



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK



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SCHOOL JUMEIRAH PARK
FOUNDATION

Child Protection & Safeguarding Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:	August 2015	Principal
Last reviewed:	August 2023	Vice Principal
To be reviewed:	August 2024	

DBSJP SCHOOL CHILD PROTECTION POLICY

Key contacts within the school:

DESIGNATED SAFEGUARDING LEADS

Rebecca Coulter (DBSJP Principal)
Amy Falhi (DBSJP Vice Principal)
Karla Mediah (Head of Foundation)

DEPUTY DESIGNATED SAFEGUARDING LEADS

Graeme Malcolm (Head of Secondary)
Prisca Toland (School Counsellor)
Remi Long (Foundation School Nurse)

CHILD PROTECTION TEAM

Principal, Heads of School, Deputy Heads of School, Assistant Heads of School, School Counsellors, School Nurses

NOMINATED PERSON FROM TAALEEM CENTRAL OFFICE

Mala Talwar (Child Protection Officer for Taaleem)

Staff Training: Level 1

All admin staff, agency cleaners, security + ILSAs

Staff Training: Level 2

All other teaching staff

Staff Training: Level 3

Assistant Heads and SLT

KEY CONTACTS WITHIN THE LOCAL AREA

You can report child abuse to MoI through the hotline number 116111 or through the [MoI's Child Protection Centre's](#) website and the 'Hemayati' (Arabic for protect me) app (available on [Android](#) and [iOS](#)).

Other channels:

- Community Development Authority- CDA on hotline: 800988
- EWAA Shelter for Women and Children on hotline: 8007283
- [Dubai Foundation for Women and Children](#) on 800111
- Child protection centre in Sharjah on toll-free helpline number 800 700
- Hemaya Foundation for Children and Women - Ajman on hotline: 800himaya (800446292)
- Aman Centre for Women and Children through RAK Police – 07-2356666

Contact Ministry of Education on hotline: 80051115 for any issues that affect the students' learning process negatively.

Introduction

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Purpose

The purpose of this policy is to ensure effective, whole-school child protection through providing clear direction to those who work with children in any given capacity. As a school, DBSJP is committed to the development of good practice and sound procedures, ensuring that child protection concerns, referrals and monitoring are handled sensitively, professionally and are supportive of the child. DBSJP is an agent of referral and not of investigation.

There are three main elements to our Child Protection Policy:

- 1) Prevention through the creation of a positive school ethos and atmosphere and the teaching, and pastoral support offered to students.
- 2) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- 3) Support for students who may have experienced abuse.

Framework & Context

Protecting and enhancing children's welfare is the collective responsibility of everyone; every person who deals with children and their family has a role to play. The application of appropriate child protection provision is guided by the National Child Protection Policy in Educational Institutions in United Arab Emirates (2022) document.

Roles & Responsibilities

Taaleem Central Office, lead by The Child Protection Officer for Taaleem will:

- Ensure that the school has an effective policy and that the school is compliant with internal and National Guidelines.
- Support the school in matters of child protection, offering advice and guidance.
- Meet with the DSL Termly to receive a brief on any current cases in the school.

DBSJP will:

- Appoint a Designated Safeguarding Lead who is responsible for overseeing child protection and all that is related to the child's rights and protection, in the educational institution.
- Follow Safer Recruitment Practices, ensuring qualifications and backgrounds of all caregivers are screened and verified prior to commencing employment, including relevant DBS or Police checks.
- Create a safe and secure environment for the children, where cases of abuse are detected early.
- Ensure all personnel working at the educational institution are trained in confidential reporting procedures and understand their responsibility for carrying this out.
- Utilise secure and confidential reporting channels for all staff, students and parents.
- Raise awareness of child rights with students, and how to report any type of abuse.
- Support parents in understanding the role they take in protecting children.
- Obtain consent from a child's parent when necessary to use the child's personal photograph or

any information via the media, posts or publications.

- Maintain confidentiality of personal or medical records (with the exception of emergencies, to prevent death, severe injury or infectious disease or working with the Child Protection Unit).
- Respect social diversity and differences of all types, ensuring that students are treated fairly.
- Apply the professional code of conduct, becoming role models for student behaviour and appearance.
- Ensure buildings are well-maintained and equipped with security surveillance cameras. Security personnel are appropriately deployed to manage campus entry and exit points.
- Use bus transportation for field trips and other events that is provided by a company that is licensed by the Department of Transport. Buses, including seatbelts, are to be checked by a supervisor prior to children and staff boarding.

The Designated Safeguarding Lead (or in the absence of the DSL, the Deputy Designated Safeguarding Lead) will:

- Ensure all child protection procedures are followed by all staff.
- Make appropriate, timely referrals if required.
- Ensure all staff, including temporary staff and volunteers within the school are aware of the school's internal procedures as part of the induction process.
- Provide an annual report, in conjunction with the Principal, detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

Teachers, assistants and supervisors will:

- Maintain a safe and secure classroom environment.
- Monitor students closely during all scheduled contact time.
- Ensure children are accompanied at all times in the school building and outside areas.
- Be aware of which children are using the bathroom, ensuring age-appropriate supervision.
- Arrive promptly for all designated duties.
- Conduct regular head counts when leaving or returning to the classroom/ lesson.
- Supervise children in ECAs carefully, ensuring accurate registers are taken and dismissing safely.

Parents will:

- Be fully responsible towards the child and for the duties entrusted to them in the upbringing, care, guidance and growth of the child.
- Co-operate with the educational institution.
- Notify the educational institution or child protection units in case of an occurrence that may threaten the child's safety, physical or mental health.
- Positively cooperate with the educational institution or child protection units as required.

The responsibilities of the Educational Authorities, Partners, Support Service Providers, Child Protection Unit and Child Protection Professionals are outlined in the National Child Protection Policy in Educational Institutions in United Arab Emirates (2022) document (p. 8-9).

Training & Support

All staff receive regular training at the point of induction and annually thereafter, in accordance with the position they hold in school.

Course	Method	Facilitated By	Applicable To
Level 1 Safeguarding	Face-to-face	Designated Safeguarding Lead	Administrative Teams Facilities Team Security Team Cleaning Team Bus Drivers and Supervisors
Level 2 Child Protection and Safeguarding (International)	Online	National Safety Online	Teachers and Teaching Assistants
Level 3 Advanced Child Protection for Safeguarding Leads	Online	National Safety Online	Principal Heads of School Deputy Heads of School Assistant Heads of School Counselors Nurses
Level 3 Child Protection and Safeguarding Training	Face-to-face	Accredited Body	Designated Safeguarding Lead Key members of the CPT, identified by the DSL

Staff are also briefed regularly when there is a change in policy at school, company or national level.

There may be other adults in the school (e.g. volunteers) who work under the supervision of members of the school staff. The Principal and/or the Designated Safeguarding Lead will ensure they are aware of the school's policy and the identity of the Designated Safeguarding Lead.

Procedures & Reporting

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead or in their absence, a Deputy Designated Safeguarding Lead, using the CPOMS system. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

In most cases, a member of the school Child Protection Team will action the reported incident, addressing it as appropriate and seeking guidance from the Designated Safeguarding Lead when required.

In more serious cases of suspected abuse, the Designated Safeguarding Lead will report the case to the **competent authority** in line with the reporting procedures outlined by the National child protection Policy in Educational institutions in United Arab Emirates. This referral will be inline with Federal law No. (3) of 2016 regarding the child Rights Law (Wadeema) and Cabinet Resolution No. (52) of 2018 regarding implementing regulation of Federal Law No. (3) of 2016 regarding the child's rights.

The school will always undertake to share an intention to refer a child with the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be sought from Taaleem's Child Protection Officer.

A statement in the Parent Handbooks will inform parents about our school's duties and responsibilities

under child protection procedures. Parents can request a copy of the Child Protection Policy directly from the school; this is also available on the website.

Professional Confidentiality

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held confidentially to themselves.

A member of staff must never guarantee confidentiality to a student, nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities.

Records & Monitoring

All records pertaining to child protection are recorded on CPOMS, which is a secure website.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and assigned to a staff member and will include the action taken. If for any reason CPOMS cannot be accessed, a paper version will be used instead.

If the event is serious and the school is considering taking the incident further or involves a member of staff, then the Taaleem Child Protection Officer at Taaleem Central Office must be notified immediately before any further action is taken.

If a student transfers from the school, any safeguarding files relating to them will be copied for the new establishment and forwarded to the Designated Safeguarding Lead of pupil's new school confidentially, either via CPOMS or a secure, password protected file.

Supporting Students at Risk

DBSJP recognises that children who are abused or who witness abuse may need additional support. The school endeavours to support students through:

- Encouraging self-esteem and self-motivation through the curriculum.
- A positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The consistent implementation of the school's behaviour management policies.
- Regular liaison with other professionals and agencies who support the students and their families.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- Observing the child and recognizing any changes in behaviour.
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

Use of the School Premises by other Organisations

Where another body provides Extra Curricular Activities (ECAs) or services using the school premises, Taaleem will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection. All Child Protection documents must be received before the company can start the ECA. Before starting all ECA providers must speak to the Designated Safeguarding Lead to discuss the Child Protection procedures in place at the school, be given a copy of the Child Protection policy, which must sign to say they have received this document and training.

Security of School ICT Systems

Taaleem has an E-Safety Policy and Acceptable Use of Technology Policy which all teachers and staff members are required to review and sign as part of their employment. A student and parent version of the policy is also distributed to parents and students for review and signature. All reported infractions to this policy are taken seriously, properly investigated and appropriate sanctions are instituted when warranted.

Whistleblowing

All staff are expected to fully comply, at all times, with the School's Professional Code of Conduct.

All staff should be aware of their legal duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Designated Safeguarding Lead or a member of the Senior Leadership Team. If a member of staff has concerns about the conduct of a member of the School's Leadership Team (other than the Principal) they should contact the Principal. If a member of staff has concerns about the conduct of the Principal, they should contact Taaleem's Director of Education.

Guidance Documents

All action is taken in line with the following guidance.

Local Safeguarding Guidelines and Local Child Protection Procedures:

- *National Child Protection Policy in Educational Institutions in United Arabi Emirates (2022)*

Taaleem Company Policy

- *The Taaleem child protection and Safeguarding Policy Statement underpins the safeguarding policies and procedures in all Taaleem Schools. It also references other associated documentation and relevant policies.*
- *Taaleem Child Protection Training Policy outlines the minimum requirements for Child Protection Training for all staff.*
- *Taaleem E-Safety Policy provides guidance to keep all staff and students safe online as part of safeguarding.*

Safeguarding Children in Education (UK)

- DBSJP uses this framework as a reference point and structure to ensure all matters relating to the safeguarding of children are dealt with in line with current best practice. [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education-2023)

Related Policies

- Behaviour Policy
- Health & Safety Policy
- Safer Handling Policy
- Intimate Care Policy
- Attendance Policy
- Acceptable Use of Technology
- E-Safety Policy

Policy review

The Designated Safeguarding Lead is responsible for ensuring the annual review of this policy.

The DSL is also responsible for ensuring that the list of key contacts on page 2 is kept up to date.