



# DUBAI GEM PRIVATE SCHOOL

**STRIVE FOR EXCELLENCE**

## **Safeguarding and Child Protection Policy**



# SAFEGUARDING & CHILD PROTECTION POLICY FOR DUBAI GEM PRIVATE SCHOOL

## 1. INTRODUCTION

We at Dubai Gem Private School recognise our responsibility to safeguard children and young people and to promote a safe and supportive environment for all our members.

We strongly believe that all members of our school community have the right to protection; regardless of age, gender, ethnicity, beliefs or disability. All our members need to be free from harm, both physically and emotionally, in order to lead a positive and fulfilling life. We address our commitment to the above fact through Prevention, Protection and Reporting.

The school is committed to safeguarding and promoting the welfare of children and young people and ensuring all staff, students, parents, visitors and members of the wider community share this commitment. We recognise that everyone who comes into contact with children and their families has a role to play in safeguarding children.

## 2. PURPOSE

**2.1** An effective whole-school Safeguarding and Child Protection Policy provides a clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

**"Nothing is more important than children's welfare. Children who need help and protection deserve high quality and effective support as soon as a need is identified."**

**2.2** The three main elements to our policy:

- a) **Prevention** through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils.
- b) **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) **Reporting** of students who may have been abused.

**2.3** This policy applies to all students, staff, governors, volunteers, and visitors to Dubai Gem Private School.

**2.4** This school recognises it is an agent of referral and not of investigation.

## 3. SCHOOL POLICY

We recognise that for our students, high self-esteem, confidence, supportive friends, and clear lines of communication with a trusted adult help to prevent abuse.

Dubai Gem will therefore:

- a) Establish and maintain an environment where students feel safe and secure and are encouraged to talk and are listened to.
- b) Ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty.
- c) Include in the curriculum, activities and opportunities for Moral Education and PSHE/SEL lessons and specific themes-based activities conducted by the Counsellors, which equip students with the skills they need to stay safe from abuse. School Enrichment Days/weeks and assemblies are the key means of delivery currently.
- d) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from outside agencies.

#### **4. FRAMEWORK and DUBAI CONTEXT**

**4.1** Child protection is the responsibility of all adults and especially those working with children. The development of appropriate school procedures and the monitoring of good practice are the responsibilities of the Designated Safeguarding Lead and the Safeguarding team.

**4.2** The safeguarding policy and practices are formulated in line with the most recent child protection legislation in the UAE and the UK. (UAE - Federal Law No. 3 of 2016 pertaining to the Rights of the Child -often referred to as Wadeema's Law, DfE statutory guidance 'Keeping Children Safe in Education', September 2022).

**4.3** In November 2012, the UAE Cabinet approved "Wadeema's Law" to "protect children in the UAE. The law includes creating special units that intervene when children are at risk and stresses that all children have rights regardless of religion and nationality." The Dubai Strategic Plan 2015 calls for the provision of "proper social services to meet the requirements of the local community.

#### **4.4 Key contacts within the local area**

The Child Protection Section within the Community Development Authority (CDA) to be contacted for help and support with the assurance of absolute confidentiality.

Contact Number: 800-988

Website: [www.cda.gov.ae](http://www.cda.gov.ae)

Al Ameen Services

Contact Number: 800-4-888

24 hrs Help Line: 800111 Children's rights

The UAE Council for digital wellbeing

Digital Wellbeing support helpline - 80091

## **5. ROLES AND RESPONSIBILITIES**

**5.1** All adults working with or on behalf of children have a responsibility to protect and safeguard them. There are, however, key people within the school who have specific responsibilities under safeguarding & child protection procedures.

**5.2** It is the responsibility of the Designated Safeguarding Lead(s) to ensure that all the child protection procedures are followed within the school, and to make appropriate, timely referrals if practicable. Additionally, it is the role of the Designated Safeguarding Lead to ensure 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.

**5.3** The main responsibilities of the DSL are:

In addition to the role and responsibilities of all staff the DSL will:

- Ensure the safeguarding policies and procedures are reviewed and updated together with the Governor and the Principal and are known, understood, and followed appropriately by all members of the school community.
- Work with the senior leadership team to ensure safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.
- Be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of safeguarding, child protection and the welfare of children.
- Act upon all suspicion, belief and evidence of abuse reported to them and decide with the Safeguarding Team what action should be taken.
- Ensure that the Principal is kept informed of any safeguarding and child protection concerns.
- Ensure accurate child protection and safeguarding records are maintained, updated, kept in a secure place, and are dealt with sensitively and confidentially

**5.4** The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes. As part of the school's recruitment and vetting process. A Police Clearance Certificate will be sought from all staff that have substantial unsupervised access to children.

**5.5** The role of the Nominated Governor for Safeguarding is to ensure that the school has an effective policy, that the Guidelines are complied with and to support the school in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

**5.6** The Designated Safeguarding Lead(s) (DSL) and the Principal provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and other relevant issues.

<b>Safeguarding and Child Protection Team</b>	
Role	Name
<b>Safeguarding Governor</b>	Mr. Kevin Bensusan
<b>Principal</b>	Ms. Humera Ibrahim
<b>Designated Safeguarding Lead (L3)</b>	Ms. Bhawna Goel
<b>Designated Safeguarding Lead (L3)</b>	Ms. Samina Rizvi
<b>Designated Safeguarding Lead (L3)</b>	Ms. Charlotte Dias
<b>Designated Safeguarding Lead (L3)</b>	Ms. Kiran Vasandani
<b>School Doctor</b>	Dr. Gehan Sabry
<b>Head of Inclusion</b>	Ms. Bhuvana Ramakrishnan

## **6. PROCEDURES**

**6.1** Staff are kept informed about child protection responsibilities and procedures through briefings and awareness training.

**6.2** 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. In the absence of the above, the matter should be brought to the attention of the most senior member of staff.

**6.3** The Designated Safeguarding Lead will immediately refer cases of suspected abuse or allegations in accordance with the procedures outlined within this policy.

**6.4** 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. On this occasion advice will be taken from relevant government agencies.

**6.5** Parents can obtain a copy of the school safeguarding and child protection policy on the Dubai Gem Private School website.

## **7. TRAINING AND SUPPORT**

**7.1** The Principal and all other staff who work with children will undertake appropriate safeguarding and child protection awareness training to equip them to carry out their responsibilities effectively and are up to date with any changes.

**7.2** The school will ensure that the Designated Safeguarding Leads also undertake training and refresher training at an Advanced Level on a regular basis to keep knowledge and skills up to date.

## **8. PROFESSIONAL CONFIDENTIALITY**

**8.1** 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.

**8.2** 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 confidential.

## **9. RECORDS AND MONITORING**

**9.1** Well-kept records are essential to good safeguarding and child protection practice. The school is clear about the need to record any concern held about a child or children within the school. All safeguarding concerns are reported through a safeguarding reporting form and sent directly to Designated Safeguarding Lead (s). 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. These records will be stored in the confidential file, by the DSL.

## **10. SUPPORTING STUDENTS AT RISK**

**10.1** The 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.

**DGPS** will endeavour to support students through:

- a) A curriculum to encourage self-esteem and self-motivation.
- b) A school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- c) The implementation of the school’s Behaviour Policy.
- d) A consistent approach agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable, but she/he is valued.
- e) Regular liaison with other professionals and agencies who support any student and their families.
- f) A commitment to develop a productive, supportive relationship with parents, whenever it is in the child’s best interest to do so.
- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in safeguarding and child protection situations.
- h) 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.

i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse,

<b>Policy Details</b>	
Last review	September 2022
Next review	September 2023
Responsible Persons	Charlotte Dias Bhawna Goel Samina Rizvi Bhuvana Ramakrishnan Dr. Gehan

children may also be vulnerable and in need of support or protection.

**10.2** This policy should be considered alongside other related policies in school. Curriculum for the teaching of Moral Education and PSHE, Counsellor Guidance, SEL (Social Emotional learning), the policy for the management of students' behaviour, including the DGPS anti-bullying, cyberbullying and the health and safety policy.

## **11. 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 authorised agencies may investigate child abuse allegations (currently, in Dubai this would mean the Police only).

## **12. WHISTLEBLOWING**

**12.1** We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so. 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 duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to a member of the School's Senior Leadership Team. If a member of staff has concerns about the conduct of a member of the Senior 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 the school Safeguarding Governor or the directors.

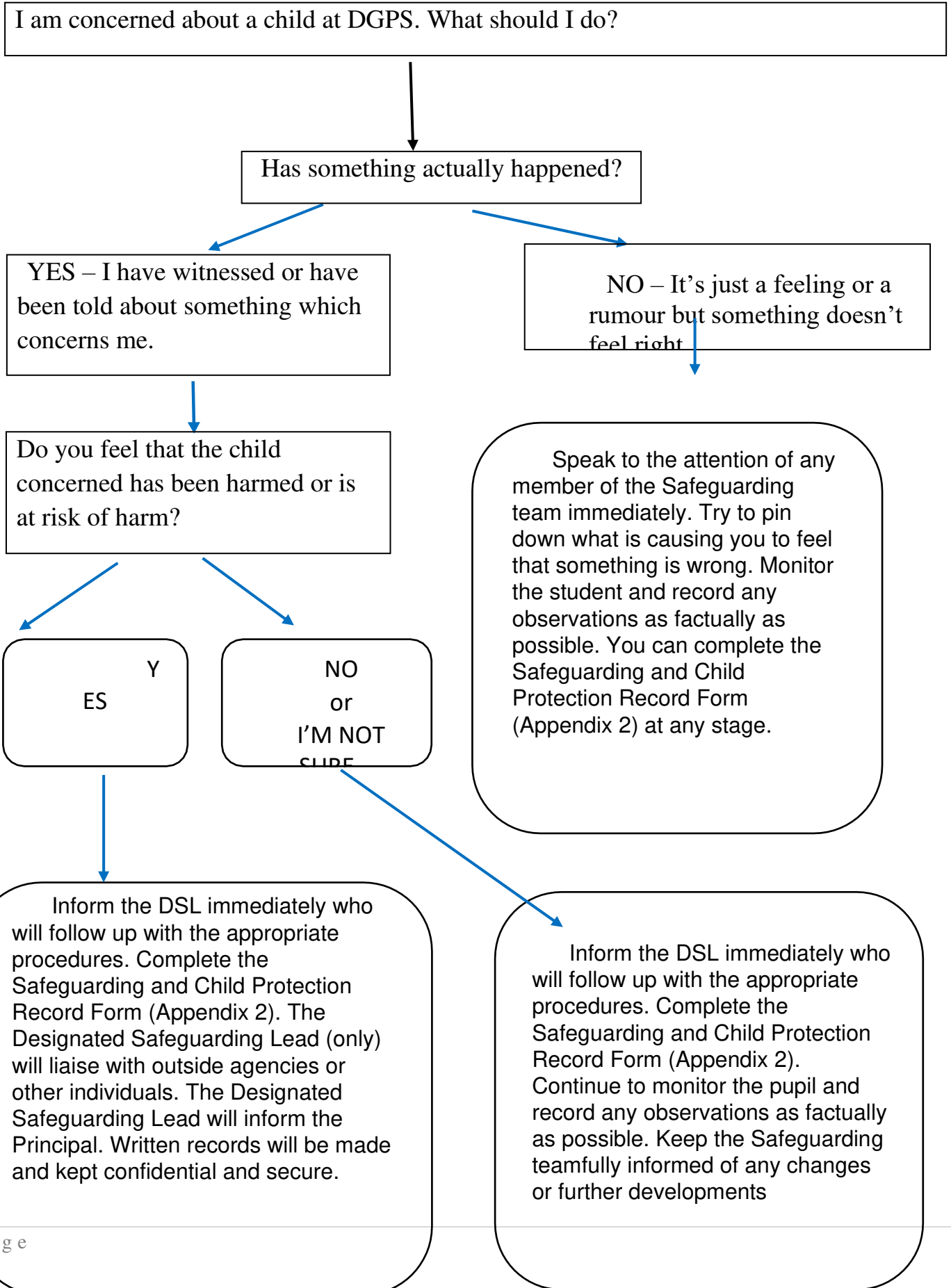
## **13. POLICY REVIEW**

The Designated Safeguarding team, or in their absence a member of the School's Senior Leadership Team is responsible for ensuring the annual review of this policy and for ensuring that the list of key contacts is kept up to date.

Reviewed: September 2022

## Appendix 1

How a member of staff should respond to a safeguarding/child protection concern





Appendix 2



**Dubai Gem Private School**

**Safeguarding and Child Protection Record Form**

<b>Date of record:</b>			
<b>Date/Time of incident:</b>		<b>Location:</b>	

<b>Name of referrer:</b>		<b>Role of referrer:</b>	
<b>Student name:</b>		<b>Year Group/Section:</b>	

<p><b>Please share your report in this box using the child's language. Send completed report to DSL:</b></p>	
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<b>Signed:</b>	
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<b>Action taken: (To be filled in by the DSL)</b>	
<b>Other notes/ information/ concerns:</b>	
<b>Designated Safeguarding Lead Name/Signature</b>	