

Child Protection Policy

2023-2024

This procedure is reviewed annually to ensure compliance with current regulations

Company- Bright Learners Private school	Effective date: 1.9.2021
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Policy Lead	Seena Jose Chiramal
Role	School Counselor
Approved by	Mr. Sulaiman Akbar



Bright Learners Private School
Rashidiya, Dubai
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Child Protection Team

Child Protection Officer (DCPO):

Seena Jose Chiramal

Deputy DCPO: Ligia Hernandez

School Principal: Mr. Sulaiman Akbar

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:

- Physical abuse involves the hitting, shaking, or other treatment of a child that can cause actual bodily harm.
- Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware of what is happening. This includes non-contact situations, such as showing children pornography.
- Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.
- Neglect: Children are also abused if there is neglect. This could involve failure to provide proper food and warmth, but it might also be a failure to see to the emotional well-being of the child.

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 National Curriculum 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 in
- 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 Designated Child Protection Officer (DCPO) is the School Counselor and is supported by the school Principal. The DCPO, or relevant member of the Child Protection team, needs to ensure the welfare of the child is always paramount and that confidentiality is respected as far as possible.

The DCPO, Deputy DCPO, and School Nurse will work closely when investigating any allegations of abuse. All parties involved will handle such investigations sensitively.

All staff has a responsibility to report to the DCPO, Deputy DCPO, and Principal any concerns they have about the safety of any child in their care.

Employment and Recruitment

- We do all we can to ensure that all those working with children in our school are suitable people. This involves scrutinizing applicants, verifying their identity, and obtaining references.
- New employees from the United States are required to get an FBI background check
- Employees already living in Dubai are asked to show 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 keeping our children safe. We may occasionally report concerns that, on the investigation, prove unfounded.
- If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate. Still, they should immediately inform the DCPO or, if unavailable, the Deputy DCPO or the Principal about their concerns. Abuse can be of a physical, sexual, or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about abuse that a child gives them; they are required to pass this information on.
- If a child alleges abuse, the school may make a referral without first informing parents and carers. However, in some circumstances, parents and carers will be informed first within 24hrs any incidents or signs of neglect such as (bruises, poor hygiene, emotional disturbance, injuries, marks, etc.) This pertains to situations that occur outside of the school.
- If a referral is made, a case conference will be held within eight working days. Case conferences offer the opportunity to share information and formulate a plan of action. Staff is expected to attend and participate in all case conferences and meetings held.

Physical Restraint

- There may be times when adults, in the course of their school duties, have to intervene physically to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation.

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 so they can enjoy their enrollment in a happy and secure learning environment. Bullying, of any kind, is unacceptable at Bright Learners Private School. This includes acts of bullying by students or by adults. If bullying occurs, incidents will be addressed promptly and effectively. Anyone who witnesses an act of bullying should report it immediately to the Child Protection Officer or appropriate faculty member.
- Students should report bullying incidents to the classroom teacher or a member of the faculty. The bullying behavior or threats of bullying will be investigated and the bullying stopped immediately. In all cases, parents/guardians should be informed. Appropriate referral to specialist support will be offered to the victim(s) of bullying if necessary. Support should also be offered to the bully/bullies. An attempt will be made to help the bully/bullies change their behavior.

Records and Monitoring

- All members of staff are considered mandated reporters which means they must make an accurate record and report if there are any child safety concerns as soon as possible. Reports should include what was said or seen, put events in proper context, providing the date, time, and location. All records will be dated, and signed and will include 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 case of an outside body providing services to students, a criminal background report should be provided, and/or a member of the school faculty should 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 2:00 pm for the whole school, if parents don't show up until 2:15, 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 3:30 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.

APPENDICES

Appendix 1	Safeguarding Statement / Designated Child Protection Officer
Appendix 2	Record of Child Protection Concern
Appendix 3	Body Map for Recording of Injury
Appendix 4	Contact Details of DCPO and Agencies

Appendix 1

CHILD PROTECTION

SAFEGUARDING CHILDREN

at

BRIGHT LEARNERS PRIVATE SCHOOL

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 2 - Referral to DCPO

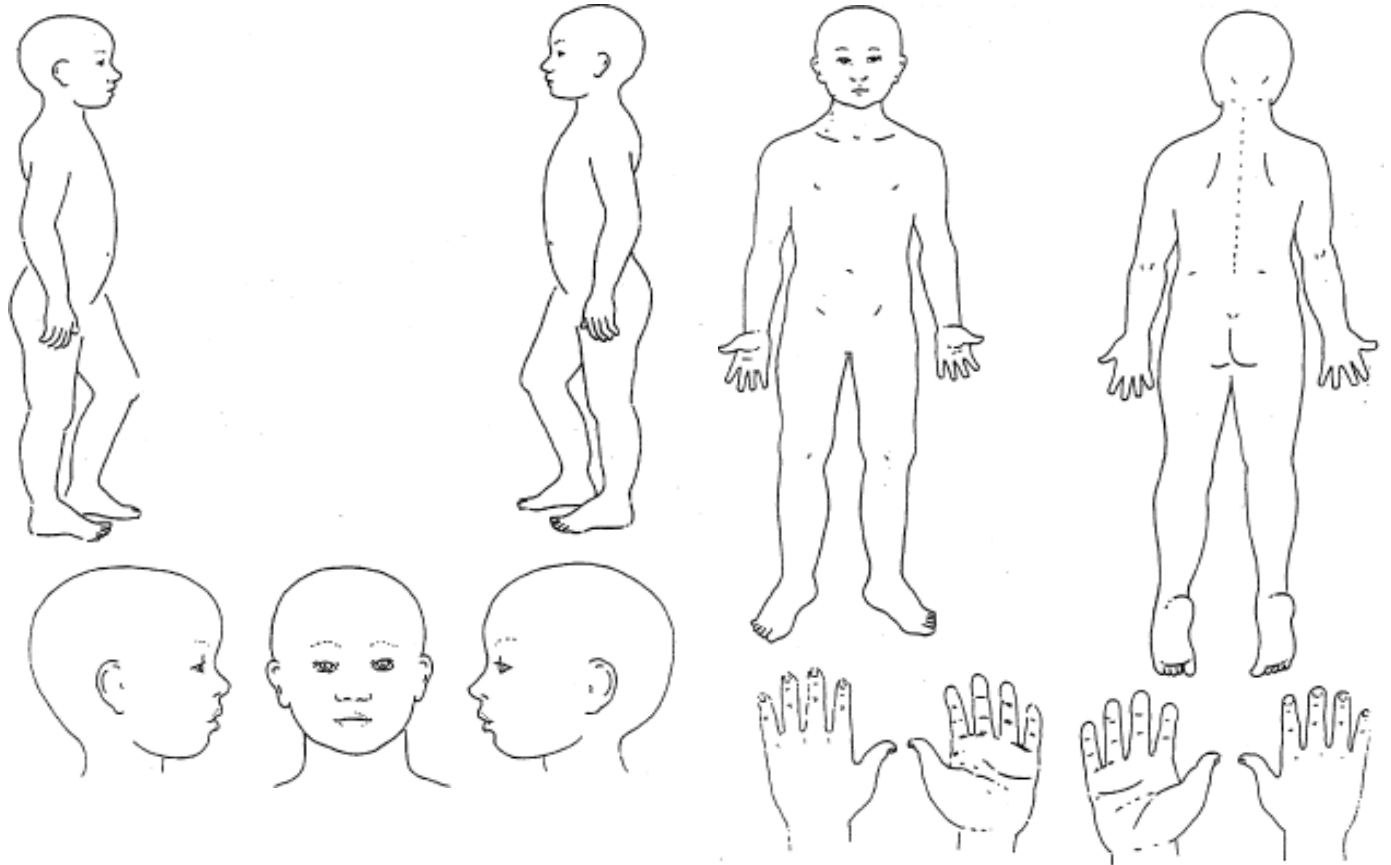
CONFIDENTIAL

Student:		DOB:	Date: <input type="text"/>
Is the child subject of a:		Child in Need Plan	<input type="text"/>
		Child Protection Plan	
		Looked After Child (LAC)	<input type="text"/>
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	
Description of all injuries	
KEY	
B	Bruise
S	Scratch
C	Cut
F	Broken Bone or Fracture
W	Weal or Burn
X	Other Injury
Place appropriate letters at sites of injuries on diagrams below	



IMPORTANT NUMBERS relating to local CENTRES for CP

DUBAI CHILD PROTECTION CENTRE

Al Barsha 800 988 Email:

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

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@dfwac.ae

- ✓ If you are concerned about a student's welfare, please record your concern and report to the DCPO or Deputy DCPO as soon as possible on the same day.
- ✓ Do NOT conduct your own investigation.
- ✓ If your concerns relate to the actions or behavior of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the DCPO or Deputy DCPO who will consider what action to take.