



# LITTLE FLOWER ENGLISH SCHOOL

## DUBAI

### SAFEGUARD POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	SLT
Role	School Management
Date of review	18-03-2024
Date of next review	18-03-2025
Signature	



## **Child Protection and Safeguard Policy**

We, at LFES are committed to creating a safe and supportive environment for children. We recognize that children have the right to live in a healthy environment, without violence and without fear.

Teachers and other school staff are particularly well placed to observe the outward signs of abuse or changes in behaviour in the children.

### **Aims and Objectives**

- To make explicit the school's commitment to the development of good practice and sound procedures regarding children's protection and safety.
- To ensure that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.
- To provide clear direction to staff and others about prevention of illness, prevention and treatment of sickness, the physical safety of children as also the expected behaviour when dealing with child protection issues

### **Introduction**

"The welfare of the child is paramount". It is the statutory responsibility on the school management to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

There are three main elements to our child protection policy;

- Alertness, awareness, attention, and early detection of signs of physical and emotional sickness, illness, abuse, discomfort, and anti-social behaviour.
- Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils.
- Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child safety and protection concerns. Support to pupils who may have been abused.

This policy applies to all pupils, staff, volunteers and visitors to LFES.

## **SCHOOL POLICY**

We recognise that for our pupils' good health, high self-esteem, confidence, supportive friends, and clear lines of communication with a trusted adult help to leading a healthy and happy life and prevent abuse. Our school will therefore:-

- Establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for personal and social development, which equip pupils with the skills they need to stay safe from illnesses and abuse
- Include in the curriculum material, which will help pupils develop realistic attitudes and skills to navigate through life, now and in future.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues.

## **FRAMEWORK**

Child safety and protection is the responsibility of all adults and especially those working with children in the school.

- **ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools who have specific responsibilities under child safety and protection procedures.

The SENDCO is assigned the responsibility of being designated Child Protection Coordinator. She makes timely referrals to the Principal and Phase Heads in accordance with school procedures. She ensures that all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this. Wherever possible, as part of the schools recruitment and vetting process.

- **PROCEDURES**

The school will follow the procedure provided in this policy.

Staff must be kept informed about child protection responsibilities and procedures through induction, briefings and awareness training.

The Principal will ensure they are aware of the school's policy. 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 Child protection Coordinator. who must refer cases of suspected abuse or allegations to the Principal.

- **PREVENTION AND TREATMENT OF ILLNESS**

1. Children and staff will be educated about best practices in hygiene and food preparation.
2. Water at the school will be tested regularly – at least twice a year.
3. Parents have the responsibility to keep sick children home from school during periods of sickness.
4. Vaccination requirements of the Ministry of Health, UAE will be strictly adhered to.
5. All sickness, illness or medical conditions shall be treated without delay.

- **PREVENTION AND TREATMENT OF SICKNESS**

1. All injuries will be treated immediately.
2. First Aid Kits will be kept at the school and these will be easily accessible.
3. Contact names of the local doctor, hospital and ambulance service will be posted at the school.
4. All accidents shall be recorded in an Accident & Injury Book – for regular review – with recommendations. The approach involves identifying risks, then taking steps to eliminate or minimize these risks. Safety meetings shall be held with staff every 6 months.

- **PHYSICAL AND EMOTIONAL WELL BEING OF THE CHILDREN**

1. No physical violence, (hitting, physical disciplining, smacking, fighting) will be tolerated at the school. This includes physical violence from carers, visitors, staff, parents, or fellow-students.
2. Children will be treated respectfully and encouraged to report any violence if this occurs, and provided with protection if this is necessary.
3. Police will be involved if there is any issue of violence that cannot be immediately resolved or if the violence poses a serious risk to the child's mental, physical or emotional well-being, regardless of the source of the violence.
4. Emotional safety is also recognized – and this includes situations such as bullying or persistent belittling of individuals by others. Neither of these behaviours will be tolerated.

- **ANTI-BULLYING**

We are committed to providing a caring, friendly and safe environment for young people so they can enjoy their involvement with LFES in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. This includes bullying of young people by adults and bullying of young people by other young people. If bullying does occur, all young people should know that incidents will be dealt with promptly and effectively. For more details, please refer the LFES Anti- Bullying Policy.

- **TRAINING AND SUPPORT**

The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. The school will ensure that the Designated Child Protection Co-ordinator also undertakes training to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities. Support will be available for staff from the Vice Principal in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection. All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters will form part of staff induction

- **PROFESSIONAL CONFIDENTIALITY**

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil 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 Child Protection Coordinator and may require further investigation by appropriate authorities. 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.

- **RECORDS AND MONITORING**

Well-kept records are essential to good child protection practice. LFES must be clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over

to other agencies. 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 signed and will include the action taken. These file notes must be kept in a confidential file, which is separate from other files, and stored in the clinic. In the same way notes must be kept of any pupil who is being monitored for child protection reasons.

- **SUPPORTING PUPILS AT RISK**

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school, their behaviour may still be challenging and defiant or they may be withdrawn.

This school will endeavour to support pupils through:

1. The curriculum to encourage self-esteem and self-motivation.
2. The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
3. The implementation of the school's behaviour management policies.
4. A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but s/he is valued.
5. A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
6. The development and support of a responsive and knowledgeable staff trained to respond appropriately in child protection situations.
7. Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
8. 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.
9. This policy should be considered alongside other related policies in school. These are the policy for the teaching of PSD, the policy for the management of pupils' behaviour (including our policy on bullying) and our health and safety policy.

- **SAFE SCHOOL, SAFE STAFF**

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.

Only authorized agencies may investigate child abuse allegations. Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

Where allegations are made against a staff member, this should be immediately referred to the governing board who shall take appropriate actions.

If for any reason it is decided that a referral to an External referral is not appropriate, it will be necessary to address matters in accordance with the school's disciplinary procedures.

- **REPORTING AGAINST SCHOOL STAFF**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Phase Heads or directly to the Principal.

- **POLICY REVIEW**

The School Management is responsible for ensuring the annual review of this policy.