



## CHILD PROTECTION POLICY

Introduced	December 2015
Review 1	December 2018
Review 2	December 2021
Next Review	December 2024

### DEFINITION:

For the purpose of this policy, **The School** refers to Dunes International School and **students protection** is defined as all those measures, steps and actions that must be taken to avoid subjecting students while at School or outside it, during any School activities and during their transportation to any danger or harm, be it exploitation, violence, physical harm, sexual abuse, any verbal insult, moral threat or harm of any kind. It is every student's right to be in a safe school environment that is free of any form of abuse and that continuously offers care, support and protection to all students without discrimination.

### PURPOSE:

- To emphasize the protection of students as a core principle, which stems from the moral obligation, and to safeguard them from abuse or harm and to ensure their security and the welfare, as required pursuant to applicable laws in force in the UAE
- To have clear guidelines in preparing the comprehensive policy and procedures to:
  - Protect students and prevent the exploitation, bullying, physical and sexual abuse, insult or harm of any other kind which students may face and to identify those who may have suffered harm.
  - Promote students culture, social and mental growth to enable them to become strong, self-confident members of society.
  - To ensure all school staff, parents and children are aware of their rights and responsibility under federal law no 3 of 2016 on child right.
  - To make sure all staff are aware that they are authorized and expected to report any case of suspected abuse or neglect to the Child Protection Officer or Principal in their absence.

# Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121

Tel.: 0097125527527

School code : 90201 | Affiliation number : 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبية ٩, مصفح, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

### POLICY:

The School is responsible for the care and protection of students whilst they are in school's care, or travelling to and from the School using School-provided transportation means, and while moving between all activities organized by the School.

- The School takes all possible measures to protect students from any form of exploitation, abuse, oppression and insult and/or any other physical, sexual or emotional threat, danger or harm.
- The School's Principal accept *in loco parentis* (in the position of a parent/guardian) responsibility for all students whilst they are in the School's care, including travelling to and from the School using School-provided transportation means, and while moving between, waiting for, and taking part in all activities organized by the school.
- The School management ensures the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours.
- The School protects the confidentiality of students' personal data.
- The School protects the confidentiality of reports and investigations related to any kind of student abuse and communications when dealing with the Council and relevant government entities.
- The School follows reporting procedures in respect to any incident affecting the security of students within the School to parents/guardians, ADEK and other related government entities. The reporting procedure are mentioned under the heading reporting Of Incidents.
- The School provides counselling and School support services, enabling students to have access to a trusted professional counsellor, or a social worker, or someone in an equivalent position.
- The School ensures the provision of on-going First-aid training, and dissemination of knowledge regarding all health, safety and prevention matters so that all the staff knows what is expected of them and what to look out for with respect to the protection and safety of students.
- This policy is not only concerned with prevention, reporting and investigation of child protection concerns, it also promotes a safe and positive environment which is inclusive of the schools pastoral and care systems.
- The School recognizes that effective student protection is based on support and encouragement. The School places a sense of trust and confidence in the students, without fear of exploitation and abuse.





### Reporting of Incidents:

The School thoroughly investigate and report immediately to ADEK all incidents of abuse which students may face including exploitation, violence and/or any other physical harm, sexual abuse, or any emotional threat, or harm of any kind, all of which will be referred to as “abuse of students”.

- The School take immediate steps to safeguard all those involved, such as reporting incidents to the relevant official entities, taking into account other laws that may be related to the incident.
- The School immediately informs the PSQA Sector, Licensing and Accreditation Division, of the incident by telephone, and in writing within 24 hours of the incident.
- The School reports the incident immediately to concerned Parents/Guardians.
- The School immediately suspend any member of staff who is accused of an offence involving student abuse if the alleged staff abuse involves a crime according to the provisions of prevailing as per UAE Laws, article 112 of the Labour Law (including notifying the relevant authorities), until an investigation in this matter is completed and a decision is made concerning this, member of staff's fitness to continue to work at the School.
- The School carries out a formal investigation obtaining written statements from those involved.
- The School provides the PSQA Sector, Licensing and Accreditation Division, with a written report within 24 hours of the incident via the official email account.
- The School immediately terminates the employment of anyone found guilty by a competent authority of an offence of student abuse, in accordance with the provisions of United Arab Emirates Federal Law No. (8) of 1980 Labour Law and its amendments.

If any such incident is proven or suspected, it is the responsibility of the Principal of the school (or in the case of the abuse being carried out by the Principal, the Chair of Board of Trustees/School Owner) to comply with ADEK requirements, when handling cases of students' abuse. School conduct a thorough investigation, maintain clear and scrupulous communications and actions when dealing with relevant government entities such as the Health Authority – Abu Dhabi (“HAAD”), the social institutions and police departments. School keep relevant records and inform ADEK of such communications.

### Incidents of Severe Abuse outside of School:

If a case of severe abuse to a student outside of school, The School takes the matter seriously and follow up the case with the school counsellor/social worker. The School takes the necessary steps to protect the student, including by communicating with the parent/guardian to discuss the matter, or by forwarding the case to the relevant official entities in the UAE (social support institutions).The School prepares a detailed report concerning the incident and procedures



taken in this regard. School takes the necessary steps to protect the student. This report is kept in the student's folder. If the abuse is a crime, the School notify the relevant official entities.

When returning the child to the environment where the incidents of suspected abuse took place is not considered as an immediate or serious danger to the child health, the evidence is recorded by the School on a child protection form then reported to the Safety Officer or, in their absence, the Principal and School Counsellor for review. Cases which have not warranted further investigation during the time frame are closed. If further incidents occur in the future the cases are reopened. All reported incidents relating to the same case are recorded in a case timeline log.

### Procedures:

All action are taken in line with the following guidance.

- Staff is kept informed about child protection responsibilities and procedures through induction, briefings and awareness trainings. The school aims for supervision at all times.
- 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 reports it immediately to the Principal, Safety Officer, Supervisors, Counsellor and Social Worker.
- A detailed report concerning the incident and procedures taken in this regard. This report is kept in the student's folder. If the abuse is a crime, the School reports the relevant official entities.
- In the absence of either of the above, the matter is brought to the attention of the senior teacher of staff.
- Principal investigate and report immediately to ADEK all incidents of abuse.
- The school undertakes 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 is taken.

**Any member of staff concerned about a child essentially informs Principal/Supervisors /Safety Officer/Counsellor/Social Worker immediately.**

- The member of staff records information regarding the concerns on the same day. It is ensured recording is clear, precise and factual account of the observations.
- The Teacher /Supervisor refers it to the Counsellor/Social Worker.
- The teacher ensures that a written report of the concerns is sent within 48 hours to the Principal/Safety Officer/Supervisors.



### When to be concerned

Staff should be concerned if a pupil:

- Has any injury which is not typical of the bumps and scrapes normally associated with children's activities.
- Regularly has unexplained injuries.
- Frequently have 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 pupil discloses that he or she has been abused in some way, the member of staff:

- Listens to what is being said without displaying shock or disbelief;
- Accepts what is being said;
- Allows the child to talk freely;
- Reassures the child, but not make promises which might not be possible to keep;
- Not promise confidentially, as it might be necessary to refer the case to the Safety officer;
- Reassures the pupil that what has happened is not their fault;
- Stress that it was the right thing to tell;
- Listens, rather than ask direct questions;
- Asks open questions rather than leading questions;
- Not criticize the perpetrator;
- Explains what has to be done next and who has to be told.

### Recording disclosure

When a pupil has made a disclosure, the member of staff will:

- Makes some brief notes as soon as possible after the conversation;
- Does not destroy the original notes in case they are needed by a court;
- Records the date, time, place and any noticeable non-verbal behavior and the words used by the child;
- Draws a diagram to indicate the position of any bruising or other injury;
- Records statements and observations, rather than interpretations or assumptions.



## Confidentiality

Case reports and student data are strictly confidential. The identities of the student subject to alleged abuse or neglect, the alleged perpetrator, and the person reporting the alleged case are kept confidential by all parties involved in the case. The data are shared only with authorized individuals from the ADEK Division in charge of child protection and the Ministry of Interior – Child Protection Center and Social Support Center authorized staff.

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

- Treats information they receive about pupils in a discreet and confidential manner.
- If in any doubt about sharing information they hold or which has been requested of them, seek advice from the Principal.
- Is cautious when passing information to others about a pupil.

## Suspected Child Abuse by a Teacher

The following action by the School authorities is to be taken in case of suspected child abuse by a teacher:

- Immediate suspension of any member of staff who is accused of an offence involving student abuse. If the alleged staff abuse involves a crime according to the provisions of prevailing UAE Laws, as per article 112 of the Labour Law (including notifying the relevant authorities), until an investigation in this matter is completed and a decision is made concerning this member of staff's fitness to continue to work at the School. Immediate termination of the employment of anyone found guilty by a competent authority of an offence of student abuse, in accordance with the provisions of United Arab Emirates Federal Law No. (8) of 1980 Labour Law and its amendments.
- Anyone who fails to comply with this policy is subjected to legal accountability and the penalties stipulated in accordance with the ADEK regulations.

## ROLES AND RESPONSIBILITIES

### Principal:

- Comply with the provisions of this policy.
- Ensures that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all school staff and leaders.
- Ensures the supervision of students at all times while in school's care.
- Ensures that there is priority emphasis within the school on the protection of





the students and for taking immediate actions when there is suspicion of cases of student abuse or neglect.

- Ensures that students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment.
- Ensures that staff and others can safely report their concerns about the potential exposure of any student to abuse and/or neglect without fear of retribution or punishment.
- Gain views from students and parents regarding security and protection within school.
- Immediately reports any case of potential abuse and/or neglect of students as stated by this policy.
- Ensures that all staff and administrators targeted for student protection training, fully attend and participate in all training sessions.
- Conducts orientation sessions for parents/guardians upon student registration or enrollment and at the start of every school year promotes this policy and informs them of their roles and responsibilities, and their rights and duties.
- Maintains students' records in compliance with Student Records policy, and ensures confidentiality of open and closed cases.
- Immediately suspend any staff member who is suspected of an offence involving student abuse and/or neglect on a temporary basis until the suspicion is adjudicated.

### All School Staff:

- Reports a suspected case of abuse and/or neglect upon immediate discovery
- Supervise students at all times while in school's care.
- Understand this policy to address suspected or alleged student abuse or neglect cases.
- Attends and participate in mandated student protection training.

### Parents/Legal Guardians:

- Cooperates with the school administration and staff, and answer all inquiries related to the student's behavior, academic performance and respond to their feedback and guidance.
- Attends all scheduled school parent meetings.
- Communicates any concerns, observations, or changes in their child's behavior to the school administration or to the concerned school staff.

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### Key Contacts within the School (Child Protection):

- Principal
- Safety Officer
- Section Supervisors

### Alternative Referrals

When members of the school have **URGENT** and **IMMEDIATE** concerns for the safety and The School fare of a child or young person during school hours they make an immediate referral to a member of the **Child Protection Team**.

### Child Protection Team consist of:

- Principal
- Supervisors
- Safety Officer
- Counsellor
- Social worker

### Amendments:

Review 1	No Change
Review 2	No Change

Principal Mr. Paramjit Ahluwalia	
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