECA providers must speak to the CPO to discuss the CP procedures in place at the school, be given a copy of the CP policy and sign to say they have received this document and training.

### **Security of School ICT Systems**

Taaleem has an ICT Acceptable Use policy that all teachers and staff members are required to review and sign as part of their employment. A student and parent version of the policy is also distributed to parents and students for review and signature. All reported infractions to this policy are taken seriously, properly investigated and appropriate sanctions are instituted when warranted.

### **Supervision for Students During School Hours and Extra-Curricular Activities**

All teachers, learning support assistants, school leaders and support staff are responsible for the safe care of students. Teachers are responsible for maintaining a safe and secure classroom environment. They are expected to be carefully monitoring students during all scheduled contact time.

No student should be left unaccompanied in the school building or in the school outside areas at any time. While students use the toilet or bathroom facilities the man toilet door leading to the classroom should remain open to ensure adequate supervision. A system of counting should be used at all times when leaving or returning to the classroom to ensure that full class numbers are present. In addition to teaching time, teachers and learning support assistants are assigned designated supervision responsibilities. Failure to fulfill scheduled supervisory duties inside and outside of the classroom will result in disciplinary action as it equates to the endangerment to student safety and well-being.

All children involved in ECAs are closely monitored by supervising adults. The adult must accompany all children to the designated area for pick-up. The supervising adult may not leave until the last student is picked up by his/her parent or authorized adult.



### **Safety of School Buildings, Transportation and Field Trips**

DBSJP takes multiple measures to ensure student safety at all times. Buildings are well maintained and equipped with security surveillance cameras and with security personnel who manage entry and exit to the campus. Bus transportation for field trips and other events is provided by a company that is licensed by the Department of Transport. Students are properly supervised by staff members. Ref. DBSJP School Trip Policy.

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff are expected to fully comply, at all times, with the School's Professional Code of Conduct.

All staff should be aware of their legal duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the CPO or a member of the School's Leadership Team.

If a member of staff has concerns about the conduct of a member of the School's Leadership Team (other than the Principal) they should contact the Principal. If a member of staff has concerns about the conduct of the Principal, they should contact Taaleem Central Office.

### **Policy review**

The School's Leadership Team is responsible for ensuring the annual review of this policy.

The Leadership Team is also responsible for ensuring that the list of key contacts on the cover sheet is kept up to date.