

Al Manar International School

Safeguarding / Child Protection Policy

Safeguarding/Child Protection Policy

Introduction:

Al Manar International School is committed to safeguarding and promoting the welfare of students. We recognize that the welfare of children is paramount and that all children, regardless of age, gender, ability, religion, or ethnicity, have the right to be protected from harm, abuse, neglect, and exploitation.

At Almanar International School, we are aware of our duties and responsibilities to have safeguarding arrangements that promote the welfare of all students. We recognize that all staff and faculty, including volunteers and visitors, have a full and active role in protecting our students from harm. We believe that the school must provide a caring, positive, safe, and stimulating learning environment that promotes the students' social, physical, and emotional well-being. We prioritize the safety of our students.

Noting that a safeguarding and child protection policy is a set of guidelines and procedures that the school developed to ensure the safety and well-being of children in our care. This policy outlines the steps to be taken in order to prevent child abuse, protect children from harm, and respond appropriately to any concerns or disclosures of abuse.

AMIS:

- Ensure that all students, staff, and faculty are adamant about the actions necessary for student protection.
- Raise awareness towards child protection issues and equip children with the necessary skills to stay safe
- Work closely with other agencies in Qatar, when necessary.
- Ensure safe recruitment practices when regarding the suitability of staff and volunteers when working with children.
- Provide support to students who are suspected or are currently exposed to abuse and follow all relevant policies and procedures.
- Establish a safe and secure environment to allow children to feel comfortable when speaking to faculty members.
- Provide a safe environment for all AMIS students.
- Ensure that all staff are aware of the different forms of abuse and the correct procedures to follow if abuse is suspected.
- Include opportunities in the curriculum for children to develop their skills to recognize and stay safe from abuse.

Responsibility of AMIS Administration:

- Ensure that AMIS Safeguarding and Child Protection Policy is shared with all stakeholders.
- Ensure that all staff has taken a training course (Educare) in Child Protection upon joining the school.

- follow safe recruitment practices, (MOEHE procedure)
- Build a common language of mutual respect and understanding among students, staff, and faculty
- Ensure to register the visitor's information in the reception before they enter the school building
- Ensure that parents/guardians are given a pick-up card that acts as a gate pass to drop off and pick up their children
- Ensure that security cameras are installed and up to date to monitor all school activities
- Ensure that students, parents, staff, and faculty understand that any behavior that harms students is NOT ACCEPTABLE
- Ensure that students are constantly supervised in the school building and the school's transportation
- AMIS administration is committed to reporting suspected/ confirmed abuse cases to the concerned authorities.

AMIS is committed to making sure that staff and faculty report suspected/confirmed abuse cases to Child Protection Officer (Social worker) and the principal.

AMIS Staff:

- The staff has to protect the students' well-being and provide a safe environment where children can learn; therefore, they must always comply with this policy.
- All staff members should be alert to the fact that any student may suffer from abuse and must, therefore, carry out their responsibility to protect that child.
- All staff is aware that safeguarding incidents can happen anytime and anywhere; therefore, they are required to be vigilant and alert to any possible concerns.
- Due to day-to-day contact with children, we recognize that the school staff is well-placed to observe any outward signs of abuse.

AMIS Child Protection Officer Roles & Responsibilities:

- Promote good practice by encouraging and championing the policies and procedures.
- Facilitate the development of safeguarding and child protection policies, training, procedures, and guidance for the school.
- Receive and coordinate referrals and arrange action.
- Ensure that students in need are supported appropriately and sensitively.
- Where appropriate, provide support and guidance to parents/guardians.
- Maintain accurate, confidential, and up-to-date documentation on all cases of Safeguarding and child protection.

- Liaise with colleagues to share good practices and plan collaborative activities.
- Report to the principal with regard to child protection matters.
- Keep abreast of developments in the field of child protection, including the requirements for child protection in Qatar.
- Assist with the compilation of references and/or reports about students which will be communicated to the external organization;
- Keep written records of concerns about children, even where there is no need to refer the case immediately.
- Ensure that all staff are alert to the signs of abuse and responsible for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection.
- Equip students with the proper tools on how to behave in response to threats.
- Investigate and instantly respond to any suspicion of student abuse or neglect.
- Ensure all records are kept secure and separate from the student's file.
- Educate students about their safety and the Child Protection Policy.
- Educate students on personal, social, and health safety to help them develop and mature with healthy attitudes.
- Raise students' awareness of the impact of their decisions on themselves, others, and their community.

AMIS Staff Duties & Responsibilities:

- Be alert to signs of abuse
- Be aware of the potential dangers of bullying, sexual relationships, alcohol, and drug misuse leading to peer abuse.
- Take immediate action in the student's best interest by reporting any evidence of abuse.
- Share information with the child protection officer to support early identification and assessment of emerging problems and needs.
- Know the School's Child Protection procedures
- Honor the student's right to be protected, regardless of age, gender, race, culture, or disability.

If a staff member suspects that a child is being abused, they must inform the child protection officer as soon as possible. It is important to stress that confidentiality cannot be promised to the student. Any staff member with such suspicions should record in writing, use the correct form, and all relevant details, and be careful to distinguish between fact and impression. These details should be passed to the relevant child

protection officer to keep on file. If necessary, the concerns will be brought up to the attention of the principal to take action.

POLICY DECLARATION

TERMS & DEFINITIONS

Safeguarding

Refers to the procedures and policies that the school has put in place to ensure a safe and healthy environment for children. As detailed in the policy, child protection is the response to allegations to stop harm and keep the child safe from it. Safeguarding protects children from maltreatment, ensures that children grow up with safe and effective care, and takes action to enable all children to feel safe and achieve the best outcomes.

Harm

Harm to a student is any detrimental effect on a student's physical, psychological, or emotional well-being. Harm can take the form of physical, psychological, emotional abuse, neglect, sexual abuse, exploitation, and domestic or family violence. These forms of abuse may be present singly or jointly.

Physical Indicators

This may include sudden speech disorder, signs of self-mutilation, signs of solvent abuse (e.g. mouth sores, the smell of glue, drowsiness), wetting and/or oiling, attention-seeking behavior, and/or poor peer relationships.

Behavioral Indicators

This may include neurotic behavior (e.g. rocking, hair twisting, thumb-sucking), reluctance for parent liaison, fear of new situations, chronic runaway, and/ or inappropriate emotional responses to painful situations.

Child abuse most commonly falls into four main categories.

❖ Neglect:

Neglect can be defined as the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in a serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, shelter, or clothing (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers);
- ensure access to appropriate medical care or treatment.

❖ Sexual Abuse:

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities. This may not necessarily involve a high level of violence, and the child may or may not be aware of what is happening. Sexual abuse may result in depressive symptoms like anxiety, low self-esteem, and symptoms associated with PTSD, such as re-experiencing, avoidance, flashback, and nightmares in addition to increasing inappropriate sexual behaviors or expressing these behaviors by drawing.

❖ **Emotional abuse:**

Emotional abuse is the persistent emotional maltreatment of a child that causes severe adverse effects on the child's health and emotional development. It is sometimes referred to as psychological abuse. Behaviors that can be signs of emotional abuse include:

- depressive symptoms like anxiety, depression;
- attempts to avoid certain situations (such as going to an activity or visiting someone's house);
- declining performance at school;
- delayed emotional development;
- a desire to hurt themselves or other people on purpose;
- desperately seeking affection from adults

❖ **Physical abuse:**

Physical abuse is generally defined as "any non-accidental physical injury to the child." It can include striking, kicking, burning, biting, or any action that results in a child's physical impairment. Signs of physical abuse may include unexplained injuries, such as bruises, fractures, or burns, and injuries that don't match the given explanation.

Procedures

All staff members work to protect the welfare of children, and parents are also expected to be vigilant. Should they feel a child is at risk from abuse, employees must report to the child protection officer any concerns relating to the welfare of the children. It may also be necessary to inform the Society for the Protection of Women and Children in Qatar.

If a staff member suspects that a child is being abused,

- ❖ they must hold a meeting with the child in private;
- ❖ stress that confidentiality cannot be promised to the student;
- ❖ record in writing all relevant details;
- ❖ inform the child protection officer as soon as possible and email the form to him to keep on file;
- ❖ record the case if it is of major concern to alert the CPO and/or the principal when the student is registered as absent.

The child Protection Officer (CPO) will

- ❖ listen to the witness and record all the details;
- ❖ investigate the issue;
- ❖ take the necessary actions
- ❖ inform the principal based on the urgency of the issue to take action;

The School Principal will

- ❖ immediately suspend any staff or faculty member who is suspected to have abused a student;
- ❖ formally investigate any suspected breach;
- ❖ conduct confidential meetings with the parents to discuss the issue of concern;
- ❖ ensure that critical cases receive the required professional support.

The Chief Executive Officer (CEO) will

- ❖ immediately notify the Ministry of Education and Higher Education(MOEHE) of any violation of the student's protection;
- ❖ submit a report to the MOEHE within 24 hours of any suspected or actual breach;
- ❖ immediately dismiss the staff or faculty member who is found guilty.

Recruiting Staff: HR Recruitment Process

AMIS is committed to safeguarding and promoting the welfare of children. All staff members must be committed to the country's procedures regarding recruitment and bring a copy of a police clearance (CID) from all countries they have previously worked in. All new employees must adhere to and comply with AMIS Safeguarding and Child Protection policy.

Confidentiality

AMIS recognizes that all matters relating to child protection are confidential. All staff and faculty members must be aware that they have a professional responsibility to share information with the Designated Child Protection Officers to safeguard students. All staff and faculty members must be aware that they cannot promise a student to keep secrets, which might compromise their safety or well-being.

AMIS always aims to share its intention with the student to contact the student's parents before doing so. All staff and faculty members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak with the principal.

Data Protection

In the course of employment at AMIS, staff may have access to confidential information relating to students and their families. They are required to exercise consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the school's interest. The information which may be included in the category covers both the general business of the school and information

regarding specific individuals. A strict code of confidentiality must always adhere to. Members of staff must not at any time use personal data about others held by the school or disclose such data to a third person.

Alleged Child Abuse by a Member of Staff

If there is cause for a staff member to be formally investigated for an alleged act of abuse, the staff member will be suspended from duty. In cases where abuse is proven to have occurred, the staff member may face prosecution and formal disciplinary proceedings. The school is aware of its statutory obligation to report instances of misconduct by teachers.

*The Safeguarding and Child Protection Policy will be reviewed every three years and updated.

References: <https://www.wallacefieldsinfantschool.co.uk/safeguarding/safeguarding>
 <http://www.stonehouseparkinfantschool.co.uk/wp-content/uploads/2015/02/Safeguarding-2014.pdf>

 <http://saintannesps.com/wp-content/uploads/2017/03/Child-Protection-Policies.pdf>

 [https://wheatfieldps.co.uk/uploads/policys/Safeguarding_and CP Policy Updated Oct 2017.pdf](https://wheatfieldps.co.uk/uploads/policys/Safeguarding_and_CP_Policy_Updated_Oct_2017.pdf)

 <https://www.educare.co.uk/news/child-abuse-and-neglect:-the-four-main-types>

 <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

 <https://www.savethechildren.org.uk/what-we-do/childrens-rights/united-nations-convention-of-the-rights-of-the-child>

Concerns Regarding a Student Status

Please complete the form below when you have concerns about a student status that you believe go beyond the regular everyday issues you deal with as a teacher. Upon completion, hand it to the Child Protection Officer.

Child's name:-----

Grade:-----

Concerns:-----

Your name (Printed):-----

Date: -----

Reporting Hierarchy

