



Home of Irresistible Learning

Dubai English Speaking School

Child Protection and safeguarding Policy 2017-2018



Written by:	CD	Reviewed:	October 2017
Approved by:	Governors	Next Review	October 2018

Child Protection policy

Dubai English Speaking School acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring that any incidences of neglect or abuse are appropriately addressed.

This policy applies but is not limited to all staff, pupils, guests and visitors or anyone working on behalf of Dubai English Speaking School.

At DESS we believe:

- All children should have a positive and enjoyable experience at school
- All Children should never experience abuse of any kind.
- In the promotion of the welfare of all children in an effort to keep them safe.
- We are committed to practice in a way that protects all children on and offsite at DESS.

At DESS we will:

- Protect all children who attend DESS and use our services in accordance with the laws of the country
- Prioritise the safety and wellbeing of children
- Ensure staff understand their roles and responsibilities with regard to child protection
- Enable staff to identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and children
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

At DESS we recognise that:

- All children regardless of age, disability, gender, racial heritage, religious belief, or identity, have a right to equal protection from all types of harm or abuse
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare

At DESS we aim to:

- Keep children safe by employing rigorous recruitment procedures for all paid and unpaid staff to check their suitability to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Train all staff in basic Child Protection awareness.

- Ensure that all staff have read and understand the Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse.
- Establish a safe environment in which children can learn and develop whilst valuing them, listening to and respecting them.
- Adopt positive child protection practices by developing clear procedures and a code of conduct for staff, volunteers and visitors.
- Develop and implement an effective social media / e-safety policy and related procedures.
- Provide effective management for all staff and contractors through supervision, support and training.
- Share information about child protection and good practice with students, parents, and staff outside providers, interns, volunteers and visitors.
- Share concerns with agencies who need to know and involve parents and students appropriately

The Safeguarding Team at DESS

Catherine Dando- Headteacher (CP Officer)
 Jane Shaddick Brady - Deputy Head Teacher (CP Officer)
 Ruth Gibson- Assistant Headteacher (CP Officer)
 Aileen Davison - Inclusion leader
 Anna Mckeown - School Nurse
 Liz Miller, Kim Powell, Sarah Knowles, Antony Hall, Yvonne Sewnauth, Patrick Tolan-
 Year Group and Phase Leaders -

Maggie Thorne - Safeguarding Governor
 Kerry Rycroft - HR

What happens when a disclosure is made to a staff member?

Inform the Year group or Phase Leader with written factual information. This will then form a monitoring log which is shared with the team. The Year Group or Phase Leader will inform a CP officer or member of the safeguarding team. The safeguarding team may have more information that, together with what you know, represents a more serious worry about a child.

It is never the decision of one staff member alone to determine how to respond to concerns **but it is always the responsibility of staff to share concerns in the appropriate manner, no matter how small.**

In the first instance staff should not make a unilateral decision on the legitimacy or otherwise of the disclosure; they should, report it to the appropriate Year Group or Phase Leader.

Staff should respond in the following way:-

- Be clear that there can be no secrets kept.
- Decide whether you need to find out more information by asking the child / young person, or their parent to clarify your concerns, being careful to use open questions: ...beginning with words like: 'how', 'why', 'where', 'when', 'who'?
- Make a written factual record of what has been disclosed. This should be completed during or immediately after the disclosure. Complete the child protection form and monitoring log. Sign and date both documents.
- Submit the written records to the Year group/phase leader, who in turn will take the matter to the CP Officer/member of the safeguarding team, usually CD.
- At DESS the CP officers are Head Teacher, Deputy head teacher or Assistant Headteacher named above in the safeguarding team.
- Information where appropriate will be shared with the necessary people.
- The CP officer will file/keep a record of all incidences referred to him/her.
- When the matter is closed the CP Officer will indicate what the outcome was, though files may remain as a monitoring log for lengthy periods of time.

Some, or all the following individuals and agencies may be typically involved in order to address and resolve any concerns:

- Parents/carers
- School advisors
- Nurses
- External counselling/mediation services
- Health services
- The police

Staff training

The HR Manager supported by the Safeguarding Team will keep detailed records of all staff child protection training and will issue reminders when training updates are required.

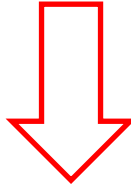
It is good practice to include a safeguarding and child protection agenda item in staff meetings.

All paid and unpaid members of staff should have regular, mandatory child protection training, including school governors, senior managers, outside providers, volunteers, interns, and contractors, or anyone working on behalf of DESS.

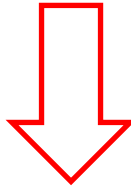
New staff should have safeguarding training as part of the induction process and that this is kept up to date by refresher training at two yearly intervals.

All members of staff read and agree to the child protection policy before the start of their employment.

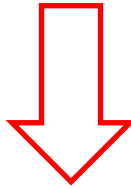
**Child Protection and Safeguarding
Disclosures & Reporting Flowchart**



**You have concerns about a Child's Welfare
Be Alert to signs of abuse and question unusual behaviours**



**Listen and take the disclosures seriously. Do not offer
opinion. Support children for being brave. Tell them what
you will do next. Do not promise confidentiality**



REPORT

**Prepare a factual written report of the disclosure for the Safeguarding
Team. Use the CP form on the shared drive and sign and date it.**

Complete a monitoring log, which is shared with the relevant parties.

As an addendum to the CP Policy, here is a list (by no means inexhaustible) of the types of indicators that children who are at risk may present with.

Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behaviour (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- A perceived complete lack of attachment to the parent or carer.
- Acts either inappropriately adult or, on the other hand, inappropriately infantile (e.g. rocking, thumb-sucking, throwing tantrums).

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on alert,” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries (possibly self-inflicted), such as long-sleeved shirts on hot days.

Warning signs of neglect in children

- Hygiene is consistently bad
- Is frequently unsupervised or left alone or allowed to stay in unsafe situations and environments.
- Is frequently late or missing from school.

Other things to bear in mind

- These warning signs will probably form part of a bigger picture.
- A young person may present with a number of these traits/behaviour patterns
- Your professional judgement and intuition counts for a lot; if you feel uneasy about the way a young person is behaving (especially if it is not the norm) then share your disquiet with an appropriate pastoral leader.

Policy

The key point of this document is to share information where possible within in the pastoral team to ensure that the students are safe.

Procedures for responding to a Safeguarding/Child Protection concern

I am concerned about a child at DESS. What should I do?

Has something actually happened?

YES – I have witnessed or have been told about something which concerns me.

Record the information factually and accurately

If the information comes from a child, take notes and do not promise confidentiality.

Do you feel that the Child concerned has been harmed or is at risk of harm?

YES

NO or IM NOT SURE

1. Create a written factual account of the disclosure or incident and complete the Concerns Logging form.
2. Inform and pass written accounts to the Yr Group leader immediately.
3. The HOH will inform the Child protection officer and/or a member of the Safeguarding team.
4. The CP officer and or Safeguarding team will discuss the report and decide on appropriate action to be taken. This may involve liaising with outside agencies.
5. Written records will continue to be made by all staff concerned and kept secure by the Safeguarding Team.

MAYBE – It's just a feeling or a rumour but something doesn't feel right.

1. Create a written factual account of the situation and/or complete the CP form on the shared drive. Start a monitoring log which is shared with the Safeguarding team.
2. The CPO may have additional information, which, together with your information may deem cause for concern.
3. Monitor the pupil and record any further observations as factually as possible.

1. The Year Group Leader will discuss the information with appropriate staff and will determine the need to inform the Child Protection officer and/or Safeguarding team.
2. The class teacher and Year Group Leader will continue to monitor the pupil and record any observations, as factually as possible.
3. If they deem a concern for the children involved they will proceed from step 3 over.