

## SAFEGUARDING POLICY 2021/2022

**AIM:** (final result we are aiming to achieve):

This policy aims to make 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

There are three main elements to our child protection policy;

**Prevention** through the creation of a positive school atmosphere and the teaching, and pastoral support offered to students. Our school will establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to. We will include safeguarding themes and activities in the pastoral curriculum which equip students with the skills they need to recognise abuse and stay safe from abuse.

**Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns. Students will know that there are adults within the school who they can approach if they are worried or are in difficulty.

**Support** to students who have undergone any kind of physical or mental trauma. We will ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from outside agencies. **The College recognises it is an agent of referral and not of investigation.**

**RATIONALE:** (The reason for which this policy has been written)

Safeguarding and Child protection are 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 (DSL). The English College, Dubai takes seriously its responsibility to protect and safeguard

the welfare of children and young people in its care. It is recognised that College staff are particularly important in the safeguarding and child protection process as they have regular contact with the students in their care. They are in a position to:

- notice early signs that could indicate safeguarding or child protection concerns,
- report any attitudes or behaviour that could indicate safeguarding or child protection concerns,
- help and support students in order to attempt to prevent an escalation of events.

## **DUBAI CONTEXT**

In Dubai and the United Arab Emirates there is currently no Social Care Services. Following cases which caused concern in the Emirati community, Sheikh Mohammed, the Ruler of Dubai, supported the drafting of a Federal law on child protection "to ensure a secure and stable future for children in the U.A.E."

In April 2012, it was reported that Dubai had "embraced a new policy to protect children against all forms of violence, abuse, exploitation and neglect and offer support and care for those in need." The policy "aims to provide protection to Emirati and expatriate children under the age 18 who live permanently or temporarily in Dubai." The Dubai Strategic Plan 2015 calls for the provision of "proper social services to meet the requirements of the local community."

In November 2012, the UAE Cabinet approved Article 42 "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." Article 44 of the law protects the identity of informants, witnesses and involved parties, unless given consent.

In April 2020, the UAE Cabinet announced a 24 hour hotline number for community members to report cases of neglect, abuse and violence against children through the Community Development Authority. Hotline = 800988

There are several agencies that can support a safeguarding referral. These include the Ministry of Interior, The Ministry of Education and the Community Development Authority. Professional counsellors, consultants, psychologists could also be considered. It is the role of The English College, Dubai, to ensure that any signs that could indicate safeguarding or child protection concerns are identified, reported and dealt with swiftly and sensitively.

**GUIDELINES:** (The principles/instructions/steps of the policy)

**DESIGNATED SAFEGUARDING LEAD**

NAME: Ms Emily Hopkinson

CONTACT NUMBER: 04 3943465 ext: 623

**Safeguarding Officers**

Holly Fitzgibbon, Daryl Sims, Nicola Hamer, David Wilcock.

**NOMINATED GOVERNOR FOR SAFEGUARDING**

NAME: Mark Ford (Principal)

**ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to protect and safeguard them. This is reflected in the termly Safeguarding Training delivered to all staff who work at EC. There are, however, key people within the school who have specific responsibilities under safeguarding and child protection procedures. The names of those carrying out these responsibilities for the current year are listed above.

**It is the role of all members of staff at The English College to :**

- Be vigilant for any signs that could indicate safeguarding or child protection concerns;
- Report any attitudes or behaviours that could indicate safeguarding or child protection concerns;
- Support the College's effort to safeguard all members of the school community.

**It is the role of the Designated Safeguarding Lead (DSL) to:**

- Ensure the protection and welfare of all EC students is paramount;
- Understand the key legislation and guidance that determines our Safeguarding Policy;
- To be the first point of contact;
- Provide advice, guidance and signposting for staff, parents and most importantly, children and young people;
- Provide support for staff to carry out their safeguarding duties;
- To create and promote professional networks and partnerships;
- Ensure that all of the child protection procedures are followed within the school;
- To make appropriate, timely referrals to the appropriate external agencies or the police if necessary

If for any reason the Designated Safeguarding Lead is unavailable, the Safeguarding Officers who have been identified will act in their absence. 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.

**It is the role of the Safeguarding Officers (SO's) to:**

- Ensure the protection and welfare of all EC students is paramount;
- Understand the key legislation and guidance that determines our Safeguarding Policy;
- To support the DSL in providing advice, guidance and signposting for staff, parents and most importantly, children and young people;
- Provide support for staff to carry out their safeguarding duties and conduct annual training for all staff;
- To support the DSL in creating and promoting professional networks and partnerships;
- To support the DSL in ensuring that child protection procedures are followed within the school;
- To support the DSL in making appropriate, timely referrals if practicable.

The Governing Body and school leadership team are responsible for ensuring that the school follows safer recruitment processes explained in the safer recruitment policy.

The role of the Nominated Governor for Safeguarding and Child Protection 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.

The 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 governors, statistics around cases and other relevant issues.

**PROCEDURES**

All action is taken in line with the following guidance;

a) Local Safeguarding Guidelines and Local Child Protection Procedures when they become available. A copy of these documents will be held by the DSL and published annually to all staff and upon arrival for new staff.

b) *"What To Do If You're Worried A Child Is Being Abused"* (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellor's Department) - see Information for Professionals / National Guidance and Legislation

c) DfE (KCSIE) - - Keeping children Safe in Education 2020  
Statutory guidance for schools and colleges – (2021)

d) Section 11 of The Children's Act (2004)

e) The United Nations Convention on the Rights of a Child.

f) EC Digital Safeguarding Policy

### **UAE specific**

f) Federal National Council-Child Rights Law ('Wadeema's Law' )  
April 2016-Federal Law No 3 of 2016 on children's rights passed (Reporting cases of child abuse or negligence is mandatory for all members of the community).

### **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, that is kept up to date by refresher training annually for all staff, with DSL and SO's renewing their Safeguarding Level 3 every three years.

The school will ensure that the DSL also undertakes training and refresher training at more regular intervals 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.

All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the EC Code of Professional Practice. All staff have free access to Educare Safeguarding and Child Protection training as well as the annual staff training.

Staff are kept informed about child protection responsibilities and procedures through induction, briefings and termly awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However, all members of staff will undergo the same basic safeguarding training and will read and sign the safeguarding policy.

### **DISCLOSURES**

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 safeguarding team. In some cases, it is also advisable to make the disclosure in person to the DSL or in their absence, any one of the Safeguarding Officers. In the absence of either of the above, the matter should be brought to the attention of the Principal.

The DSL or their officers will act on any disclosures made in accordance with the procedures outlined within this policy. This will almost always involve speaking to the student first. All actions will be discussed by at least two members of the safeguarding team and a way forward agreed. The specific actions taken will depend on the case.

The school will always endeavour to share safeguarding or child protection concerns with their 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 taken from a relevant organisation that deals in the student's particular case.

## **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 safeguarding and 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 safeguarding or child protection concern this must be reported to the DSL 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**

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. Basic details, such as the date of birth of the child could also be important later on and therefore staff must be as thorough as possible (although this information can be obtained through iSAMS later).

The safeguarding team will discuss case loads and actions in their fortnightly safeguarding meeting.

## **MAKING REFERRALS**

The school recognises its responsibility under Article 42 of Federal Law number 3, that *"Every person shall notify the child protection specialist or child protection units in case of anything that threatens the child's physical, psychological, moral or mental integrity or health. The notification shall be mandatory for the educators, physicians, social specialists or others entrusted with the protection, care or education of the child."*

The DSL or safeguarding officers will refer any safeguarding or child protection concerns that threaten the student's physical, psychological, moral or mental integrity or health to the relevant authorities. This will be determined by the type of concern, but can be referred to the

Ministry of Education, the Ministry of Interior or the Community Development Authority. Referrals can also be made directly to the police.

Community Development authority - CDA <a href="http://cda.gov.ae">Child Protection (cda.gov.ae)</a>	800988	
MoE's child protection unit <a href="http://moe.gov.ae">Child Protection Unit (moe.gov.ae)</a>	04-217666	<a href="mailto:CPU@moe.gov.ae">CPU@moe.gov.ae</a>
Ministry of Interior <a href="http://www.moi-cpc.gov.ae">www.moi-cpc.gov.ae</a>	116111	<a href="mailto:childprotection@moi-cpc.gov.ae">childprotection@moi-cpc.gov.ae</a>
Dubai Women's foundation - CDA <a href="http://dfwac.ae">Dubai Foundation For Women &amp; Children   Building Strong Bonds For Life (dfwac.ae)</a>	800111	
Dubai police <a href="http://dubai-police.ae">Dubai Police - Home</a>	999 - emergency 8004888 - non emergency	

## ATTENDANCE AT SAFEGUARDING & CHILD PROTECTION CONFERENCES

It is the responsibility of the DSL to ensure that the school is represented or a report is submitted to any child protection conference called for children on their school roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to make decisions on registration at the end of the conference.

When a child is subject to a safeguarding or child protection concern at The English College, it is the safeguarding team's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

## 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:

- a) The curriculum to encourage self-esteem and self-motivation.
- b) The school ethos and values 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 management policies.
- d) A consistent approach agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable but s/he is valued.
- e) Regular liaison with other professionals and agencies who support the pupils and their families.
- f) A commitment to develop productive, supportive relationships 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 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, children may also be vulnerable and in need of support or protection.
- j) Maintaining a watchlist of students who have issues related to safeguarding so that staff can be aware of them and meet their needs.

This policy should be considered alongside other related policies in school. These are the Digital Safeguarding Policy and the Positive Behaviour Policy for the management of pupils' behaviour, including our policy on Anti-Bullying policy and Bereavement 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 authorised 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. **The College recognises it is an agent of referral and not of investigation.**

If for any reason it is decided by the DSL that a referral is not appropriate, it will be necessary to address the complaint against a member of staff by the Safeguarding team in accordance with the school's complaints /disciplinary procedures. In the case of a complaint against an SLT member that is not referred, the Principal and the DSL will conduct an internal disciplinary meeting in line with the school's complaints/disciplinary procedures. Complaints Policy and Whistleblowing Policy.

## **USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where services or activities are provided separately by another body using the school premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

## **WHISTLEBLOWING**

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

All staff are expected to fully comply, at all times, with the EC's Code of Professional Practice and Whistleblowing Policy 2021.

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 Senior Leadership Team.

If a member of staff has concerns about the conduct of a member of the College's Senior Leadership Team they should contact the Principal.

If a member of staff has concerns about the conduct of the Principal they should contact the Nominated Governor for Safeguarding & Child Protection, Mark Ford, or the nominated parent governor.

## **APPENDICES** (Relevant links to other policies or documents)

### EC Policies

- Digital Safeguarding Policy
- EC Code of Professional Practice
- Complaints Policy
- Whistleblowing Policy 2021
- Digital Safeguarding Policy
- Positive Behaviour policy
- Anti-Bullying policy
- Bereavement Policy
- Safer recruitment Policy

### Legislation and advisory documents

- What To Do If You're Worried A Child Is Being Abused
- Keeping children Safe in Education 2020
- The Children's Act (2004)
- The United Nations Convention on the Rights of a Child.
- Federal National Council-Child Rights Law ('Wadeema's Law')
- Safeguarding at EC 2021 document

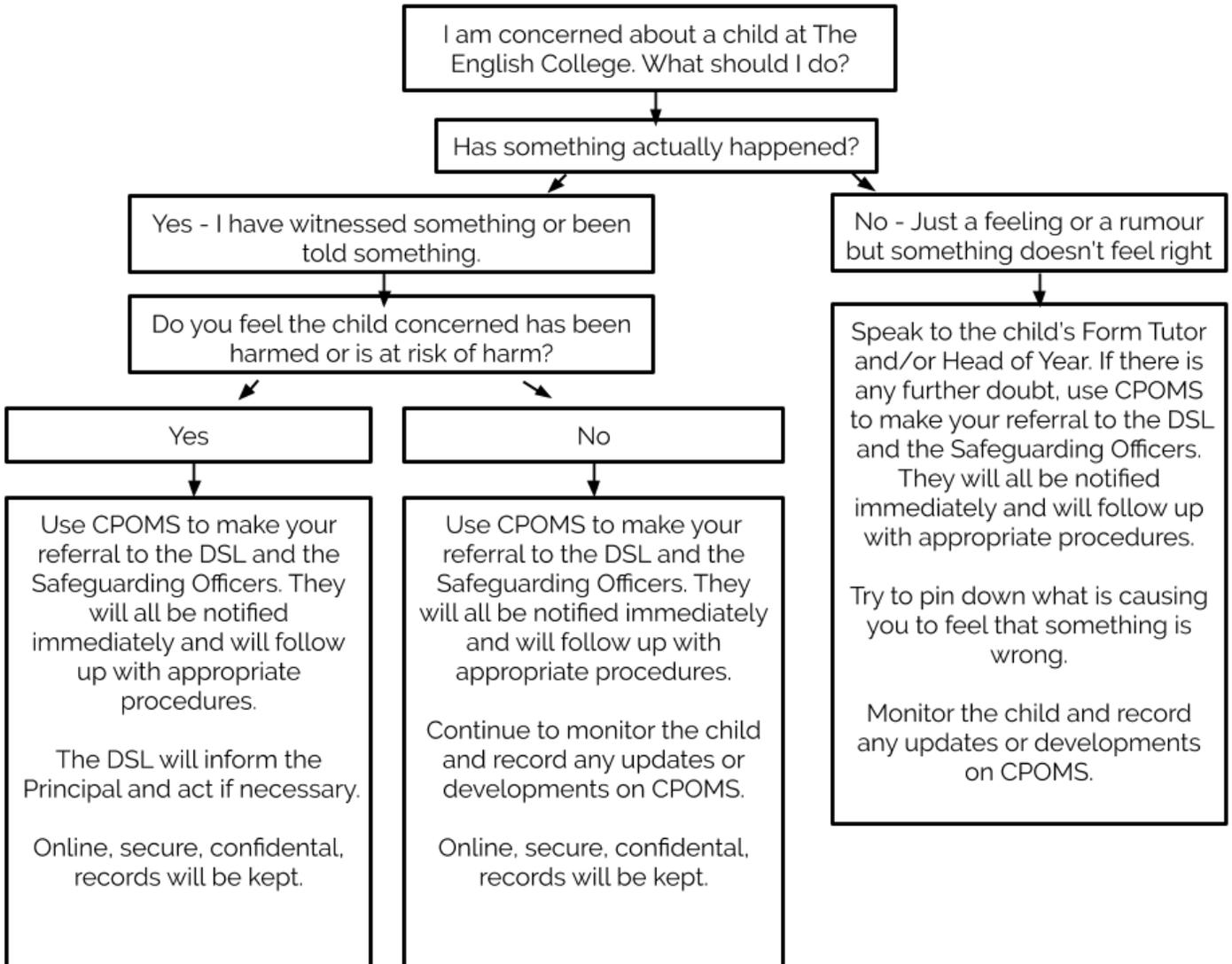
**POLICY REVIEW HISTORY:**

This policy will be monitored, evaluated and reviewed by the Senior Leadership Team, approved by the Principal

<b>Historical Record</b>				
Revision No.	Date	Brief Description of Change	Approved by	Next Review:
0	10/3/2021	New policy	SLT	7/7/2022



**APPENDIX 1:** How a member of staff should respond to a child protection concern



<https://englishcollege.cpoms.net>