



CHILD PROTECTION POLICY 2024-2025

RATIONAL

The health, safety, and well-being of the Al Manahel Private School students is of paramount importance to all the employees who work in the school. They have the right to feel safe and protected from significant physical and emotional harm both inside and outside the school, regardless of age, gender, race, culture, or disability. The Child Protection Policy and procedures contained within it are designed to inform our staff regarding the signs of child abuse and neglect, to equip them with the knowledge on what to do in the event of a suspected violation, and the procedures for investigating and reporting suspected cases. This policy is a crucial part of safeguarding the welfare of our students. Child protection is the responsibility of all staff. The designated senior person for child protection is the principal who will be supported by the Vice Principal - Administration, Supervisors, Social Worker and school staff. The principal will provide training for all staff on the Child Protection and Safeguarding Policy. He/she will support the team to address the safeguarding issues.

AMPS CHILD PROTECTION POLICY TEAM

1. Principal
2. Vice Principal - Administration
3. School Doctor/Nurses
4. Social Worker
5. Supervisors
6. School Staff

ROLES AND RESPONSIBILITIES

Principal will be the overall person in charge for the protection of students. He/ She will be responsible for ensuring the following:

- all staff members including new recruits are familiar with the policy, reporting and record maintenance procedures;
- the Vice Principal - Administration provides training to all staff members including new recruits and maintains all records;

- the supervisors monitor and report all cases of abuse and neglect to the principal;
- all staff identify and report concerns to supervisors and the principal.

The Vice Principal - Administration will be responsible for ensuring that:

- all staff including new recruits are provided training to gain a thorough knowledge of the policy, reporting and record maintenance procedures;
- interviewing staff members as necessary and document information relative to the case;
- consulting with school personnel to review the child's history in the school;
- forming a school-based response team to address the report. The response team may include the school nurse, Social Worker, teacher, and other individuals as the case requires. In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually, and that strict confidentiality is maintained.

The School Nurse will be responsible for:

- conducting an examination and writing an initial report;
- providing physical treatment;
- liaising with family members to determine how best to promote the child's safety both at school and at home;
- ensuring that all standards and procedures for administering medications in the school setting are met.

The Social Worker will be responsible for:

- providing emotional support to a child who has been abused;
- liaising with family members to determine how best to promote the child's safety both at school and at home.

Supervisors will be responsible for:

- monitoring and reporting cases to the Principal;
- consulting with the Social Worker;
- making referrals;
- sharing the policy with the teachers in their sections

School Staff will be responsible for:

- identifying and reporting suspected abuse
- ensuring the safety and wellbeing of the students in the school. In doing so, they should seek advice and support as necessary from the Health and Safety Officer.

ALL STAFF EXPECTATIONS

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. All staff are expected to be aware of symptoms of abuse,

report concerns to the Health and Safety Officer as appropriate and keep clear, dated, factual and confidential records of child protection concerns. All staff will be responsible for identifying and reporting concerns to the Supervisors and the Principal. The staff should be concerned if a student has the following issues:

- has any injury which is not typical of the bumps/scrapes normally associated with the child 's activities;
- regularly has unexplained injuries;
- frequently has injuries even when apparently reasonable explanations are given;
- offers confused or conflicting explanations about 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 harmed.

It is vital to highlight at this point that a child with special educational needs and/or disabilities, including communication or behavior difficulties, have a higher risk of bullying, neglect, and abuse than others. Often, they are not identified or looked at as at-risk when it comes to indicators of possible abuse owing to mood, injury or behavior being attributed to the pre-existing condition rather than signals for safeguarding. Staff specifically involved with children with SEND are to be alert to these factors.

PROCEDURES

If a student discloses that he or she has been harmed in some way, the member of staff will be required to:

- listen to what is being said without displaying shock or disbelief
- allow the child to talk freely
- listen rather than probe
- ask questions beginning with -Tell me about / Explain/ Describe
- avoid- who, what, when, where questions
- do not pass any judgement
- reassure the child that what has happened is not their fault
- do not make promises of confidentiality as it might be necessary to refer the case to the appropriate authority
- reassure that it was the right thing to tell
- do not criticize the perpetrator
- record in writing in child's own words as much as possible and as soon as possible on a Disclosure Form
- explain what has to be done next and who has to be told.

The member of staff will inform the Vice Principal - Administration within 48 hours. He/She should also inform the Health and Safety Officer as soon as possible if there is reasonable cause to believe that abuse is occurring. The Health & Safety Officer will then be required to take steps to gather information regarding the reported incident. At this stage he/she will, based on the acquired information, develop a plan of action to assist the child and family. Actions that may take place are:

- discussions between the child and the the Vice Principal - Administration to gain more information
- in-class observations of the child by the teacher, Social Worker, or administrator
- meetings with the family to present the school's concerns
- referral of the student and family to external professional counselling
- consultation with local authorities.

SUBSEQUENT ACTION

Subsequent to a substantiated case of child abuse or neglect, the following actions may take place:

- the Vice Principal - Administration will maintain contact with the child and family to provide support and guidance as appropriate.
- the Vice Principal - Administration will provide the child's teachers with ongoing support and provide strategies for the teacher to use.
- the Vice Principal - Administration will maintain contact with outside therapists, to update the therapist about the progress of the child in school, and to keep the school informed about the progress of the therapy.
- The school principal refers the case to local authorities for further action.

ALLEGATIONS AGAINST A STAFF MEMBER

The school safer recruitment procedures will be followed for all staff employed by the school. All staff (both teaching and non-teaching), including volunteers who apply to work at the school, will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children and eligibility to work in the UAE. At least, two references will be taken up and they will be required to give evidence of their qualifications. Staff will be provided with a copy of the Child Protection and Safeguarding Policy and code of behavior and will be required to sign a document certifying that they have read it and agree to abide by its contents. However, teachers who hear an allegation of abuse against another member of staff should report the matter immediately to the principal. If the allegation is against the principal, the person receiving the allegation should immediately inform the Vice Principal - Administration without notifying the principal first.

STRICTLY CONFIDENTIAL

CHILD PROTECTION DISCLOSURE FORM

STUDENT NAME _____

GRADE AND CLASS _____

NAME OF STAFF MEMBER SUBMITTING DISCLOSURE _____

DATE OF DISCLOSURE _____

TIME OF DISCLOSURE _____

LOCATION OF DISCLOSURE _____

IN THE COMPANY OF _____

Below is a factual account in as near as possible the child's own words of what they disclosed to me.

I confirm that the above is a true and accurate account of what was told to me and that in accordance with the AI Manahel Child Protection Policy I:

- listened to what was said without displaying shock or disbelief
- allowed the child to talk freely
- listened rather than probed
- asked questions beginning with -Tell me about / Explain/ Describe
- avoided- who, what, when, where questions
- did not pass any judgement
- reassured the child that what has happened is not their fault
- did not make promises of confidentiality as it might be necessary to refer the case to the appropriate authority
- reassured the child that it was the right thing to tell;
- did not criticize the perpetrator
- explained what has to be done next and who has to be told.

REPORT SUBMITTED BY	REPORT RECEIVED BY
Name	Name
Signature	Signature
Date	Date