

# NEW INDIAN SCHOOL RAS AL KHAIMAH



## CHILD PROTECTION POLICY 2022-2023

**Signed:**

**Principal:**

**Date:30/10/2022**

**ICT Coordinator:**

**Date:30/10/2022**

**POLICY DOCUMENT**

**CHILD PROTECTION POLICY**

<b>FUNCTION</b>	<b>FOR CHILD PROTECTION</b>
<b>CATEGORY</b>	<b>STATUTORY</b>
<b>STATUS</b>	<b>IMPLEMENTED</b>
<b>ISSUED FOR</b>	<b>THE SCHOOL COMMUNITY</b>
<b>REVIEW SCHEDULE</b>	<b>ANNUAL</b>
<b>REVIEWED BY</b>	<b>INCLUSION CHAMPION</b>
<b>APPROVED BY</b>	<b>PRINCIPAL MRS.BEENA RANI</b>
<b>OVERVIEWED BY</b>	<b>CHAIR OF THE BOARD OF GOVERNOR TEAM HEAD</b>
<b>DATE RATIFIED</b>	<b>OCTOBER 30, 2022</b>

## **POLICY STATEMENT**

### **INTRODUCTION:**

NIS recognizes our moral responsibility to create a safe and supportive environment for all students and to safeguard and promote their welfare. We are fully committed to promoting a safe and welcoming environment for all students, where the students feel respected and valued. All staff is trained to understand the best practices related to protection and safeguarding of all students and appropriate actions to be taken to protect them.

The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of NIS.

- ❖ The aim of this manual is to ensure, as far as practicable, the provision of a safe and healthy environment for all our students of NEW INDIAN SCHOOL and employees, during these unprecedented times.
- ❖ This policy applies to all staff and volunteers and all adults who come into contact with children in school to make sure and safe guard which promotes their welfare and wellbeing through virtual learning.
- ❖ The school's responsibility to safeguard and promote the welfare of children is of paramount importance.
- ❖ All children, regardless of age, gender, ability, culture, race, language or religion have equal rights to protection.
- ❖ All staff has a duty of reporting any suspected or disclosed issues of child protection to the Child protection team. If the threat is immediate or ongoing it will be reported to the appropriate local safeguarding authorities a set-in place by the UAE.
- ❖ Students and staff involved in child protection issues will receive appropriate support.
- ❖ Children who are safe and feel safe are better equipped to learn.
- ❖ This policy will be reviewed at least annually unless an incident; new legislation or guidance suggests the need for an interim review.

**NIS policy is derived from UAE legislation which includes the following documents:**

UAE Federal Law No. 3 of 2016 on children's rights (Wadeema's Law)

UAE Department for Health, School Health Guidelines for Private Schools 2011

UAE School Inspection Framework 2016, Section 5 The protection, care, guidance and support of students

Within 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 their religion and community.

December 2015 - The Childs Rights Law (previously Wadeema's Law) was passed by the Federal National Council.

March 2016 – Federal Law No 3 2016, Law on the Rights of a Child was in immediate effect.

**KEY PERSONNEL:****KEY CONTACT WITHIN THE SCHOOL****CHILD PROTECTION LEADS****MRS.MEHJABIN****CHILD PROTECTION TEAM:**

Sl.no	NAME	MAIL ID
1	Mrs. Mehjabin	mehjabin@newindianschool.com
2	Mrs. Daliya	<a href="mailto:daliya@newindianschool.com">daliya@newindianschool.com</a>
3	Mrs. Lekshmi	<a href="mailto:lekshmi@newindianschool.com">lekshmi@newindianschool.com</a>
4	Mrs. Ameesha	<a href="mailto:ameesha@newindianschool.com">ameesha@newindianschool.com</a>
5	Mrs. Ranjitha	<a href="mailto:ranjitha@newindianschool.com">ranjitha@newindianschool.com</a>
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9	Mrs. Fouzia	<a href="mailto:fouzia@newindianschool.com">fouzia@newindianschool.com</a>
10	Mr.Vivek	<a href="mailto:vivek@newindianschool.com">vivek@newindianschool.com</a>

**SCHOOL COUNSELLOR:** Mrs. Geethu**PRINCIPAL:** MRS. BEENA RANI RAJMOHAN**KEY CONTACT WITHIN THE LOCAL AREA**

The RAK POLICE CHILD PROTECTION HOTLINE for confidentiality and advice.

CONTACT NUMBER: 072356666

WEBSITE: [www.rakpolice.gov.ae](http://www.rakpolice.gov.ae)

AL AMEEN SERVICE CONTACT NUMBER: 800-4-888ALTERNATIVE 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.

Helping children break the cycle of poverty is more than providing health care and education. It's about working toward the complete well-being of each and every child — and that means keeping them safe.

THE NEW INDIAN SCHOOL, RAS AL KHAIMAH is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them.

THE NEW INDIAN SCHOOL, RAS AL KHAIMAH is committed to developing the children's understanding of their rights and responsibilities as global citizens, in line with The United Nations Convention on the Rights of the Child to which the UAE is a signatory.

This policy defines the responsibilities, processes and procedures relating to the protection of students at **THE NEW INDIAN SCHOOL, RAS AL KHAIMAH**.

This policy should be read in association with the policies on Behavior, E-Safety, bullying (including cyber- bullying), Attendance and Punctuality, PSHE and the Health and Safety Policy.

□ **PURPOSE/ AIMS OF THE POLICY:**

- Having zero-tolerance for child abuse.
- Protecting children's rights and their best interests.
- Placing the child as the first priority when dealing with all identified or suspected cases of child abuse.
- Empowering and educating children on their rights, personal safety and steps they can take, if there is a problem.
- To provide clear direction to staff and others about expected codes of behavior in dealing with Child Protection issues.
- 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 supports the needs of the child.
- To integrate Child Protection issues into the curriculum
- To take account of policies in related areas such as behavior and anti - bullying.

□ **FRAMEWORK- WORKING TOGETHER TO SAFEGUARD CHILDREN**

UAE schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused or suspected of abuse. Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.

- Designated Leaders should have responsibility for coordinating action within the school
- All staff should receive Child protection training appropriate to their role.

- Schools should have procedures, of which all staff are aware, for handling suspected cases of abuse of pupils. Including procedures to be followed, if a member of staff is accused of abuse.

## □ **ROLES AND RESPONSIBILITIES**

Designated Officer for Child Protection at **THE NEW INDIAN SCHOOL, RAS AL KHAIMAH** is Mrs. Mehjabin Mohammad Abu Ayub Ansary.

Her role is to:

- To ensure all staff are familiar with school guidelines for identifying and reporting abuse, including allegations of abuse against staff;
- To ensure that the school operates an effective child protection policy;
- To ensure that all staff receive foundation training in child protection;
- To support and advise staff on child protection issues generally;
- To ensure staff have 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);

## □ **School Counsellor**

Designated Officer for Counsellor at **NEW INDIAN SCHOOL, RAS AL KHAIMAH** is Mrs. Githu V.

The role of our School Counsellor is to:

- ✓ Provide support and guidance for students, parents and staff as needed
- ✓ Make herself readily known to all in school by promoting her role, programmes, etc.
- ✓ Meet with the DOCP to update in the status of current/new concerns

## □ **Class Teachers**

Class teacher's will, in most cases, be the first person that a concern is raised by. They will collate detailed/accurate/secure written records of concerns and liaise with the designated child protection staff.

### □ **The School Nurse**

Their role is to ensure that relevant information obtained in the course of their duties is communicated to the Designated Officer. Types of injuries, attendance and frequency are recorded.

### □ **The Responsibilities of all staff at NEW INDIAN SCHOOL, RAS AL KHAIMAH**

- a) All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well- being of the pupils in their school. In doing so they should seek advice and support as necessary from the Principal/Designated Leader.
- b) All staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behavior.
- c) All school staff are expected to:
  - ✓ Be aware of signs and symptoms of abuse;
  - ✓ Report concerns to the Designated Leaders as appropriate;
  - ✓ Keep clear, dated, factual and confidential records of child protection concerns.

### □ **SCHOOL PROCEDURES:**

Any member of staff concerned about a child must inform a Child Protection Officer immediately.

- ❖ The member of staff must record information regarding the concerns on the same day. The
  - recording must be a clear, precise, factual account of the observations.
- ❖ Particular attention will be paid to the attendance and development of any child who has been identified as at risk.
- ❖ If a pupil who has been identified as at risk changes school, the Principal will inform the Child Protection Officer at **NEW INDIAN SCHOOL, RAS AL KHAIMAH** and consider the transfer of appropriate records to the receiving school.



❑ **OUTSIDE AGENCIES-ONLY APPROACHED BY THE DCPO OR ON APPROVAL BY THE PRINCIPAL**

- ❑ Police - 999
- ❑ Ministry of Interior Child Protection Centre Hotline - 116-111
- ❑ Website - [www.moi-cpc.ae](http://www.moi-cpc.ae)
- ❑ Email - [childprotection@moi-cpc.gov.ae](mailto:childprotection@moi-cpc.gov.ae)

◆ **When to be concerned?**

Staff should be concerned if a pupil:

- 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 on how injuries were sustained;
- exhibits significant changes in behavior, performance or attitude;
- indulges in sexual behavior which is unusually explicit and/or inappropriate to his or her age;
- discloses an experience in which he or she may have been significantly harmed.

- ◆ **Signs of possible abuse include:** (There are not exhaustive or necessarily indicative of abuse).

**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 fabricates or induces illness in that child). Signs may include; perceived illness, doctor shopping.

### **Dealing with a disclosure**

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

- listen to what is being said without displaying shock or disbelief;
- accept what is being said;
- allow the child to talk freely;
- reassure the child, but not make promises which it might not be possible to
- reassure the pupil that what has happened is not their fault;
- stress that it was the right thing to tell;
- listen, rather than ask direct questions;
- ask open questions rather than leading questions;
- not criticize the perpetrator;
- explain what has to be done next and who has to be told.
- not promise confidentiality, as it might be necessary to refer the case to the Child Protection Officer at **THE NEW INDIAN SCHOOL, RAS AL KHAIMAH.**

## **Recording a disclosure**

When a pupil has made a disclosure, the member of staff should:

- make some brief notes as soon as possible after the conversation;
- not destroy the original notes in case they are needed by a court;
- record the date, time, place and any noticeable non-verbal behavior and the words used by the child;
- draw a diagram to indicate the position of any bruising or other injury;
- record statements and observations, rather than interpretations or assumptions.
  - Pass this onto the Designated Officer.

## **Support for pupils and staff**

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

## **CONFIDENTIALITY**

Members of staff have access to confidential information about pupils in order to undertake their everyday responsibilities. Staff are expected:

- to treat information, they receive about pupils in a discreet and confidential manner.
- seek advice from the Principal or Well-being team if concerned or unsure of how best to proceed;
- to be cautious when passing information to others about a pupil.

## **RECORDS and MONITORING**

Well-kept records are essential to good Child Protection practice. Concerns and disclosures should be recorded in writing by the member of staff who receives them and passed to the Designated Officer without delay.

The Designated Officer will then decide on further action and any appropriate monitoring programme for the pupil.

Records are stored in a dedicated filing system maintained by the Designated Officer.

When pupils with records in this filing system pass on to their next school the Principal is responsible for transferring information judged to be relevant to the child's next school.

## **STAFF TRAINING**

All staff should receive Child Protection training as part of the CPD and Induction programme. Staff are informed of any changes subsequently made to this.

## **CHILD PROTECTION AND THE CURRICULUM**

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

- ❖ Developing pupil self-esteem;
- ❖ Developing communication skills;
- ❖ Informing about all aspects of risk;
- ❖ Developing strategies for self-protection;
- ❖ Developing a sense of the boundaries between appropriate and inappropriate behavior in adults;
- ❖ Developing non-abusive behavior between pupils.

# Logging a concern about a child's safety and welfare

Part 1 (for use by any staff)

<b>Pupil's Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>	
<b>Name:</b> ..... <b>Print</b> <b>Signature:</b> ..... <b>Job Title:</b>		
<b>Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>		
<b>What is the pupil's account/perspective?</b>		
<b>Professional opinion where relevant.</b>		
<b>Any other relevant information (distinguish between fact and opinion). Previous concerns etc.</b>		
<b>What needs to happen? Note actions, including names of anyone to whom your information was passed and when.</b>		

**Part 2 contd. (for use by DSP)**

<b>Time and date information received, and from whom.</b>	
<b>Any advice sought – if required (date, time, name, role, organization and advice given).</b>	
<b><u>Action taken</u> (referral to outside agencies /monitoring advice given to appropriate staff) with reasons.</b>  <b>Note time, date, names, who information shared with and when etc.</b>	
<b><u>Parent's informed?</u> Y/N and reasons.</b>	
<b><u>Outcome</u></b>  <b>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b>	
<b>Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?</b>	
<b>Should a concern/ confidential file be commenced if there is not already one? Why?</b>	
<b>Signed</b>	
<b>Printed Name</b>	

### **POLICY REVIEW**

This policy is to be reviewed annually, though any deficiencies or weaknesses in children protection arrangements will be remedied without delay.

### **DATE FOR REVIEW**

**October 30, 2022**