




Bright Learners Private School  
Rashidiya, Dubai  
+97143353203

# Child Protection Policy

## 2023-2024

This policy is reviewed annually to ensure compliance with current regulations

<b>Company- Bright Learners Private school</b>	<b>Effective date: 1.9.2023</b>
<b>Revision date</b>	30.01.2024
<b>Policy Lead</b>	Seena Jose Chiramal
<b>Role</b>	School Counselor
<b>Approved by</b>	Mr. Sulaiman Akbar
<b>Role</b>	Principal
<b>Signature</b>	

## Child Protection Team



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## **Introduction**

The health, safety, and welfare of all our children is a high priority for all the adults who work at Bright Learners Private School. Our children have the right to be safe in our school and to be protected, regardless of their age, gender, race, culture, or disability.

Child abuse takes a variety of forms, including:

- **Physical Abuse:** Involves actions such as hitting, shaking, or any treatment that causes actual bodily harm to a child.
- **Sexual Abuse:** Encompasses forcing or enticing a child into sexual activities, whether or not the child is aware of the situation. This includes non-contact situations like exposing children to pornography.
- **Emotional Abuse:** Involves persistent emotional ill-treatment, such as frightening or endangering a child. It also includes conveying feelings of worthlessness or lack of love to the child.
- **Neglect:** Children can be abused through neglect, which may involve the failure to provide proper food, warmth, or emotional well-being.
- **Bullying:** Involves repeated aggressive behavior with the intent to harm or control another person.
- **Exploitation:** The improper or selfish use of a child for one's advantage, often involving manipulation or abuse of power.
- **Modern Slavery:** Involves the exploitation and coercion of children into forced labor or servitude.
- **E-Safety:** Pertains to the safety of children in the digital world, protecting them from online threats and ensuring responsible use of technology.
- **Domestic Violence:** Exposure or involvement of children in situations of violence within the household.
- **Female Genital Mutilation (FGM):** The practice of intentionally altering or injuring female genital organs for non-medical reasons.
- **Peer Abuse:** Harmful actions or behaviors inflicted by peers, including bullying and other forms of mistreatment.

It is crucial to address and prevent these various forms of child abuse and ensure the well-being and safety of all children.

In our school, we respect our children. The atmosphere within our school encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

Our teaching of moral, social, and health education, as part of the moral and social MOE standards and the UAE National Agenda, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognize different risks in different situations and how to behave in response to them.



## **Aims and objectives**

Our aims are to:

- provide a safe environment for children to learn
- establish what actions the school can take to ensure that children remain safe at home as well as at school
- raise the awareness of all staff to these issues and define their roles and responsibilities in reporting possible cases of abuse
- identify vulnerable children
- ensure effective communication between all staff on child protection issues
- set down the correct procedures for those who encounter any issue of child protection

## **Staff Responsibilities**

It is the responsibility of the principal to ensure that:

- there are appropriate policies and procedures to safeguard children in the school
- these policies are implemented by all staff
- sufficient resources and time are allocated for staff to carry out their responsibilities effectively
- all staff and adult helpers in the school can voice their concern if they feel that a child is vulnerable or that any particular practices are unsafe

The School Counselor serves as the Child Protection Officer (CPO) and, supported by the Principal, prioritizes the child's welfare while maintaining confidentiality. Close collaboration takes place among the CPO, Deputy CPO, and School Nurse during abuse investigations, all handled with sensitivity.

Staff members are required to report safety concerns to the CPO, Deputy CPO, or Principal. Gender-specific matters should be directed to Mr. Sulaiman for males and to female team members for females. The governor of operations is also a part of the safeguarding team.

## **Employment and Hiring Practices**

- We take extensive measures to ensure the suitability of individuals working with children in our school. This includes thorough scrutiny of applicants, verification of their identity, and obtaining relevant references.
- New hires from the United States must undergo an FBI background check.
- Employees already residing in Dubai are requested to present a police code of conduct certificate.

## **Procedure to be followed if an adult has concerns about a child**

- All adults in our school share responsibility for the safety of our children. Concerns may be reported, and after investigation, they could prove unfounded.
- Teachers, when suspecting that a child in their class may be a victim of abuse, refrain from conducting investigations independently. Instead, they are required to promptly inform the CPO. If the CPO is unavailable, the Deputy CPO or the Principal be notified. Abuse can manifest in various forms, such as physical, sexual, emotional, or neglect, among others (refer to the introduction page for more details). Staff must not maintain confidentiality regarding any

information related to child abuse; reporting such information is mandatory.

- In the event of a child alleging abuse, the school may make a referral without prior notification to parents and carers. However, under certain circumstances, parents and carers will be informed within 24 hours of any incidents or signs of neglect (e.g., bruises, poor hygiene, emotional disturbance, injuries, marks, etc.) occurring outside the school.
- If a referral is initiated, a case conference will be convened within eight working days. These conferences provide an opportunity to share information and devise an action plan. Attendance and active participation in all case conferences and meetings convened are mandatory for staff.

### **Physical Restraint**

At times, adults in their school duties may need to physically intervene to restrain children and prevent harm, ensuring that such intervention is minimal and only conducted by trained individuals.

### **Ensuring Safety and Boundaries**

To ensure the safety and comfort of our students in the kindergarten (KG) setting, our policy directs staff to refrain from initiating physical contact with children, such as kissing or encouraging them to sit on laps or hugging. Staff may allow such contact only when initiated by the child, in a gentle and supportive manner, while respecting individual boundaries and preferences. Any concerns are to be reported to the appropriate authority.

### **Allegations against Staff**

If an allegation is made against a member of the school staff or a volunteer helper, it will always be investigated by the Principal or, in the case of the allegation being against the Principal, by the Director and Board. If it is felt, after these initial investigations, that a further inquiry is needed, then the member of staff will be suspended. A suspension is a neutral act and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek advice from the Board on these matters and comply with local guidance.

### **Anti-Bullying Commitment**

We are committed to providing a caring, friendly, and safe environment for young people to enjoy their enrollment in a happy and secure learning setting at Bright Learners Private School. Bullying, in any form, is deemed unacceptable. This includes acts of bullying by students or adults. In the event of bullying, incidents will be addressed promptly and effectively. Anyone witnessing an act of bullying is encouraged to report it immediately to the Child Protection Officer or the appropriate faculty member.

Students reporting bullying incidents to the classroom teacher or a faculty member will lead to an investigation of the bullying behavior or threats. The bullying will be stopped immediately, and in all cases, parents/guardians will be informed. Appropriate referral to specialist support will be offered to the victim(s) of bullying if necessary. Support will also be extended to the bully/bullies, with an attempt made to help them change their behavior.

### **Records and Monitoring**

All members of staff are designated as mandated reporters, signifying their obligation to create an accurate record and promptly report any child safety concerns. Reports must encompass details such as what was said or observed, placing events in the appropriate context, and specifying the date, time, and location. All records will be dated and signed, outlining the actions taken.

### **Use of School Premises by other organizations**

- Where services or activities are provided separately by another body, using the school premises, the school will seek assurance that the body concerned has appropriate policies and procedures in place regarding safeguarding children and child protection.
- In the event of an outside body delivering services to students, a criminal background report must be supplied, and/or a member of the school faculty be present.

### **Staff Training and support**

- All adults in the school receive guidance and training to raise their awareness of abuse, and to improve their knowledge of the child protection procedures in school. Training is ongoing and will be scheduled every academic year. The school will ensure that the designated child protection officer undertakes additional training to keep up to date with the latest research and developments in Child safety. Support from the Child Protection Officer is available for all staff for any questions regarding child protection.
- The school will provide INSET through Staff Meetings, CPD days, and third party INSET

### **Confidentiality**

- We regard all information relating to individual child protection issues as confidential and we treat it accordingly. We pass the information on to appropriate persons only.
- The files we keep on children are open to those children's parents or carers. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of the actual or alleged abuse.
- Working notes are not subject to disclosure but will be summarized and then kept on file.

### **Parents not coming for students' pick-up**

Bright Learners Private School timing ends at 3.00 pm for the whole school, if parents don't show up until 3.30, students will be escorted from the class to the Admin Office and parents will be contacted by Admin Office.

In case the school could not reach any family member of the child until it is 4.30 pm, the school shall contact the Police to support and manage the situation.



**Monitoring and Review**

- The Principal will ensure that a member of staff is designated to be the lead person for child protection issues. The Principal will regularly monitor and review any incidents detailed in the interventions book, while a named Board member participates in the school's training concerning safeguarding child protection procedures.
- This policy is reviewed annually by the Principal.

Signed \_\_\_\_\_ Principal

Date \_\_\_\_\_



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## APPENDICES

- |            |                                    |
|------------|------------------------------------|
| Appendix 1 | Safeguarding Statement             |
| Appendix 2 | Record of Child Protection Concern |
| Appendix 3 | Body Map for Recording of Injury   |





## Appendix 1

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Bright Learners Private School is committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share in this commitment.

This means that we have a Child Protection Policy and procedures in place.

All staff (including Supply Staff, Volunteers, and Governors) must ensure that they are aware of these procedures.

Parents and Carers are welcome to read the policy on request.

Sometimes we may need to share information and work in partnership, with other agencies when there are concerns about a student's welfare.

We will ensure that our concerns about our students are discussed with/her parents/carers first unless we have reason to believe that such a move would be contrary to the student's welfare



Appendix 1 - Referral to CPO

**CONFIDENTIAL**

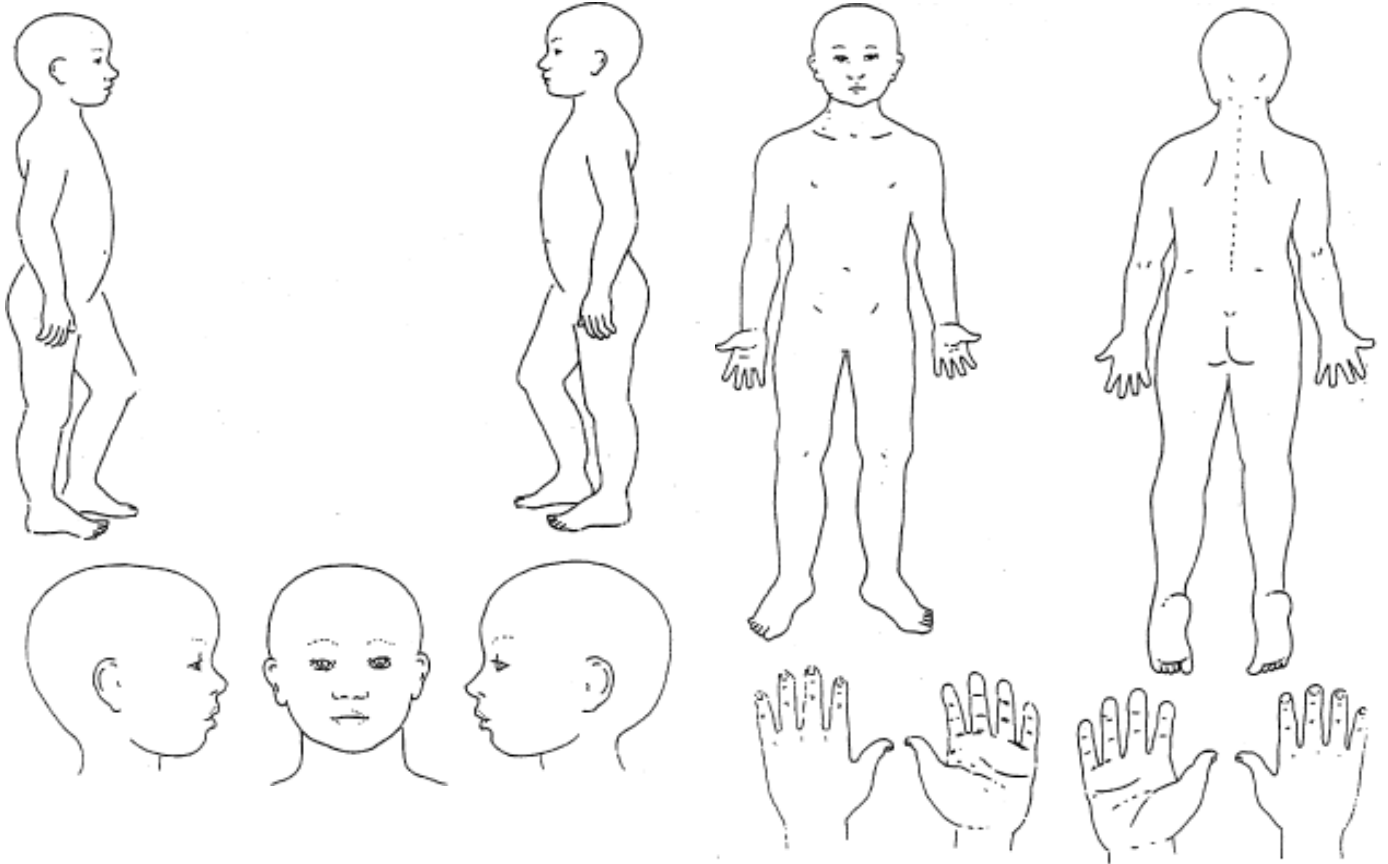
Student:		DOB:	Date:
Is the child subject of a:		Child in Need Plan	<input type="checkbox"/>
		Child Protection Plan	<input type="checkbox"/>
		Looked After Child (LAC)	<input type="checkbox"/>
Disclosure made by:		Disclosure made to:	
Witnessed by:			
Concern:			
Concern raised by:		Signed:	
Reported to:		Signed:	



Appendix 3

**BODY MAP FOR INJURY RECORDING**

Name of the injured child	
Date of birth of the injured child	
Name of the person witnessing injuries	
Date when injuries were witnessed	
Date when information recorded	
The time when information recorded	
<b>Description of all injuries</b>	
<b>KEY</b>	
<b>B</b>	Bruise
<b>S</b>	Scratch
<b>C</b>	Cut
<b>F</b>	Broken Bone or Fracture
<b>W</b>	Weal or Burn
<b>X</b>	Other Injury
<b>Place appropriate letters at sites of injuries on diagrams below</b>	





## Appendix 4

### **IMPORTANT NUMBERS RELATING TO LOCAL CENTRES FOR CP**

#### **DUBAI CHILD PROTECTION CENTRE**

Al Barsha 800 988 Email: [child@CDA.gov.ae](mailto:child@CDA.gov.ae)

#### **THE SHARJAH CENTRE FOR CHILD PROTECTION**

T: 800 700

#### **THE MINISTRY OF INTERIOR**

Child Protection Centre T: +971

(0) 23 333 999

Email: [child.protection@adpolice.gov.ae](mailto:child.protection@adpolice.gov.ae)

Online reporting: [www..moi-cpc.ae](http://www..moi-cpc.ae)

#### **DUBAI FOUNDATION FOR WOMEN AND CHILDREN**

T: 800 111 or 04 6060300

Email: [mailinfo@dfvac.ae](mailto:mailinfo@dfvac.ae)

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- ✓ If you are concerned about a student's welfare, please record your concern and report to the CPO or Deputy CPO as soon as possible on the same day.
- ✓ Do NOT conduct your own investigation.
- ✓ If your concerns pertain to the actions or behavior of a staff member (indicating potential unsuitability to work with children), report it to the CPO or Deputy CPO for consideration of appropriate action.

#### Important links

[Children's Safety in UAE](#)

[Child rights](#)

[National Child Protection Policy](#)