



# **Aspen Heights British School**

## **Safeguarding/ Child Protection Policy**

**August 2023- to be reviewed August 2024**

## Child Protection Policy

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### Purpose

Aspen Heights British School fully recognises its responsibility to safeguard and promote the welfare of children, whilst in the school's care, whilst on school visits, and when travelling to and from school. The purpose of this policy is to provide staff and employees with the guidance they need in order to keep children safe and secure in our schools and to inform parents and guardians how we will safeguard their children whilst they are in our care.

### Context

We recognise that children have a right to feel secure and cannot learn effectively unless they do so. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect; emotional, physical or sexual abuse or a combination of such types of abuse. All children have a right to be protected from abuse. Whilst the schools will work openly with parents as far as possible, the school reserves the right to contact the police, without notifying parents if this is in the child's best interests. AHBS commits to taking all possible measures to protect students from any form of exploitation.

### Aims

These procedures apply to all staff and employees working within Aspen Heights British School. The aim of our procedure is to prevent children from being abused, and to safeguard and promote the welfare of pupils at this school in the following ways:

- Raise awareness of child protection and safeguarding roles and responsibilities with staff and volunteers
- Develop, implement and review procedures in our school that enable all staff and volunteers to identify and report cases, or suspected cases, of abuse or neglect
- Support pupils who have been abused in accordance with an agreed child protection plan
- Support children with additional needs
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children
- Establish a safe environment in which children can learn and develop. This includes effective supervision of students 45 minutes before the start of the school day and up to 90 minutes after the end of the school day.
- Ensure that allegations or concerns against staff are dealt with in accordance with ministry of education policies and procedures in collaboration with the police.

## Principal/Board Responsibilities

The Principal and board of Aspen Heights British School recognises their responsibility to safeguard children. The Principal acts in *loco parentis* for all children in the school's care, and whilst travelling to and from school. They will do this by ensuring safeguarding procedures can be followed within the learning environment. The school will therefore:

- Ensure school principals receive child protection training through the Ministry of Interior (MOI) or approved provider to ensure the safeguarding and protection of children is at the centre of their organisational and corporate philosophy
- Provide adequate funding for new Principals or Child Protection Liaison Officers (CPLO) to attend and receive child protection training.
- Ensure facilities support child protection by facilitating access to separate changing rooms and toilets for males and females, but also for younger and older students when a primary and secondary campus are located on the same site
- At all times, comply with Abu Dhabi Education Council (ADEK) requirements for safeguarding equipment (CCTV), supervision and policy.
- Supervision of students is compliant with the time scales identified in Policy 3- Article 5 of the organising regulation.
- Ensure the provision of first aid training and dissemination of knowledge regarding all health, safety and prevention matters so that the whole school know their roles and responsibilities.

## Whole Staff Responsibilities

Aspen Heights British School recognises that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The schools will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Ensure children know that there are adults in the school whom they can approach if they are worried about any problems
- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse
- Follow the procedures set out by the Ministry of Education and take account of guidance issued by the Ministry of Interior
- Treat all disclosures with the strictest confidence. All students personal data is confidential.
- Ensure that parents have an understanding of the responsibility placed on the school and its staff for child protection by setting out its obligations in an annual school report and that parents are offered a copy of this policy on request
- Notify the Ministry of Interior Child Protection Centre of any cases of alleged or suspected child abuse whilst maintaining pupil confidentiality.
- Inform parents of any concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk

- Notify the school social worker or Child Protection Liaison Officer if there is an unexplained absence of more than two days
- Develop effective links with local police and with the MOI Child Protection Centre.
- Liaise with other agencies that support pupils
- Ensure that there is a senior designated person/Child Protection Liaison Officer (CPLO), and deputy Child Protection Liaison Officer (DCPLO) appointed, wherever possible this should be someone who holds a current pastoral role in the school
- Ensure that all records pertaining to CP concerns are treated with the highest level of confidentiality and maintained in a secure location.
- Notify the school social worker of any severe abuse to a student outside of school and forward to the relevant official entities and communicate with parents.

### **Principal, Child Protection Liaison Officer and Deputy CPLO Responsibilities**

They will:

- Ensure that the school Principal and staff are fully aware of and understand their responsibilities and obligations under this policy
- Ensure they have received appropriate training and attend training every 2 years
- Ensure every member of staff and volunteers knows the name of the designated person CPLO, their role and how to contact them.
- Ensure CPLO & Deputy CPLO are clearly named and contact details provided in school CP policies and communications within the school
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility of referring any concerns to the designated person CPLO
- Ensure that whole school training occurs annually so that every member of staff and volunteers can fulfil their child protection responsibilities effectively and to comply with the requirements of the Ministry of Education (training every 3 years at a minimum)
- Keep written records of child protection concerns that are kept securely and separately from the main pupil file and use these records to assess the likelihood of risk
- Ensure that copies of child protection records and/or records of concern are transferred accordingly (separate from pupil files) when a child leaves the school
- Ensure that where a pupil leaves the school, their information is transferred to their new school immediately
- Ensure that where external companies provide services, that staff (e.g. music services, bus drivers/monitors) provide evidence of having received child protection training – or access it through the school.
- Ensure that ancillary teams (e.g. cleaners, maintenance, security; canteen staff) provide evidence of having received child protection training – or access it through the school
- For staff that experience a disclosure, ensure they receive any necessary debriefing or counselling support
- Communication to ADEK instances of CP concern – reporting via the Hotline 11611 and via <https://www.ADEK.ac.ae/arpages/childabusereportingabu-shabiedusector.aspx>

## **Responsibilities of Adults within the School Communities**

- All Adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child may be in an abusive situation they should record their concern and report them to the CPLO as soon as practical
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy
- If the disclosure is an allegation against a member of staff, they will follow the allegations procedures attached to this policy.

## **Aspen Heights British School Will Educate and Encourage Pupils to Keep Safe by;**

- The content of the curriculum
- A School ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- A 'Rights, Respect and Responsibility' Agenda
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Our policy is informed by:

### **United Nations Convention on the Rights of the Child (1989)**

This is an international agreement setting out the minimum standard for protecting children's rights. It was incorporated into the law in the Children Act 1989. The convention refers to all children up to the age of 18 years. In relation to safeguarding children, it states that:

- The best interest of the child should be primary consideration when action is taken concerning them
- Children are to be protected from all forms of discrimination
- Every child has the inherent right to life, survival and development
- Children should not be punished cruelly or in a way that belittles them
- Children have the right to be protected from all forms of abuse and neglect and be given proper care by those looking after them
- Children who are victims of abuse are entitled to the care and treatment needed to recover from the effects of their mistreatment.

### **United Arab Emirates Federal Penal Code (3) of 1987**

In relation to child abuse and neglect the above states that, "a person who fails to report a criminal offense is liable to prosecution".

Additional details are provided in the following articles from penal code (3) of 1987:

Physical Abuse:336, 337, 338, 339, 340, 341, 342 & 343.

Sexual Abuse: 354, 356, 358, 363, 364 & 362

Emotional Abuse: 351, 352, 372, 373 & 374

Neglect: 348, 349 & 350.

## **ADEK Child Protection Circular October 2016 and Unified Child Protection Policy 2016**

### **Annual Review Form**

Aspen Heights British School will review Child Protection Policies annually.

Date Approved by EMT: July 2023

Date Reviewed by EMT: July 2023

Next review date: July 2024

Date of CPLO Training/Refresher: September 2024

Date of Whole School Training: August 2023

## **CHILD PROTECTION PROCEDURES & GUIDANCE**

### **Child Protection Procedures**

The prime concern at all stages must be the interests and safety of the child. Where is a conflict of interest between the child and parent, the interests of the child must be paramount?

These procedures should be read in conjunction with the flow chart (Annex 2).

### **Suspected Abuse**

**If a member of staff suspects abuses e.g. through physical injury etc. they must:**

1. Record their concerns - on 'My Concern'

<https://login.thesafeguardingcompany.com/Identity/Account/Login?ReturnUrl=%2F>

2. Report it to the CPLO/Principal immediately
3. Consider if there is a requirement for immediate medical intervention and if so assistance must be called for.
4. Make an accurate record (which may be used in subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions they were involved in
  - Any injuries
  - Explanations given by the child/adult
  - What action was taken

- All these prompts will be on My concern

The records must be signed and dated by the author. Note that it is not appropriate to take photographs as evidence of injury – record on a body map if necessary.

## Reported Abuse

**Following a report of concerns from a member of staff, the Principal/CPLO must:**

1. Decide whether or not there are sufficient grounds for suspecting child abuse. In which case, a referral must be made to the MOI Child Protection Centre via Telephone: 116111 or 0971 (0) 2 3333 999 and make a clear statement of:
  - The known facts
  - Any suspicions or allegations
  - Whether or not there has been any contact with the child’s family.

If the CPLO feels unsure about whether a referral is necessary, they can phone MOI Child Protection Centre to discuss concerns and obtain advice. To do so will not constitute a child abuse referral, however they may help to clarify a situation.

ADEK must also be contacted immediately about any confirmed cases and informed that a report has been made to MOI, via the hotline 116111 or 0971 (0)2 3333 999 and via <https://www.ADEK.ac.ae/arpages/childabusereportingabu-shabiedusector.aspx>

2. If there is no clear risk of harm, the CPLO will either actively monitor the situation or seek advice from the MOI Child Protection Centre.
3. The CPLO must confirm any referrals in writing to MOI Child Protection Centre within 24 hours, including the action that have been taken. The written referral should be made using the referral form attached to this document. This referral can be made by email on [Childprotection@moi-cps.gov.ae](mailto:Childprotection@moi-cps.gov.ae)
4. If a child is in immediate danger and urgent protective action is required, the police should be called using the 999 service. The CPLO should also notify the MOI Child Protection Centre of the occurrence and what action has been taken. The CPLO should seek advice from the police/MOI Child Protection Centre about informing the parents. Pending police or MOI CPC guidance, a decision may be taken to retain a child and their siblings at school.
5. Normally the school should try to discuss any concerns about a child’s welfare with the family and where possible to seek their agreement before making a referral to MOI Child Protection Centre. However, in accordance, this should only be done when it will not place the child at increased risk. The child’s views should also be taken into account.
6. When there are doubts or reservations about involving the child’s family, the CPLO should clarify with MOI Child Protection Centre or the local police, depending on who the CP concern has been reported to, whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a

criminal investigation. Where appropriate, the CPLO should help the parents understand that a referral is in the interest of the child and that the school will be involved in the police investigation.

7. When the police are in need of urgent medical attention and there is suspicion of abuse the CPLO or Principal should take the child to the Accident and Emergency Unit at the nearest hospital, having first notified MOI Child Protection Centre. The CPLO should be provided a mobile contact number so that they can remain in contact with the MOI CP Unit. The CPLO should seek advice about what action the MOI Child Protection Centre will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention. If the suspected abuse is sexual then the medical examination should be delayed until MOI Child Protection Centre and/or the police can liaise with the hospital, unless the needs of the child are such that medical attention is the priority. If a decision is made not to inform the parents there must be a responsible adult with the child at all times, whether from the school, MOI Child Protection Centre or the Police.

### **When dealing with allegations against staff and volunteers**

Report any concerns about the conduct of any member of staff or volunteers to the Principal as soon as possible and within 24 hours.

Concerns will be treated in the strictest confidence so that information can be provided freely and without fear of victimisation, and in a way that protects the rights of staff and children.

If an allegation is made against the Principal, the concerns need to be raised with Aspen Heights Director of Education who will raise with ADEK as soon as possible and within 24 hours.

In either event the CPLO should contact the MOI Child Protection Centre on Telephone: 00971 (0) 2 3333 999

The CPLO should be afforded legal protection as they act in the best interest of the child and under the direction of MOI Child Protection Centre and/or police.

The CPLO acts in the role of child advocate until such time as they are relieved of their duties by an MOI CP official or the parents. Student advocacy requires the CPLO to support and enable young people to express their views and concerns, access information and services and defend and promote their rights and responsibilities.

They should not be subject to any harassment in the course of fulfilling their safeguarding responsibilities.



Aspen Heights British School acknowledges the significant responsibility and potential emotional toll of the role of CPLO. As part of our duty of care to staff, CPLO may access external psychological debriefing (supervision) opportunities to ensure their wellbeing is maintained. Accessible on a termly basis, and more frequently should occasion arise, CPLO will be able to share confidentially and access professional support and guidance.

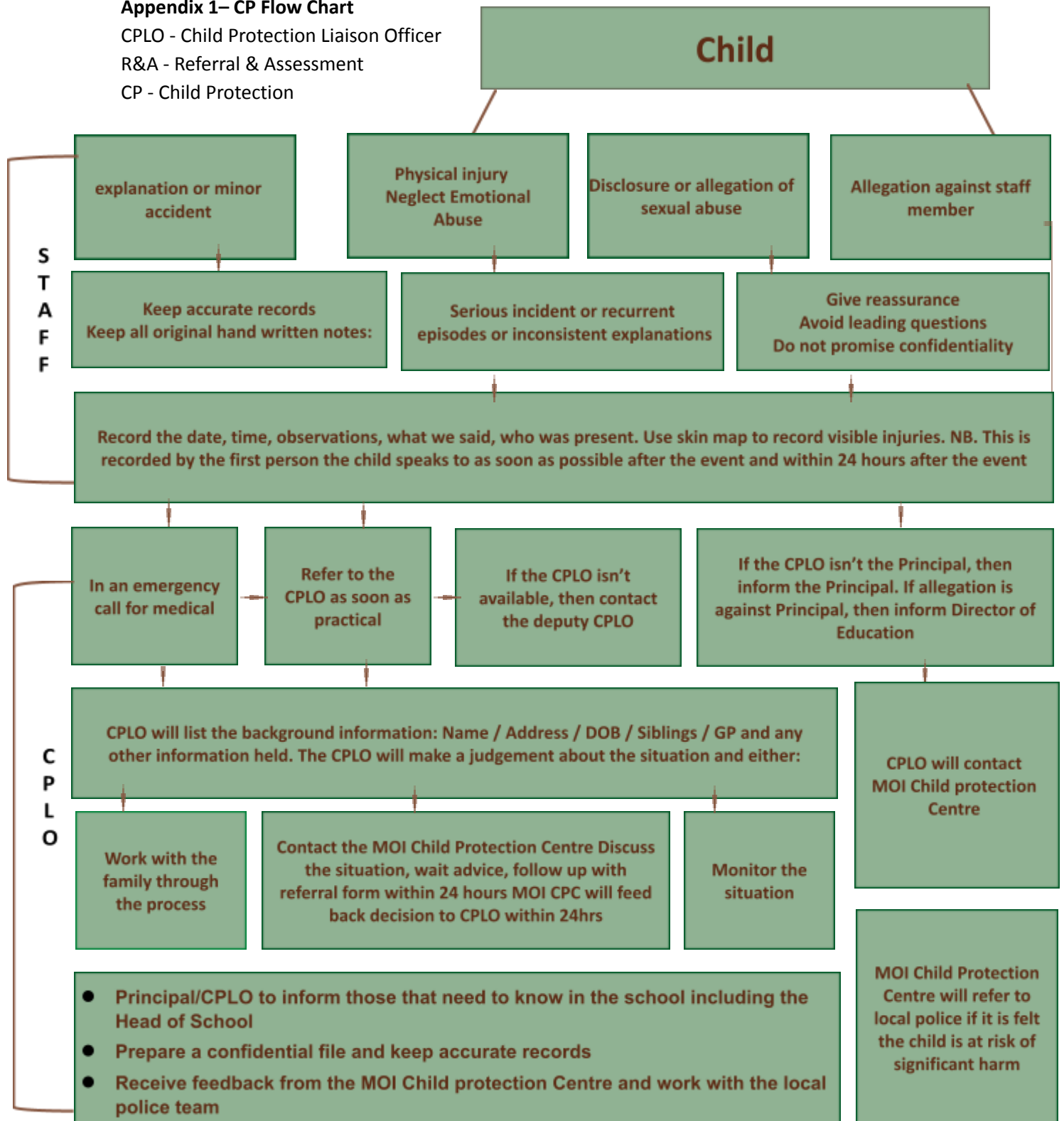
**APPENDICES**

**Appendix 1– CP Flow Chart**

CPLO - Child Protection Liaison Officer

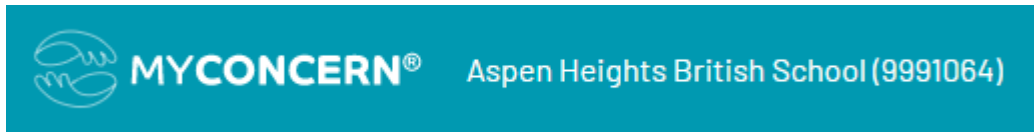
R&A - Referral & Assessment

CP - Child Protection



Note: Should a child be in immediate risk, the police may be called and the police CP Office requested

## Appendix 2: My concern process



### AHBS Guide- Using 'My Concern'

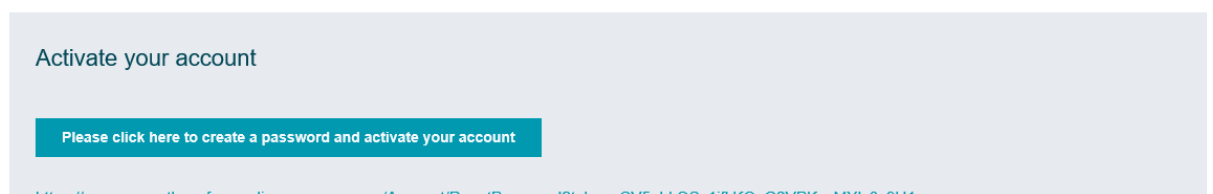
After half term you will receive an email inviting you to reset your password to 'My concern'- our new online CP reporting platform. This will be a far more efficient and less stressful way to manage our CP register and concerns.

#### 1. Create a password and activate your account:

From: <[notifications@oneteamlogic.co.uk](mailto:notifications@oneteamlogic.co.uk)>  
Date: Thu, Oct 6, 2022 at 8:53 AM  
Subject: New Account Created - Aspen Heights British School  
To: <[rkhan@ahbs.ac](mailto:rkhan@ahbs.ac)>



Welcome to MyConcern !



#### 2. Log in- this will be your dashboard and you will see our DSLs- ( Lisa and Lucia are ISP)



## Welcome to MyConcern

🕒 Your last login was on 06 October 2022 at 05:49

### Safeguarding Leads

The Designated Safeguarding Leads for your School are:

- Lisa Brown
- Lucia Chavero
- Emma Shanahan
- Laura Stevens
- Redah Khan

3. If you want to report a concern, click on the red 'Report a concern' button:

[Report a Concern](#)

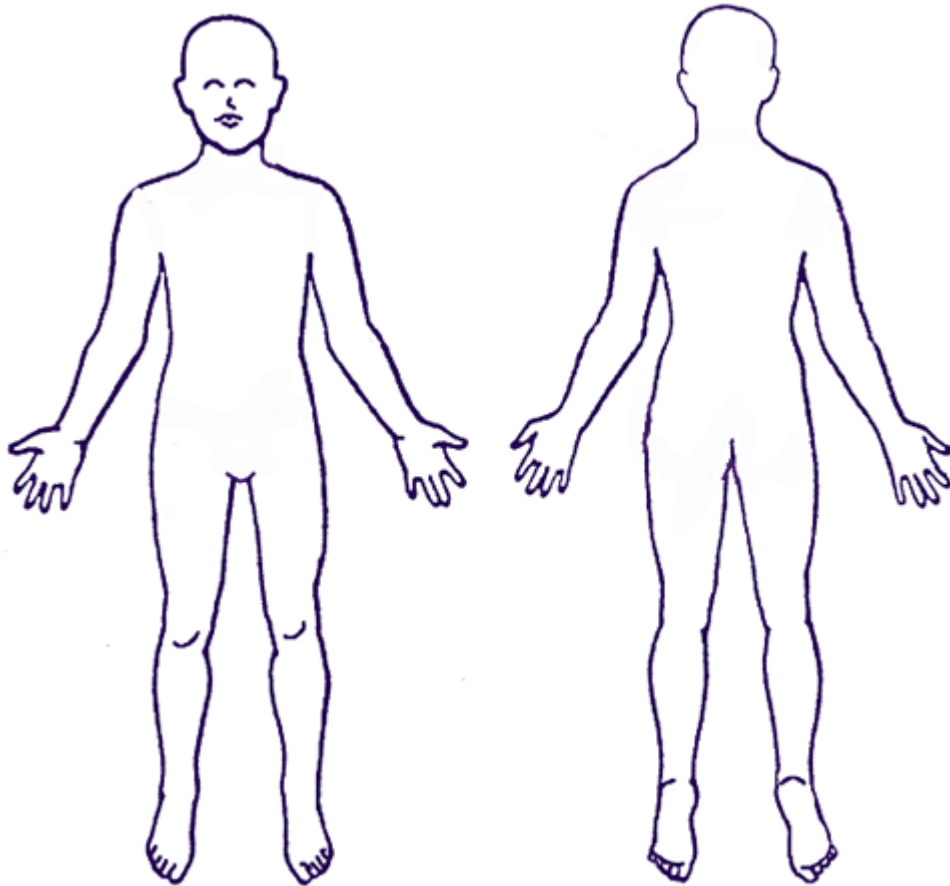
4. Follow the steps- the child's name will come up automatically as it is linked with Engage. There is a video here to show you.

Any questions, please ask ES, RK, OK, KM, HS

Admin processes:

- HR to email DSL with names of new joiners and book them into Tuesday morning training with DSL.
- DSL will activate their my concern accounts and monitor that they have activated their accounts and are confident with use.
- HR to email DSL with leavers- DSL will deactivate the account.

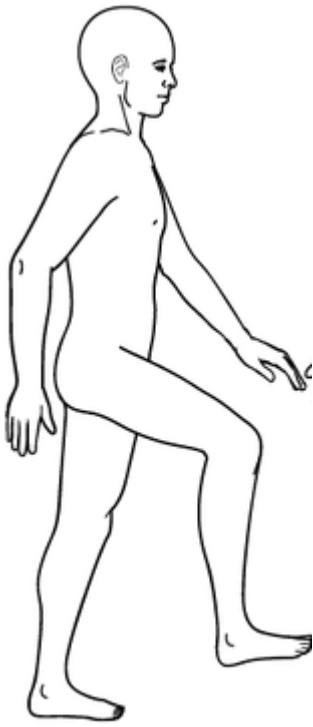
**Appendix 3 – Skin Maps**



Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

Name of completer: \_\_\_\_\_



## Appendix 4- Child Volunteering Information

If a child volunteer's information about abuse to a member of staff, it may be done obliquely, rather than directly, e.g. through play, drawing etc. Children will talk about their concerns and problems to people they feel they can trust. The person a child talks to will not necessarily be a senior member of staff. The role of the member of staff or volunteer hearing this is to listen but not undertake an investigation of the potential abuse. That is the role of the child protection agencies. Legal action against a perpetrator can be seriously damaged by any suggestion that the child's words have been influenced in any way by the person they told.

When a child confides in you:

### Things you should do:

- Give the child undivided attention
- Show concern, support and warmth but don't show emotions, distress or negative reaction. Be re-assuring (you can say 'that must have been sad/hard for you', 'it's right to tell someone because you need help'). Ask if the child has told his/her parents if the alleged abuse is outside the home, or the other parent if one parent is implicated
- Rather than directly questioning the child, just listen and be supportive
- It may be appropriate to check that the child is indicating abuse or neglect
- Check if the child is hurt or might be in need of medical attention
- Deal with the allegation in such a way that the child does not have to repeat the information to different people within the school; it is important to know if an incident has happened recently and whom the child is saying has hurt her/him
- Make careful records of what was said, put the date and time when the child spoke to you, put the location and names of the people who were present, as well as what was said, using child's own language and colloquialisms. Then sign it, and hand your record to the CPLO straight away
- Keep a copy of your notes and keep possession of any writing or drawing the child has made as this may be important evidence at a later time
- Look after yourself by seeking support.

### Things you should not do:

- You must not promise a child complete confidentiality- you should explain that you may need to pass information to other professionals to help keep them or other children safe
- Malign the character of the alleged perpetrator
- Jump to conclusions
- Ask leading questions
- Ask for lots of details about the alleged event(s)
- Speculate or accuse anybody yourself
- Make promises you can't keep
- Pre-empt or prejudice an investigation by leading the child with closed questions.

## Questioning Skills

To avoid leading questions when clarifying what a child has said, you should use open questions with a child rather than closed questions.

The following gives some examples of both.

<u>Closed Questions</u>	<u>Open Questions</u>
Do	Tell me
Did	Explain to me
Can	Describe to me
Would	Who
Could	What
Are etc.	When
	Where
	How

Avoid using 'Why'? This can confuse a child and lead to feelings of guilt.

## Initial Responses to child

When a child has made a disclosure, it can be a relief for them, however they are likely to feel vulnerable and confused. Here are some examples of what can be said to a child;

### Do say:

'Thank you for telling me'

'I am sorry it has happened to you'

'I am going to help you, and will tell you what I am going to do'

'It should not have happened'

'You are not to blame'

### Do not say:

'It will be all right soon'

Anything which you will not be able to fulfil

It is anybody's fault



## Appendix 5 -Safe Working Practice

It is essential that all staff and volunteers working in schools are aware of how to pass on any concerns about other members of staff or volunteers and be conscious of how they should conduct themselves to minimise the risk of finding themselves as the subject of any child protection processes.

**In dealing with allegations or concerns against an adult in the school, all staff, governors and volunteers should:**

- Report any concerns about the conduct of any member of staff or volunteer to the Principal as soon as possible and within 24 hours
- If any allegation is made against the Principal the concerns need to be raised with the Aspen Heights Director of Education (DoE) who refers to the local; Education Authority (ADEK) as soon as possible and within 24 hours
- In either event, the Principal/DoE should contact the MOI Child protection Centre on Telephone: 00971 (0) 2 3333 999

### Safe Professional Culture

All staff and volunteers should;

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress appropriately for your role
- Avoid unnecessary physical contact with children. If physical contact is made:
  - Ensure you are aware of and understand the rules concerning physical restraint
  - Where it is essential for educational or safety reasons, gain pupil's permission for the contact wherever possible
  - To remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded on the correct form and reported to the Principal
  - It should not be secretive, even if accidental contact was made, it should be reported
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to;
  - Accepting regular gifts from children
  - Giving personal gifts to children
- Recognise their influence and not engage in activities out of school that might compromise their position within school
- Not establish or seek to establish social contact with pupils outside of school. This includes;
  - Communication with pupils in inappropriate ways, including personal e-mails and mobile telephones

- Passing your home address, phone number, e-mail address or other personal details to pupils/children
- The transportation of pupils in your own vehicle without prior management approval
- Contact through social networking sites
- Avoid volunteering to house children overnight.

**All staff and volunteers should:**

- Only use e-mail contact with pupils via the school's system
- Be careful about recording images of children and do this only when it is an approved educational activity. This can be done when parents have given their express permission
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with school policies
- Allow children to change clothes with level of respect and privacy appropriate to their age, gender, culture and circumstances
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy
- Only arrange to meet with pupils in closed rooms when senior staff have been made aware of this in advanced and given their approval
- Not access inappropriate material via the internet
- Not allow boundaries to become blurred and unsafe in more informal setting such as trips out, out of school activities etc.
- Never use physical punishment of any kind
- Not attribute touch to their teaching style.

**Informing the Principal**

All staff and volunteers should inform the Principal if:

- There are any incident or issues that might lead to concerns being raised about your conduct toward a child
- There is any suggestion a pupil may be infatuated with you or taking an above normal interest in you.

If a member of staff is the subject of concerns or allegations of a child protection nature they may wish to seek legal advice.

## **Appendix 6- Intimate Care**

### **Guidance on Toileting Needs in Schools and Early Years Settings**

#### **Introduction**

The vast majority of children are appropriately toilet trained and able to manage their own needs competently before they start school. This policy will apply to pupils who, for whatever reason, require toilet training or special arrangement with toileting in FS or other education settings.

This guidance:

- Identifies the importance of working in partnership with parents/carers
- Sets out the principles of good practice
- Provide practical guidance for pre-schools and schools
- Clarifies the implications of the UAE Special Educational Needs and Disability Discrimination laws
- Sets guidance for all children including those with special educational needs and disabilities
- Emphasises the employer's duty to safe-guard the health and safety of pupils and staff
- Provides Child Protection advice
- Raises awareness of the need to protect the dignity of the child.

Where document refers to child/children, this includes children and young people of pre-school and school age.

#### **Partnership with Parents/Carers**

Open and supportive communication with parents (including carers) is fundamental to planning for and meeting the child's toileting needs effectively and sensitively. Many parents may feel anxious that their child is not able to use the toilet independently and may have already experienced some difficulties with toilet training and/or experienced negative attitudes from others towards the issue. For some children, their toileting needs may be relatively short term and related to initial toilet training, whereas others may require a long-term toileting programme. Parents will need to feel confident that the setting is able to support their child's toileting needs and is positive about doing so, and should be encouraged to be open about and able to discuss any concerns in this area.

#### **Partnership with Children and Young People**

The active involvement of the child in their toileting programme is vital to make sure they have ownership and understanding of their needs.

#### **Principles of Good Practice**

**All children have an educational entitlement irrespective of their difficulties with toileting.**

- Children are young people who need assistance with toilet training or special toileting arrangements must be treated with respect, dignity and sensitivity

- Some children who cannot achieve continence and independent toileting will require high levels of assistance
- Educational establishments should ensure that they work in partnership with parents and carers in planning for toileting needs and effective toilet training, acknowledging that continence and independent toileting may not be achieved by some children
- It is important to adopt consistent approaches at home and at school
- The setting, in partnership with parents/carers, child and any other professionals involved, should make and review care plans, working towards achieving maximum independence of the child with toileting
- The setting, supported by Principals and senior leaders should positively address issues raised by toileting needs in a constructive and problem solving way
- Staff should be provided with access to appropriate resources and facilities and be supported by clear plans, policy guidelines and training. All staff supporting pupils with toileting difficulties must receive appropriate information and specific training as required
- Principals and senior leaders should be aware of, and ensure implementation of, appropriate health and safety procedures and risk assessments
- It is important to alert the Head of Inclusion, school nurse and/or counsellor if any school attendance difficulties develop as a consequence of toileting concerns.

### **Definition of Disability**

Special protection should be provided for children who have a physical, sensory or mental impairment or medical condition that has an adverse effect on his/her ability to carry out normal day-to-day activities. Anyone with a named condition that affects aspects of personal development must not be discriminated against. It is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children and young people with global development delay, which may not have been identified by the time they enter nursery or school, are likely to be late achieving independence with toileting; some may never achieve independence with toileting.

### **Attending pre-school settings and starting school**

Children with toileting difficulties should be admitted into pre-school and into nursery and FS classes with their friends in the same way as any other child. At this stage, it is not possible to assume that failure to achieve independence with toileting is in itself an indication of special educational needs. However, there are some children who enter FS with special educational needs and/or medical conditions which indicate the need for special toileting arrangements or toileting training.

Education providers have an obligation to meet the needs of children and young people with delayed personal development in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development. Children should not be excluded from normal pre-school or school activities solely because of incontinence.

All issues of continence and toileting needs should be dealt with on an individual basis, and settings are expected to make reasonable adjustments to meet the needs of each child.

Before the child begins attendance, it is important to:

- Gather information from parents, child and any professionals involved
- Establish effective partnership with parents/carers, child and any professionals involved
- Focus on health and safety implications and determine whether a risk assessment is required
- Decide, in consultation with parents/carers, whether you need further advice from health services
- Arrange for any specialist advice, training, resources to be in place before the child begins attendance
- Agree a plan with parents/carers and child and make a written note of your agreement
- Make sure that all staff are informed and clear about their responsibilities.

It is important for all parties to monitor and review the plan regularly to ensure it is still appropriate and meeting the changing needs of the child.

It is reasonable to discuss the level of independence with toileting before a child starts school. Should a child not be continent before starting school, it is important to agree a plan which will work towards maximum independence and support the child's attendance in the educational setting.

### **Good Practice Guidance**

Each child and situation is of course unique. However, teachers may find the following guidance helpful in deciding what 'reasonable steps' should be taken to support pupils who require toilet training.

It is anticipated that existing staff will volunteer to support pupils with toilet training or special toileting arrangements in school and pre-school. Where incontinence is caused by an underlying impairment, it is a necessary reasonable adjustment for staff to carry out personal care. When recruiting new staff, it is important that duties relating to personal care are specified in the contract of employment (see link to Role Profile below). Managers should ensure that staff carrying out such procedures feel confident and supported by relevant training and protocols to ensure the dignity of the pupil and protection of the staff.

If the child or young person is not able to use the toilet independently on entry, schools have found a variation on the following procedures usually addresses the difficulty:

- Gather as much information as possible from the parents/carers and child. How have they tried to introduce toilet training at home? What happens at home? Has the child any regular routines or daily patterns which could inform the routine set up by the school? Have the parents/carers noticed any particular difficulties or phobias which the school should be aware of? Can the parents/carers suggest a strategy or procedure for dealing with the problem?
- An appropriate toileting programme will need to be discussed and agreed so that the child, parents/carers and staff are aware of their roles and responsibilities. The plan must have regular monitoring and review arrangements. The plan should give careful consideration to choosing which adults should be involved in toileting care. Schools and pre-school settings should give a written copy of the programme to the parents/carers.
- Clothes should be easy for the child to pull up and down. Wherever possible it is better to train the child with appropriate clothing rather than continuing to rely on the nappy/pad or training pants
- No child should be left wet or dirty for a parent/carer to change later
- It is not reasonable to expect parents or carers to be on emergency stand-by to change children during the school day
- Staff should ask parents/carers to provide the school with a couple of appropriate changes of pants/trousers etc. in case of accidents
- It is the responsibility of parents/carers to deal with wet/soiled clothing. Staff should liaise accordingly and make the necessary arrangements
- Organise for a member of staff familiar with the child to be given the responsibility of taking the child to the toilet at fixed, appropriate intervals throughout the morning/day. Careful observations and discussions with the child may identify when the child 'needs to go'

- Ensure that the routine established in school is strictly maintained from the start and try hard to avoid accidents. If necessary, shorten the time between visits to the toilet so that the child gets into the habit of being dry
- Children may be anxious and pre-occupied by toilet difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self-esteem in other areas.
- Drinking water easily accessible for all children and encourage them to have 'little and often' rather than in huge amounts at a time
- Reminders to use the toilet should be discreet and staff may consider the use of signs, pictures or code words
- Make little fuss over accidents that do occur and ensure they are dealt with swiftly, appropriately, sympathetically and in a calm, low-key way. Give extra attention when they have made the effort to go to the toilet independently
- After a period of training it may be sufficient to remind the child to go to the toilet on their own. Be positive and patient and praise the child for effort
- It is important to anticipate toileting needs for these pupils before planning off site activities. Children should not be excluded from off-site activities because of their toileting needs

Where difficulties persist, there may be more complex issues to consider and further guidance and support may be needed from other professionals. It is important to discuss your continuing concern with parents/carers and seek their agreement before involving further professional guidance and support.

### **Children with special education needs and disabilities**

In addition to the good practice guidance described above the following considerations may apply:

- In consultation with parents, health service staff will provide any relevant medical information, training and advice
- It may be appropriate to consult a specialist adviser for children with physical disabilities who can provide guidance and assistance with risk assessments
- Specialist equipment may be accessible through a specialist advisor

### **Health and safety considerations**

Principals have a duty to safeguard the health and safety of pupils and staff. Schools and other settings registered to provide education will already have hygiene or infection control policies as part of their health and safety policy and will follow these when managing a child with toileting needs. Ensure all known allergies are considered when planning and carrying out each child's toileting programme.

### **Child Protection concerns**

The normal process of changing underwear, nappy/pad should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. However, as is always recommended, it would be advisable to have another staff member present should the child be in a secondary setting or have special education needs. The school nurse may be an appropriate support staff member in such cases.

### **Staff- technology:**

Staff should not use telephones or cameras on their phones during the school day.



## **Appendix 7 – Grouping**

### **Guidance on addressing issues of grooming**

#### **Introduction**

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know- for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

In the school context, children may be groomed by older students in the school, by adults within the school, or by online contacts.

#### **How does grooming happen?**

Groomers will hide their true intentions and may spend a long time gaining a child or young person's trust. They may also try to gain the trust of the whole family so they can be alone with the child.

Groomers do this by:

- Pretending to be someone they are not, for example saying they are the same age on-line.
- Offering advice or understanding
- Buying gifts, either real or virtual
- Giving the child attention
- Using their professional position or reputation
- Taking them on trips, outings or holidays.

#### **Using secrets and intimidation to control children**

Once they have established trust, groomers will exploit the relationship by isolating the child from friends or family and making the child feel dependent on them. They will use any means of power or control to make a child believe they have no choice but to do what they want.

Groomers may introduce 'secrets' as a way to control or frighten the child. Sometimes they will blackmail the child, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

## **Online Grooming**

Groomers can use social media sites, instant messaging apps including teen dating apps, or on-line gaming platforms to connect with a young person or child.

They can spend time learning about a young person's interests from their on-line profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity on-line- they may pretend to be a child and then chat and become 'friends' with children they are targeting.

Groomers may look for:

- User names or comments that are flirtatious or have a sexual meaning
- Public comments that suggest a child has low self-esteem or is vulnerable.

Groomers don't always target a particular child. Sometimes they will send messages to hundreds of young people and wait to see who responds.

Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in on-line sexual activity.

## **Grooming signs, symptoms and effects**

Children may:

- Be very secretive, including about what they are doing on-line
- Have older boyfriends or girlfriends
- Go to unusual places to meet friends
- Have new things such as clothes or mobile phones that they can't or won't explain
- Have access to drugs and alcohol.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Things you may notice

If you're worried that a child is being abused, watch out for any unusual behaviour.

- Withdrawn
- Suddenly behaves differently
- Anxious
- Clingy
- Depressed
- Aggressive

- Problems sleeping
- Eating disorders
- Wets the bed
- Soils clothes
- Take risks
- Misses school
- Changes in eating habits
- Obsessive behaviour
- Nightmares
- Drugs
- Alcohol
- Self-harm
- Thoughts about suicide

### **Good Practice Guidance**

In the school setting it is important that all staff be watchful for patterns of behaviour, relationships or interactions which may potentially be acts of grooming.

Young adults may not speak out because they are:

- Ashamed
- Feeling guilty
- Unaware that they're being abused
- Believe they are in a relationship with a 'boyfriend' or 'girlfriend'

Grooming, by its nature, is a precursor to child abuse. As such it is reportable if a child or young adult is at risk of harm or abuse.

### **Active Strategies for safeguarding our students**

Parents:

- Advice to parents to help support their children by helping them choose an age appropriate, non-gender specific nickname to use on-line.

### **Support of students:**

Age appropriate e-safety advice for pupils to help them understand that not everyone is who they say they are on-line and that personal details are precious and should not be shared.

## **Appendix 8- Social Media**

### **Guidance on abusive behaviour using social media**

#### **Introduction**

Social media and networking websites allow users to connect and communicate with others. People use social media and networking to keep in touch with friends, family, colleagues and to meet new people they haven't met in the real world.

Social media is also a means by which child abusers make contact with young people on-line or young people themselves using the sites to groom, bully and target others.

It is important that schools teach young people how to protect themselves and behave responsibly when using social networking sites. Adult members of the school community need to be watchful for any behaviour or interactions which suggest a child protection risk and reports to Child Protection Liaison Officer accordingly.

#### **Creating a personal profile**

Personal profile pages enable people of all ages to create a webpage about themselves- and they are popular with young people and adults alike. The page can include information such as name, contact details, address and location, birthday, photo, likes and interests and also allows users to 'post' or upload comments about themselves onto the page.

Educate students to recognise that:

- They must not post personal details such as home address, email address, mobile number, school name etc. and that this information is private to them and not for sharing
- What gets put on the internet can live forever (Even if you later remove a picture it may have been copied by someone else and posted elsewhere)
- Their password should not be easily guessed and not to be shared – even with their friends.

#### **Setting Privacy Settings**

Privacy settings allow people to adjust who has access to what information. Be aware that privacy settings can change frequently. As new applications are added to social networking sites, so are new privacy settings.

Educate students to recognise that:

- They should set the 'protection' levels to their highest, allowing only friends to see their profile and information
- Personal information is private and should be restricted to people they know and trust
- Privacy settings can change so you should check them regularly.

### **Making 'Friends'**

Once a profile page has been created, the user can connect to people they know who also have a profile on the website. This 'connection' will mean that they can now see each other's personal information, photos and send each other messages.

Educate students to recognise that:

- Friends should be people that they know
- They should never meet a person they do not know but have met on-line

### **Sending messages**

Social networking sites allow users to talk to each other using an internal email or messages system. This means that they can communicate privately rather than on the main profile pages. Some social networking sites also allow you to chat instantly or in real time with someone else.

Educate students to recognise that:

- Receiving messages from people they do not know, or messages that make them feel uncomfortable or distressed, should be reported to a parent or teacher
- On-line messaging is just like writing a letter to someone and that once it is sent, you cannot take it back.

### **Posting pictures**

Profile pages allow the user to add a main picture of themselves and on most sites, you can create albums and add hundreds of pictures. Sometimes, in the privacy settings you can control who can see your pictures- everyone, friends of friends or just friends.

Educate students to recognise that:

- Once something is posted onto the Internet, it could be there forever.
- Privacy settings should be set so that they are set to the highest level; for pictures.
- Pictures of a compromising nature should never be posted or shared.

## **Good Practice Guidance**

Child Protection, in terms of social media and cyber-bullying, requires schools and parents to work as partners and act swiftly to address any reported or suspected acts.

School can:

- Change the culture around incident reporting so that both youth and their parents feel comfortable engaging school personnel
- Take special efforts to address the disproportionate level of cyber-bullying that occurs among girls and youth with disabilities
- Teach youth about appropriate on-line behaviours and encouraging digital citizenship.

### **Active strategies for safeguarding our students:**

Parents:

- Advice to parents to help support their children
- Share further sources of information and support via presentations and school websites.

### **Support for students:**

Age appropriate e-safety advice for pupils to help them understand key messages:

- Not everyone is who they say they are online
- Personal details are precious and should not be shared
- Once you post, you can't take it back
- THINK before you post
- Where to get help
- AUP outlining expectations for use of online connectivity in school.

Support for staff:

- E-safety updates for new staff
- E-safety areas online with links to key websites and CPD materials.

**Appendix 9-MOI Child Protection Centre Referral Form**

**Referral form**

**Pupil Details**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Carer name: \_\_\_\_\_

Contact Details:

Telephone No: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Child's first Language: \_\_\_\_\_

Nationality: \_\_\_\_\_

Does the child have a disability: Yes / No

If yes, please describe: \_\_\_\_\_

**School Details**

Current School: \_\_\_\_\_

Year Group: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

**Reason for Referral**

- Suspected/Disclosed Physical Abuse
- Suspected/Disclosed Sexual Abuse
- Suspected/Disclosed Emotional Abuse
- Suspected/Disclosed Neglect

**Description/Additional Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details of the member of staff responsible for liaison with MOI Child Protection Centre:

Name (please print): \_\_\_\_\_ Position: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 10- Briefing Sheet for Temporary Staff**  
**For staff on short contract in [ Name] school**

While working in [ ] school, you have a duty of care towards the children/students here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you suspects or think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school child protection liaison officer (CPLO), who is [ ] and can be found [ ].

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for
- Observing behaviour that leads you to be concerned about a child or young person
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the CPLO. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timing on it, and mention anyone else who was present. Then sign it, and give your record to the designated person/child protection officer, who should contact children's social care if appropriate.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in [ location].



**Remember, if you have a concern, discuss it with the CPLO.**

## **Appendix 11 – Transporting Children**

### **Persons Involved in Transporting Children for School Activities**

The issue of transporting children has become a sensitive issue for some schools. Many schools argue that school transport should be outside their responsibility. Others include the issue of transport in the school child protection policy. Whichever is chosen it is important to ensure children are transported safely without risk of harm or abuse.

#### **All drivers must:**

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc.
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everyone in the vehicle.

#### **Safety:**

- Be familiar with, and drive in accordance with the road regulations at all times
- Drive safely and observe the speed limit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on doors where necessary

## **Appendix 12 – Child Protection Vetting**

Across Aspen Heights British School, we strongly recognise the need for vigilant awareness of child protection issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils and parents should feel secure that they can raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by having clear child protection policies, appropriate induction and training, briefing and discussion of relevant issues and relevant learning. Vetting applicants and prospective volunteers working with children to ensure they are not unsuitable is a very important aspect of child protection.

In keeping with the above safeguarding statement, Aspen Heights British School requires that all persons having regular or unsupervised access to children will be required to

produce proof of their having no history of committing any offence that would suggest they present a risk to children. The proof of such should be provided by recognised law enforcement agency with contact details being provided for verification purposes.

All teaching staff or staff who come into contact with students require ADEK approval prior to deployment.

Aspen Heights British School ensures a member of every interview panel has received training in safe recruitment. All staff involved in the recruitment and interviewing process area aware of strategies to identify those who pose a risk and write advertisements, contact referees and interview accordingly.

### **Appendix 13 – Legislative Framework**

This is a brief overview of the legislation and guidance that staff refer to if they want more information.

#### **United Nations Convention on the Rights of the Child (1989)**

This is an international agreement which sets out the minimum standards for protecting children's rights. It was incorporated into the law in the Children Act 1989. The convention refers to all children up to the age of 18 years. In relation to safeguarding children, it states that:

- The best interests of the child should be a primary consideration when action is taken concerning them
- Children are to be protected from all forms of discrimination
- Every child has the inherent right to life, survival and development
- Children should not be punished cruelly or in a way that belittles them
- Children have the right to be protected from all forms of abuse and neglect and be given proper care by those looking after them
- Children who are victims of abuse are entitled to the care and treatment needed to recover from the effects of their mistreatment.

**Federal Penal Code (3) of 1987**, which in relation to child abuse and neglect states, " a person who fails to report a criminal offense is liable to prosecution".

The following articles from Panel Code (3) of 1987 provide further guidance.

Physical Abuse: 336, 337, 338, 339, 340, 341, 342 & 343

Sexual Abuse: 354, 356, 358, 363, 364 & 362

Emotional Abuse: 351, 352, 372, 373 & 374

Neglect: 348, 349 & 250.

## **Appendix 14 – What is Child Abuse and Neglect**

### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, be those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse**

emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectation being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Indicators of Abuse**

### **NEGLECT**

The nature of neglect

Neglect is lack of parental care, but poverty and lack of information or adequate services can be contributory factors.

Neglect can include parents or carers failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision or stimulation
- Ensure access to appropriate medical care or treatment.

Research has highlighted the following examples of the neglect of children under 12:

- Frequently going hungry
- Frequently having to go to school in dirty clothes
- Regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- Being abandoned or deserted
- Living at home in dangerous physical conditions
- Not being taken to the doctor when ill
- Not receiving dental care.

Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

Neglect is often noticed at a stage when it does not pose a risk to the child. Research would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm.

Neglect is often linked to other forms of abuse, so any concerns school staff have should at least be discussed with the designated CPLO.

### **Indicators of neglect**

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm. It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that if you feel unsure or concerned, do something about it. Don't keep it to yourself.

Physical indicators of neglect:

- Constant hunger and stealing food
- Poor personal hygiene, unkempt, dirty or smelly.
- Underweight
- Dressed unsuitable for weather
- Poor state of clothing
- Illness or injury untreated
- Looking sad, false smiles

Behavioural indicators of neglect:

- Attention seeking and inconsistent behavioural patterns
- Constant tiredness
- Frequent absence from school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

## **Emotional Abuse**

### **The nature of emotional abuse**

- Most harm is produced in low warmth, high criticism homes, not from single incidents
- Emotional abuse is difficult to define, identify/recognise and/or prove
- Emotional abuse is chronic and cumulative and has a long-term impact
- All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself
- Children can be harmed by witnessing someone harming another person – as in domestic violence.

It is possible to spot emotionally abusive behaviour from parents and carers to their children, by the way that the adults are speaking to, or behaving toward children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

### **Indicators of Emotional Abuse**

Development issues:

- Delay in physical, mental and emotional development
- Poor school performance
- Speech disorders, particularly sudden disorders or changes.

Behaviour:

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation (I'm stupid, ugly, worthless etc.)
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour -e.g., wetting
- Eating disorders
- Destructive tendencies
- Neurotic behaviour
- Arriving early at school, leaving late

- Sexualised behaviour that is not age appropriate.

#### Social issues:

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships.

#### Emotional responses:

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations (“I deserve this”)
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults
- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression.

## **Physical Abuse**

### **The nature of physical abuse**

Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries, but accidental injuries normally occur on the bony prominences- e.g., shins. Injuries on the soft areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present.

A body map (annex 3), can assist in the clear recording and reporting of physical abuse. The body map should only be used to record observed injuries and no child should be asked to remove clothing by a member of staff of the school.

### **Indicators of physical abuse / Factors that should increase concern**

- Multiple bruising or bruises and scratches (especially on the head and face)
- Clusters of bruises -e.g., fingertip bruising (caused by being grasped)

- Bruises around the neck and behind the ears – the most common abusive injuries are to the head
- Bruises on the back, chest, buttocks, or on the inside thighs
- Marks indicating injury by an instrument- e.g., linear bruising (sticks), parallel bruising (belt), marks of buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object e.g., electric fire, cooker, cigarette.
- Scalds with upward splash marks or tide marks
- Untreated injuries
- Recurrent injuries or burns
- Bald patches.

**In the social context of the school it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:**

- The explanation given does not match the injury
- The explanation uses words or phrases that do not match the vocabulary of the child (adult's words)
- No explanation is forthcoming
- The child (or the parent/carer) is secretive or evasive
- The injury is accomplished by allegations of abuse or assault.

You should be concerned if the child or young person:

- Is reluctant to have parent/carers contacted
- Runs away or shows fear of going home
- Is aggressive towards themselves or others
- Flinches when approached or touched
- Is reluctant to undress to change clothing for sport
- Wears long sleeves during hot weather
- Is unnaturally compliant in the presence of parents/carers
- Has a fear of medical help or attention?
- Admits to a punishment that appears excessive.

## **Sexual Abuse**

### **The nature of sexual abuse**



Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, people working with the child in school, faith settings, clubs or activities.

Characteristics of child sexual abuse:

- It is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- Grooming the child- people who abuse children take care to choose a vulnerable child and often spend time making them dependent
- Grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Most people who sexually abuse children are men, but some women sexually abuse too.

### **Indicators of sexual abuse**

Physical observations:

- Damage to genitalia, anus or mouth
- Sexual transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

Behavioural observations:

- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Inexplicable decline in school performance
- Depression or other sudden apparent changes in personality as becoming insecure or clinging
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly-compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults

- Regressive behaviour, onset of wetting, by day or night; nightmares
- Onset of insecure, clinging behaviour
- Arriving early at school, leaving late, running away from home
- Suicide attempts, self-mutilation, self-disgust
- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed
- Trying to be 'ultra-good' or perfect; overreacting to criticism.

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**APPENDIX 14 A. - Possible signs of physical abuse can include:**

1. Unexplained bruises or injuries
2. Injuries which have not received medical attention
3. Repeated abdominal pain
4. Withdrawal from physical contact
5. Arms and legs covered in scalds

6. Fear of returning home
7. Fear of contacting caregivers/parents
8. Self-destructive tendencies
9. Displaying aggression towards others
10. Unusual passive behaviour
11. Repeated running away from home
12. Cigarette burns
13. Human bite marks
14. Broken bones
15. Multiple burns with a clearly demarcated edge

***APPENDIX 14-B - Possible signs of emotional abuse can include:***

1. Regular tiredness
2. Fear of a new situation
3. Low self-esteem
4. High levels of anxiety
5. Unusually passive or aggressive
6. Delayed speech
7. Inappropriate emotional responses to painful situations
8. Running away
9. Lying
10. Neurotic behaviour e.g. sulking, hair twisting, rocking
11. Fear of making mistakes
12. Self-harm
13. Developmental delay in terms of emotional progress

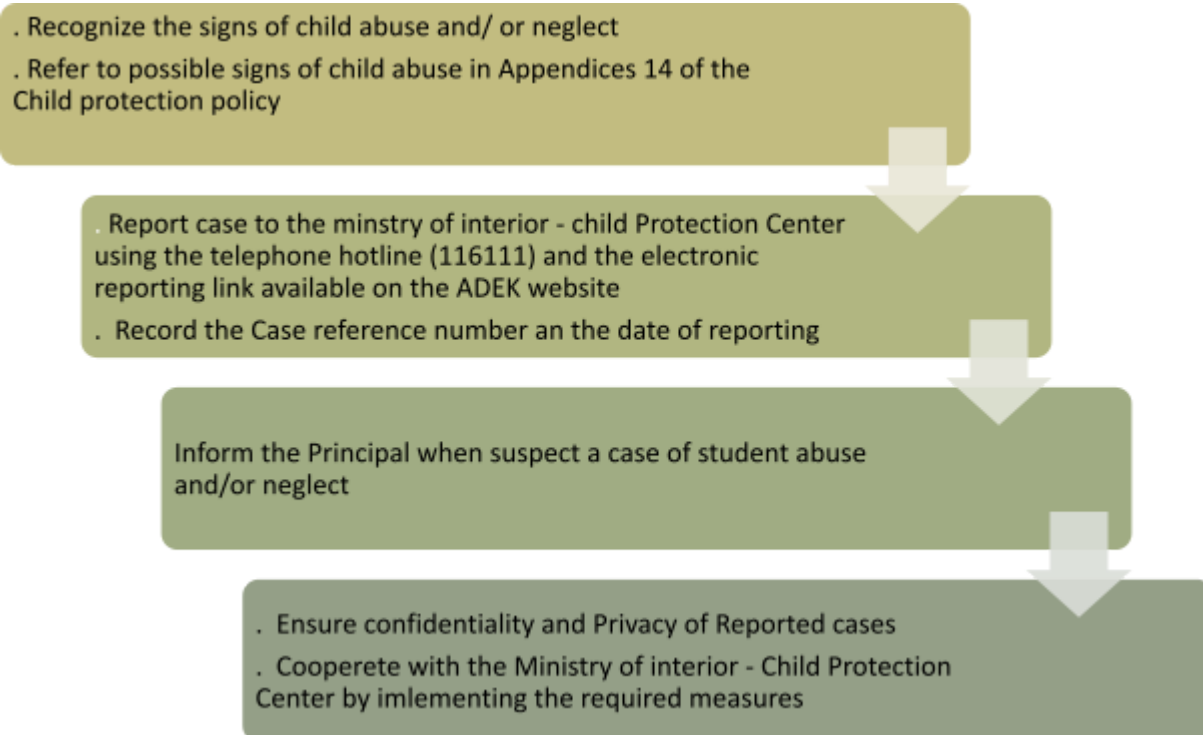
***APPENDIX 14-C - Possible signs of sexual abuse can include:***

1. Unusual behaviour which could be general or sexual
2. Age inappropriate sexual behaviour
3. Sexually transmitted diseases
4. Physical indicators in the genital and anal areas
5. Pain or itching in the genital area
6. Bruising or bleeding near genital area
7. Vaginal discharge or infection
8. Discomfort when walking or sitting down
9. Pregnancy

***APPENDIX 14- D: Possible Signs of neglect can include:***

1. Stealing
2. Poor Social Relationships
3. Failure to thrive
4. Poor Social Hygiene
5. Frequent hunger
6. Untreated medical complaints
7. Frequent lateness or Absence from school
8. Inappropriate clothing
9. Substance or Alcohol misuse

**APPENDIX E: Process to report a suspected case of abuse and/or neglect in Abu Dhabi schools:**





## POLICY STATEMENT

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### *Safeguarding and Child Protection*

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VERSION NUMBER:	1.0
THIS VERSION:	
PREVIOUS VERSION:	
ORIGINAL VERSION:	
OWNER:	GROUP DIRECTOR OF COMMUNICATIONS AND HR
TYPE OF PAPER:	POLICY STATEMENT
TOPIC AREA:	SAFEGUARDING AND CHILD PROTECTION
DOCUMENT REF:	

#### A. PURPOSE

This Policy Statement sets the approach to safeguarding and child protection to ensure the safe and effective care of all Students attending Schools in the Group. It is recognised that safeguarding is broader than child protection, and includes the promotion of wellbeing, and taking action to enable all children to have the best outcomes.

#### B. SCOPE

This Policy Statement is **mandatory** for all Schools in the Group. Each Group Director of Schools is responsible for putting in place Policy Application Notes to effectively implement this policy within their Region. Each School must put in place their own School policy, in accordance with this Policy Statement, and the relevant regional Policy Application Notes.

The adoption date of this Policy Statement is July 2023 and should be applied by all Schools.

#### C. DEFINITIONS

**Group:** International Schools Partnership Limited and any subsidiary or related group company.

**Group Directors of Schools:** the managers responsible for each Region within the ISP Group.

**ISP:** International Schools Partnership Limited.

**ISP Management Board (or “SMT”):** The ISP senior management team and operational board.

**ISP Board:** The board of directors of ISP. This is the Group’s strategic board.

**Policy Application Notes:** Notes setting out the local safeguarding and child protection legal and regulatory requirements and procedures implementing the key principles of this Policy Statement,

which must be fully up to date and compliant with the applicable laws, regulation/s, local child safeguarding procedures, and best practice guidance in the relevant Region.

**Region:** United Arab Emirates, Central America, and Europe, and such other region as the ISP Board may determine from time to time.

**School:** Any school which is part of the ISP Group.

**Student:** Any child or young adult enrolled on a course of study at a School in the Group.

#### **D. ROLES AND RESPONSIBILITIES**

The Chairman via each Director of Schools and each Head of School is the Proprietor and has overall responsibility for the wellbeing of each School. The Chairman ensures that the ISP Management Board and Strategic Board are appropriately updated on safeguarding and pupil welfare matters.

The Policy Owner has overall responsibility for safeguarding and child protection for ISP, and is responsible for appropriate reporting under this policy to the ISP Board.

The ISP Management Board delegates day to day responsibility for safeguarding to Group Directors of Schools, who are responsible for the following for the Schools within their Region:

- Developing Policy Application Notes, which are fully compliant with this Policy Statement [and approved by the Policy Owner];
- Keeping the Policy Application Notes under regular review, and communicating any updates;
- Ensuring each School has its own policy, which is fully compliant with this Policy Statement and the Policy Application Notes;
- Monitoring the implementation and effectiveness of each School's policy;
- Conducting an annual safeguarding monitoring visit, to ensure compliance with the Policy Application Notes;
- Ensuring appropriate training in accordance with the ISP Child Protection Training Policy Statement;
- Ensuring that each School designates a sufficiently senior member of staff and deputy to be responsible for safeguarding (together the "**Safeguarding Lead**"); and
- Receiving safeguarding reports from the Schools, and raising any significant concerns with the Policy Owner and Group Managing Director without delay. Any report should be made in accordance with the ISP Communications Plan and the ISP Crisis Management Policy.

At School level, where any serious allegation in relation to safeguarding is made, or where it is felt that there is an immediate risk for the safety of a Student, the Safeguarding Lead should report this to the relevant Group Director of Schools without delay. This should include the reporting of any matter for which there may be criminal charges, and/or where there is a risk of publicity.

#### **E. KEY POLICY PRINCIPLES**

All Schools must develop their own safeguarding and child protection policy which reflect the following principles:

- The fundamental principle that Students in the care of our Schools should be safe from harm, and that the School will provide a safe environment in which children can learn and develop.
- That there should be a whole School approach to, and culture of, safeguarding children.
- Schools must practice safer recruitment in accordance with the ISP Employee Background Checks Policy Statement.
- Effective procedures must be in place for identifying and reporting safeguarding issues to all relevant external bodies and agencies.
- Effective procedures must be in place for dealing with safeguarding allegations against those working at the School, whether as an employee, volunteer, contractor or agent.

- Effective inter-agency (e.g. police, social services, healthcare professionals, other schools) information sharing protocols must be implemented, to ensure that information is shared appropriately and securely wherever necessary to safeguard children from harm in a way which minimises any risks relating to data sharing, and accords with any related local laws and procedures.
- Steps are taken to continue to raise awareness of child protection issues and to equip Students with the skills needed to keep them safe, including appropriate E-safety training and guidance.
- That all appropriate steps are taken to provide support to Students who may be at risk of harm.
- Appropriate wording is included within in any contracts of employment, so that expectations regarding safeguarding are clear, including that breaches of those expectations may result in dismissal.
- The provision of appropriate training in accordance with the ISP Child Protection Training Policy Statement.

#### **F. CROSS REFERRED POLICIES**

This Policy Statement should be read alongside the following:

- The ISP Child Protection Training Policy Statement
- The ISP Employee Background Checks Policy Statement
- The ISP Communications Plan