



ATHENA EDUCATION

For Social Grace



المدرسة الأكاديمية الدولية
INTERNATIONAL ACADEMIC SCHOOL

CHILD SAFEGUARDING POLICY 2023-24

Principal: Ms. Suhair Salah Hussein

International Academic School recognizes its responsibilities for child safeguarding and ensures it is at the core of all its activities. IAS is constantly working to create an ethos in which all students feel secure and listened to. If our Safeguarding Policy is successful, concerns that arise will be dealt with as quickly, as sensitively, and as effectively as possible. Records will be accurately and securely stored and information is kept confidential and will only be shared when it is in the best interest of the child for this to take place.

We acknowledge that students will have a safe, positive learning environment free of all types of abuse and neglect. IAS believes that students' well-being is enhanced when they feel secure, and have a positive relationship with their peers and teachers furthermore, we want our children to feel confident that support is accessible and that support systems are in place to aid them at all times. All members of our school community share a responsibility to ensure this policy is implemented and followed throughout the year, on a daily basis. IAS provides all staff and faculty with the necessary guidance and training for ensuring students are safe at all times, while in the care of the school. It also informs parents and guardians how the school will safeguard students.

The school has an open line of communication with parents in order to work closely at all times. However, the school reserves the right to contact the Police, without notifying parents if it is in the child's best interests.

AIMS:

- To provide clear guidance and direction to staff and faculty about expected codes of behavior in dealing with safeguarding concerns.
- To integrate safeguarding issues into the curriculum.
- To make explicit the school's commitment to the continued development of good practice so that safeguarding concerns and referrals are handled sensitively, professionally, and in ways that support the needs of the child.
- To take account of policies in related areas such as the behavior policy.

DEFINITIONS [Taken from *Working Together to Safeguard Children, 2015*]:

- **Neglect** - The persistent or severe neglect of a child which results in impairment of health or development.
- **Physical Abuse** - Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.

- **Sexual Abuse** - Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles
- **Emotional Abuse** – actual or likely severe adverse effects on the emotional and behavioral development of a child by persistent or severe emotional ill-treatment, inappropriacy, or rejection.
- **Potential abuse**- situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a known abuser.
- **Bullying** - any persistent and uninvited behavior which insults, hurts, or intimidates someone (includes anti-bullying policy, cyber bullying).

Signs of possible abuse include [Taken from *Working Together to Safeguard Children, 2015*]: (These are not exhaustive or necessarily indicative of abuse and neglect).

- Neglect-overweight or underweight; constant hunger or tiredness; frequent lateness or absence, poor personal hygiene, untreated medical problems; running away, stealing, low self-esteem
- Physical Abuse - 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.
- Sexual Abuse - 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.
- Emotional Abuse- Physical, emotional, developmental delay; over-reaction to mistakes; tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Fabricated Illness syndrome (If a parent of a child deliberately fabricates or induces illness in that child). Signs may include; perceived illness, enforced illness, fabricated illness, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, tampering with vomit/urine. Child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with mother's presence, mother unusually at ease in hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.

- Potential Abuse- Speaks about abuse at home, tendency to worry about reactions.

FRAMEWORK:

Under the UAE Child Rights Law (2014), IAS is expected to ensure:

- The school has appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse.
- The procedures cover circumstances in which a member of staff is accused or suspected of abuse.

The responsibilities of IAS are as follows:

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- The Child Safeguarding Officer should have responsibility for coordinating action within the school
- All staff should receive Safeguarding training appropriate to their role.
- Schools should have procedures, of which all staff and faculty are aware for handling suspected cases of abuse of students, including procedures to be followed if a member of staff is accused of abuse.

ROLES AND RESPONSIBILITIES:

The Child Safeguarding Officer:

The Child Safeguarding Officer at IAS is the Superintendent. His/hers role is to:

- Ensure all staff are familiar with school guidelines for identifying and reporting abuse, including allegations of abuse against staff;
- Ensure that the school operates an effective safeguarding policy; including first medical services
- Ensure that all staff receive foundation training in safeguarding and first Aid Medical Operations
- Be responsible for coordinating action and liaising with other agencies and support services over safeguarding issues;
- In consultation with the School, to Superintendent assist in enquiring into allegations of child abuse.
- Follow, as appropriate, recommendations made by the Superintendent of IAS.
- Be aware of any relevant documents (See further reading at end of policy)

- Support and advise staff on safeguarding issues generally.
- Ensure they have had up to date, relevant training.
- Monitor the attendance and development of children who have given cause for concern.
- Disseminate relevant information to the appropriate staff e.g. to class teachers or Teaching Assistants (TA).
- Complete appropriate records and send on to new schools (where relevant)
- Maintain accurate and secure safeguarding records in chronological order.

Class Teachers

Class teachers will, in most cases, be the first person to raise a concern. They will collect detailed, accurate, secure written records of concerns and liaise with the Child Safeguarding Officer by filing Incident Reports and sharing them with the immediate Phase Directors and the School Superintendent.

The School Nurse/ The School Doctor

- It is the role of the school nurse to ensure that relevant information obtained in the course of their duties is communicated to the Child Safeguarding Officer.
- Types of injuries, attendance, and frequency are recorded.
- The school nurse and/ or Superintendent (Child Safeguarding Officer) are expected to report physical abuse using the body map following the KHDA requirements.

The School Counselor

It is the role of the school counselor to support the students' emotional well-being, and to report any safeguarding concerns. Any harm to the child or another individual will be reported to the Child Safeguarding Officer, and relevant information will be shared.

Security Guards

It is the role of the school guards to monitor and oversee the safety and wellbeing of the school community. They are expected to ensure all persons entering the school grounds are screened and verified.

The Responsibilities of the Whole School Staff

All school staff have the responsibility to identify and report suspected abuse and to ensure the safety and well-being of the students in their school. In doing so they should seek advice and support as necessary from the School Superintendent (Child Safeguard Officer). 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 school staff are expected to:

- Be aware of signs and symptoms of abuse
- Report concerns to the Child Safeguarding Officer as appropriate.
- Keep clear, dated, factual, and confidential records of safeguarding concerns.
- Follow all guidelines, practices and policies relating to safeguarding as laid down by the school or UAE Law.

The school also has a duty under UAE Law to report any abuse or suspected abuse to the Police.

APPOINTMENT OF STAFF

The school will, when appointing staff, take account of the requirements and observe the following safeguards:

- Ensure that documentation sent out to potential candidates will make it clear that safeguarding is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed;
- Ensure that a reference as to the suitability of a candidate to work with children will always be obtained from the last employer;
- Request at interview an account of any gaps in their interviewee's career/employment history;
- Ensure that staff already living in Dubai when applying for posts will be asked to supply a certificate of good conduct or similar from the Dubai police. Staff and helpers who have recently moved to the Dubai will be asked to produce a certificate of good conduct (or national equivalent) from the authorities representing the countries from which they have recently moved.
- The school must ensure the responsible use of technology for staff and students.

ALLEGATIONS AGAINST STAFF

If a child, or parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Child Safeguarding Officer; School Nurse; Counselor, and SENDCO.

Any member of staff who has reason to suspect that a student may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Child Safeguarding officer. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation.

The Superintendent will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer to the UAE police in accordance with the safeguarding procedures. If the Superintendent decides that the allegation warrants further action through safeguarding procedures, a formal meeting is required to be scheduled with the UAE Childs Rights Police Office. If the allegation constitutes a serious criminal offence, it will be necessary to contact the police before informing the member of staff. If it is decided that it is not necessary to refer to the Police, the School Superintendent and the Child Protection Officer will consider whether there needs to be an internal investigation.

If the concerns are about the Head, the Child Safeguarding Officer must contact the Vice Principal.

STAFF CONTACT WITH STUDENTS

In order to minimize the risk of accusations being made against staff, as a result of their daily contact with students, staff should ensure that they consider the following points of guidance:

- Staff members are responsible for their own actions and behavior and should avoid any conduct which would lead to any reasonable person questioning their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way (especially when working with individual students). Staff should not allow students to visit their place of residence.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise for concern.
- Records should be made of any such incident and of decisions made/further actions agreed and the Superintendent should be informed

- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

SCHOOL PROCEDURES

- Any member of staff concerned about a child must inform the Child Safeguarding Officer immediately.
- The member of staff must record information regarding the concerns as soon as possible after the event or disclosure using the school "Child Causing Concern Form". The recording must be a clear, precise, factual account of the observations.
- The Child Safeguarding Officer will consult the School Superintendent who will decide whether the concerns should be referred to the police. If it is decided to make a referral to the police, this will be done, if necessary, without prior discussion with the parents.
- If a referral is made to the police, the Child Safeguarding Officer will ensure that a written report of the concerns and evidence is sent to them within 48 hours.
- Particular attention will be paid to the attendance and development of any child who has been identified as at risk.
- If a student who has been identified as at risk changes school, the School Superintendent will consider the transfer of appropriate records to the receiving school.

Staff should be concerned if a student:

- 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.

Dealing with a disclosure

- If a student 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 keep;
- Not promise confidentiality, as it might be necessary to refer the case to the Child Safeguarding Officer at IAS.
- Reassure the student 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.

Recording disclosure

- When a student has made a disclosure, the member of staff should:
- make some brief notes as soon as possible after the conversation;
- As soon as possible write up the disclosure more fully using the "Child Causing Concern Forms" which are kept with every phase and Administrative Supervisor.
- 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.

Support for students and staff

The Superintendent will make all reasonable attempts to protect and otherwise support students 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 Child Safeguarding Officer.

CONFIDENTIALITY

Members of staff have access to confidential information about students in order to undertake their everyday responsibilities.

Staff and volunteers are expected:

- To treat information they receive about students in a discreet and confidential manner.

- To, if they are in any doubt about sharing information they hold or which has been requested of them, seek advice from the School Superintendent.
- To be cautious when passing information to others about a student.

To ensure the safety and wellbeing of all our children, entrance to the buildings begins at 7:20 a.m. We ask that all parents park their cars at allocated parking zones and follow the rules for the drop off zones. Common courtesy and consideration of everyone's safety and wellbeing is expected at all drop off and pick up times.

Adult to Adult

All students in the KG Department must be handed from an adult to an adult and must be supervised at all times (including: toilet, breaks, and arrival/dismissal)

RECORDS and MONITORING

- Well-kept records are essential to good Safeguarding practice.
- Concerns and disclosures should be recorded in writing by the member of staff who receives them and passed to the Child Safeguarding Officer without delay.
- The Child Safeguarding Officer in consultation with the School Superintendent will then decide on further action and any appropriate monitoring program for the student. Records are stored in a dedicated filing system maintained by the Child Protection Officer (the office is required to have a lock and the DS is required to make sure that the door is locked on a daily basis). When students with records in this filing system pass on to their next school the Head is responsible for transferring information judged to be relevant to the child's next school.

STAFF / FACULTY TRAINING

All staff and faculty should receive Safeguarding training as part of the PD program. Staff and faculty are informed of any changes subsequently made.

SAFEGUARDING AND THE CURRICULUM

- Safeguarding and student well-being is embedded in the school curriculum. Care and Support is an essential element for learning in the school and has been embedded in curriculum through a Character Education Program, Moral Education, Anti-Bullying Awareness, and integrated in cross-curricular activities.

Curriculum Components include the following:

- Developing student self-esteem;
- Developing communication skills;
- Informing about all aspects of risk, including on-line behaviors;
- Developing strategies for self-protection
- Developing a sense of the boundaries between appropriate and inappropriate behavior in adults;
- Developing non-abusive behavior between students.
- Bullying Awareness
- Tolerance

What happens next?

- Member of staff with suspicion/concern/ disclosure informs Child Safeguarding Officer.
- The Child Safeguarding Officer gathers information.
- All subsequent concerns are reported and recorded by the Child Safeguarding Officer.
- Where action is required they will either monitor, or refer to the Child Safeguarding Officer.
- When in need of serious health or immediate welfare attention the child should be taken to the nearest (hospital or police department).

When allegations are made against a member of staff, the Child Safeguarding Officer should be informed without delay:

- A written record will be requested which will be signed and dated.
- The Child Safeguarding Officer at IAS office is informed by the School Superintendent.
- The member of staff may be suspended pending further investigations.

Child Safeguarding

Daily Procedures

Drop Off and Pick Up Procedures

Morning Arrival Policy

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|------------------|--|
| What | Gates 1 & 5 ONLY will open at 7:00 am for the morning arrival of students. |
| When | From 7:00 am to 8:00 am |
| Where | Gate 1 for Grade 1-12 ONLY Gate 5 for KG1 & KG2 ONLY |
| Who | Gate 1: Security, Leadership Team Gate 5 (KG) : Security, KG Supervisor & KG Head Grade 1 area: Teachers are on Duty Grade 2,3,4: Supervisor is on duty |
| All STAFF | Morning Assembly <ul style="list-style-type: none">• Upon arrival, students are escorted to the main green for Assembly based on their phase assignment.• Students arrive between 7:00 - 8:00. Administrative Supervisors and Teachers are assigned to duty during this time to ensure student safety.• All Staff are on the Green Field for the start of the Morning Assembly at 7:45. Homeroom Teachers and Class Advisory Teachers stand with their classes during Assembly.• All other Staff members ensure students are present and engaged in Assembly.• 1st Contact Teacher escorts students to their first period class. |
| | SECURITY CLOSES THE GATES AT 8:00 AM SHARP. Late comers: <ul style="list-style-type: none">• Late comers are escorted inside the building by security or Head of Parent Relations• All late comers must receive the late slips (BLUE SLIP) from Reception. |

| | |
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| | <ul style="list-style-type: none"> • Late comers will go to the respective floors and report to the Supervisor with the late slip (BLUE SLIP) • Phone calls will be made by the Receptionist/ Head of Parent Relations to parents of late comers. • Parent and KG students will be escorted with late slip (BLUE) by Receptionist or Staff Member to KG building. |
| Why | <ul style="list-style-type: none"> • Monitor morning arrivals to ensure students' safety and well-being. • For safety reasons, no students are allowed in the school building before 7:00 am. |

KG Dismissal Policy

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| What | <u>Bus students</u> Dismissal Policy |
| When | <p>12:40 pm (Monday till Thursday)</p> <p>11:15 PM (Every Friday)</p> <p>BUS students <u>only</u> leave their classrooms (TAs escort all students to buses).</p> <p>1:00 KG Teachers escort students to the common area in the KG Building.</p> |
| Where | KG Building- KG 2 Students are escorted to KG Building. |
| Who | <ul style="list-style-type: none"> • Teacher Assistants assist with line-up of bus students in KG. KG Head and the Administrative Supervisor check lining up procedures according to Bus lists on the class door as well as the list with Teacher Assistants • All Teachers must monitor students until they are retrieved by parents until it is time for the Wait Room. |
| Why | <ul style="list-style-type: none"> • To ensure that all bus students are safely escorted to their respective buses • To ensure that students board the right bus as per IAS official bus lists on the class doors • To ensure teachers hand off students to parents. • To clarify parent's full responsibility of the child once picked up from the class |

Notes

- All classrooms doors must be closed at dismissal time.
- Dismissal time is NOT parent-teacher meeting time. It is the full right of the parents to speak to the teachers and inquire about their child's academic achievement and behavioral performance. Because such follow up and communication are very important, parents are kindly requested to schedule meetings with teachers for this purpose in the presence of an Administrator. Only confirmed meetings will take place.
- Administration will NOT schedule any meetings around, at, or after arrival & dismissal times due to students' safety and security priorities.
- Students are NOT allowed to go beyond the gates unescorted. Security will send them back to the KG building.
- Students who are late to be picked up by 1:15 pm, will be escorted by Supervisors to the waiting room.

Grade 1-12 Dismissal Policy

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|-------------|---|
| What | Grade 1 -12 Dismissal Policy |
| When | Dismissal Timings <u>Monday - Thursday:</u> Bus: 2:15 PM Car/Walkers:2:20 PM <u>Fridays:</u> Bus: 1:20 PM Car/Walkers: 11:20 PM <u>Bus Dismissal:</u> Bus students are dismissed. Administrative Supervisors monitor halls and ensure students walk to bus port area. Grades 1 - 3: TAs escort students to bus port area to ensure students safely get on the bus. |

| | |
|------------------------|---|
| | <ul style="list-style-type: none"> • Staff Members on Bus Duty monitor to ensure students are walking and arriving to bus area safely. • Administrative Supervisors and Teachers on Duty must monitor dismissal, ensure students remain in designated areas, and are safe at all times. • Phase Directors are also on Duty to monitor students during dismissal. • Parents must retrieve students from designated areas. <p><u>Gates closes at 3:00pm</u></p> <ul style="list-style-type: none"> • Students who have not been retrieved from parents are escorted to Waiting Room by Teachers. • Administrative Supervisors and TAs supervise students until parents arrive. • All students must be retrieved by 3:05pm. |
| Why | <ul style="list-style-type: none"> • To ensure all bus students are safely escorted to their respective buses. • To ensure that the students board the right bus as per IAS official bus lists that are on the classroom doors. |
| Important Notes | <ul style="list-style-type: none"> • Parents who wish to inquire about their child’s academic and/or behavioral performance, are kindly requested to schedule an appointment with Reception. • It is strictly NOT allowed for parents to pick up their children before dismissal time without notices of a scheduled doctor appoint. The school nurse will call the parents in case of sickness or injury. • Students are NOT allowed to go beyond the gates and must wait for their parents/guardians in the designated, shaded playground area or in the waiting rooms on the ground floor in the Main Building. • Administration will NOT schedule any meetings around, at, or after arrival & dismissal time. |

Notes

- Dismissal time is NOT parent-teacher meeting time.
- On Monday to Thursdays: Teachers & Supervisors stay at the gates until 2.50 p.m.
- On Fridays: Teachers and Supervisors stay at the gates until 11:45 a.m.

- Mondays to Thursdays: Students who are late to be picked up by 3:00 pm will be escorted by Administrative Supervisors to the waiting room area.
- Fridays: Students who are late to be picked up by 11:45 AM will be escorted by the Supervisors to the waiting room

Monitoring and Review

- This policy is reviewed and monitored on a Termly basis by the School Superintendent, Child Safeguarding Officer, and all members of the SLT.
- All Staff Members must sign that they have read all components and aspects of this document.
- All Staff Members must receive training regarding Child safeguarding and Protection.

Safeguarding Officers

| Name | Designation | Email Address |
|----------------------|--|--|
| Ms. Suhair Salah | Governer of Child Protection | principal@ias-dubai.ae |
| Ms. Jennifer Miller | Vice-principal of Academic from kg till Grade 5 | vp.academic@ias-dubai.ae |
| Ms. Madiha Arshad | Head of Inclusion/Chief Safeguarding Officer | head.inclusion@ias-dubai.ae |
| Ms. Catherine Ariola | Health & Safety Officer/Chief Safeguarding Officer | health.safety@ias-dubai.ae |
| Mr. Bilal Osman | Vice-principal of Academic from 6 till 12 | Vp.academic 6-12 @ias-dubai.ae |
| Ms. May Ahmed Fouad | Leading Supervisor | supervisor.middle.high@ias-dubai.ae |
| Ms. Donia Abdelaziz | Head of Parent Relations Officer | Head.parentrelations@ias-dubai.ae |

Appendix Documents (Forms and Resources)

Outside support agencies:

Dubai Foundation for Women and Children
04 606 0300 / 800 111

Dubai Police — Child & Women Protection Department
04 609 9734 / 04 217 1552

Child Protection Center, Al Barsha 2, Hadaeq Mohammed Bin Rashid, 110, Al Asayel Street,
Govt Building, 2 floors 800988

Child Causing Concern Form

| | |
|-----------------------------|--|
| Name of the Child | |
| Date of Birth | |
| Gender | |
| Date of referral | |
| Referred by | |
| State adults present | |

Please describe the nature of the concern, in detail.

Action Taken:

Child Safeguarding Officer:

Date:

School Superintendent:

Date:

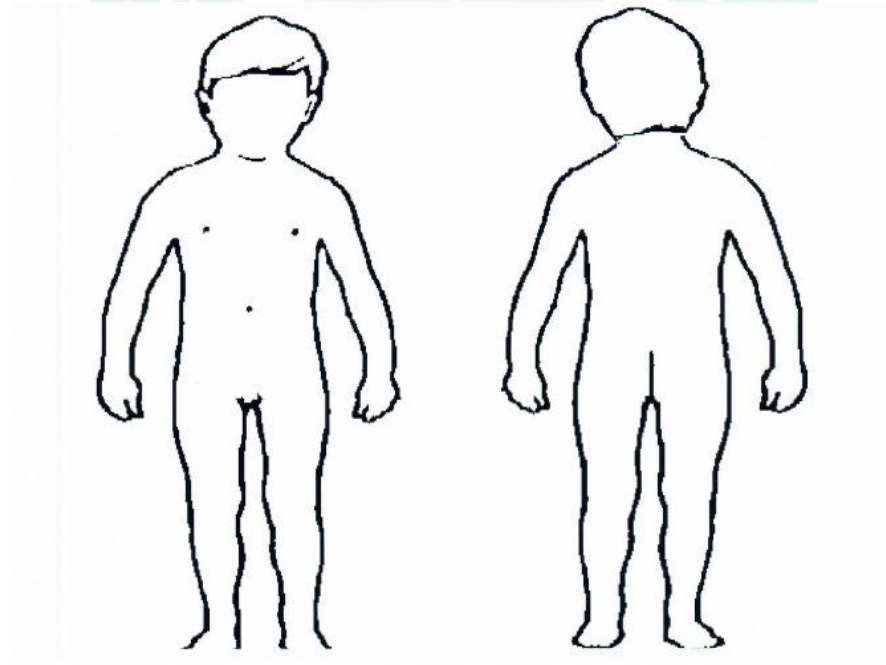
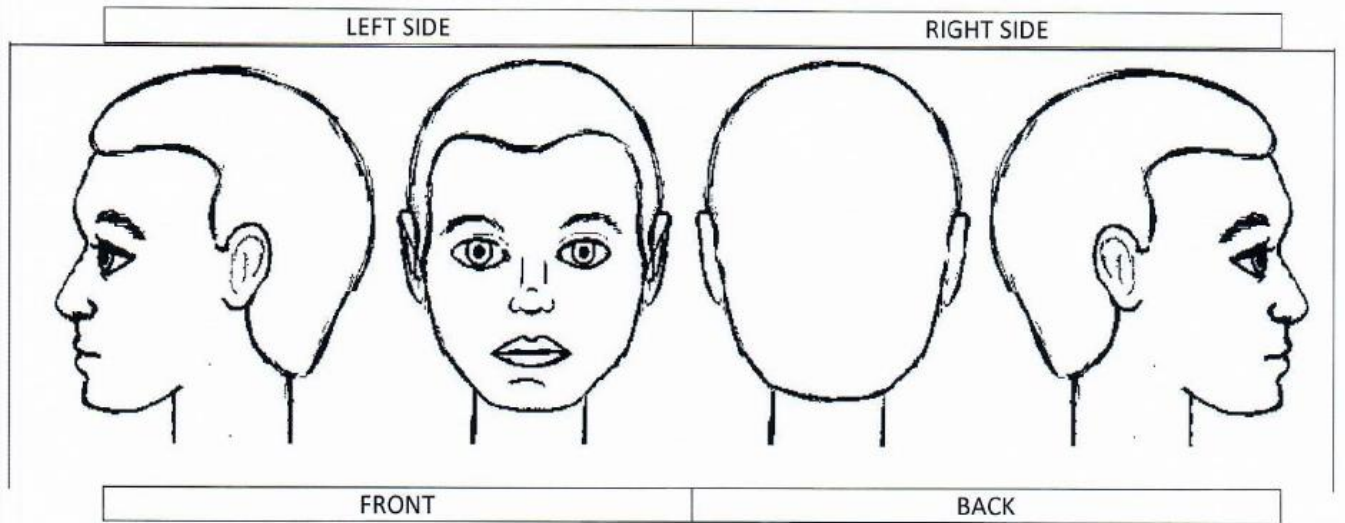
**Doctor/Nurse Form
Injury Information**

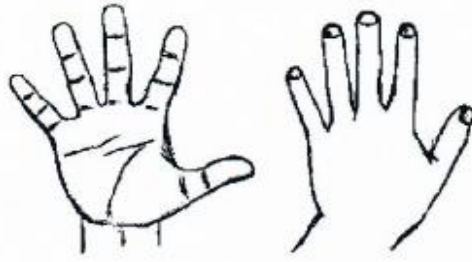
Name of Child:

Date of Birth:

Name of Observer:

Date Recorded:





LEFT HAND



RIGHT HAND



Left Foot



Right Foot

Full Description of Injury:

Large empty rectangular box for describing the injury, with a faint watermark of the International Academic School logo in the background.

Explanation Given (if any):

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Referred By:

Referred Date:

Name of Child:

Date of Birth:

CHILD'S VOICE – WHAT DOES THE CHILD SAY ABOUT THE INJURY?

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PARENT'S VOICE – WHAT DOES THE PARENT/ GUARDIAN SAY ABOUT THE INJURY?

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REPORTED TO CHILD PROTECTION OFFICER YES / NO

DATE REPORTED

Staff Name: _____ Date: _____

Child Protection Officer: _____ Date: _____

School Superintendent: _____ Date: _____