

CAMBRIDGE INTERNATIONAL SCHOOL – DOHA



SAFEGUARDING AND CHILD PROTECTION POLICY

SAFEGUARDING AND CHILD PROTECTION IN CIS

Every child regardless of age has a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically harmed.

At CIS, we have a moral and legal duty to promote the well-being of the children under our care, to protect them from harm and respond to any cases of child abuse.

1. Policy Statement

At CIS, we are committed to safeguarding and promoting the physical, emotional and moral safety and welfare of each child in our care and we expect all staff and volunteers to share this commitment. We recognise our duty as safeguarding agents and seek to form positive working relationships with the Ministry agency, **AMAN Protection and Rehabilitation Centre** to intervene at an early stage when concerns about a child are identified.

Child Protection - Refers to *the processes undertaken to protect children who have been identified as suffering, or at risk of suffering significant harm.*

Safeguarding - Refers to *the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, acting to enable all children to have the best outcomes and promoting the overall welfare of children.*

This Safeguarding Policy is available to all parents and children via the school website and printed copies are available upon request from the School Office. Safe staff recruitment procedures are in operation with references and police checks required.

For this purpose, child/children refers to all those from 3 to 18 years of age.

2. Scope of Policy

This policy is applicable to the whole school community, including the Principal, Board of Governors, teaching staff, support staff non-teaching staff and admin staff, volunteers and temporary non employed staff.

When considering safeguarding issues, we give regard to other linked policies such as Recruitment; Health and Safety; Anti-Bullying; Educational Visits; Complaints, Data Protection; Child Protection; Digital Learning; and Behaviour Policy.

3. Aims of Policy

The aims of this policy are to:

- Ensure that all staff know that safeguarding is everyone's responsibility.
- Provide children, parents and staff with clear guidance concerning procedures when safeguarding concerns are raised and know who to speak to should a child disclose to them an allegation of abuse.
- Emphasise the importance of early help and intervention including inter-agency working in order to support children and families, making use of such procedures.
- Ensure staff are aware that any member of staff may raise a concern.
- Ensure there is a clearly understood procedure following any concerns about a child's welfare or safety.
- Respect and honour confidentiality of any allegations of abuse or neglect.
- Raise awareness that safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in school.
- Raise awareness and provide guidance about different types of abuse.

- Ensure that there is a clearly understood procedure, following an allegation being made against the Principal or a member of staff.
- Foster an open environment in which all members of the school community should feel free to raise concerns in good faith and be assured that such concerns will be responded to in an appropriate manner.

- Ensure that the curriculum includes activities and opportunities which equip our children with the skills they need to stay safe from abuse, including e-safety and social media, and to know to whom to turn for help, if necessary.

4. Introduction

This policy should be read together with the following school policies where more detailed safeguarding arrangements and risk assessments specific to these areas are detailed:

- Anti-Bullying Policy
- Behaviour Policy
- Attendance Policy
- Phone//electronic devices/E Safety Policy
- Recruitment/Staff selection Policy

This policy follows UK & Qatar national guidance

In line with the “Every Child Matters” (ECM) agenda in the UK we aim to ensure that every child:

- is safe
- is healthy;
- has the opportunity to enjoy and achieve;
- makes a positive contribution; and
- achieves economic well-being.

When one or more of the above outcomes for children are unmet children may become vulnerable. At CIS, we seek to promote these outcomes as an integral part of our responsibility to ensure the safeguarding and protection of all those entrusted to our care. Our Staff is mindful of these outcomes and is always prepared to refer concerns.

COVID – 19

The Department of Education issued a circular on safeguarding in schools during the coronavirus outbreak. This included the duration of the learning hours, mode of teaching and learning (whether it was face-to-face or virtual); screen off time for the students, number of students in a class as well as recommending the safe distance between students.

There are three main elements to our safeguarding:

a) Prevention

The School regularly informs its children about safeguarding, including online, through the curriculum, assemblies and tutor-time. Depending on the age group different areas are addressed. Our aim is to help children to adjust their behaviours in order to reduce risks, including the safe use of electronic equipment and access to the internet.

- b) **Protection** During the induction week at the beginning of every academic year, the staff is given training on the policy and procedures in child safety and protection. Staff is informed on the procedure to follow if aware of a situation or complaint from a student. Prior to joining the school, all staff is required to present a police certificate of good conduct from their country of origin.
- c) **Support** Any incidents that are reported are treated with confidence and recorded for follow-up by the counselor or PRO.

5. Policy Review

The Governing Body undertakes an annual review of the School's Safeguarding Policy and Procedures and of the efficiency with which the related duties have been discharged. A Nominated Governor with Responsibility reviews the safeguarding files and the efficiency of implementation of the policy. The school will ensure that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay once identified.

6. Recruitment and Selection

CIS has a safer-recruitment policy. Disclosure and Barring Service (DBS) checks are provided by staff coming directly from the UK as well as an ARCO police clearance check. Staff not from the UK are required to have a police check similar to ARCO and DBS from their home country. These checks must be attested to prove authenticity. Persons moving to CIS from places other than their home country need to provide police clearances from their home country and the countries they have been resided in.

Safeguarding induction is carried out for all new staff/volunteers and all staff are required to undergo Child Protection training.

7. Key Personnel

All disclosures of abuse or suspected abuse must be discussed with the Designated Safeguarding Lead or a Designated Person. Children, staff and parents should feel at ease to discuss any concerns relating to the welfare of a child with one of the Designated Persons no matter how trivial they may appear. Every case is treated with strict confidentiality.

Name	Job Title HEAD TEACHER	Area of school concerned with	Contact details
Principal	Designated Safeguarding Lead	Whole school	
AP	Deputy Safe Guarding Lead	Whole school	
HoP	Primary Lead (HoS)	Primary Y1-3	
PRO		All	
HoKG	Designated Person (Head of EYFS)	KG 1 and 2	

HoY 4	Designated Person	Primary Y4	
HoY 5	Designated Person	Primary Y5	

HoY 6	Designated Person	Year 6	
HoY 7	Designated Person	Year 7	
HoY 8	Designated Person	Year 8	

HoY 9/10	Designated Person	Year 9 and 10	
HoY 11/12/13	Designated Person	Year 11 to 13	
Nurse	Designated Person (School nurse)	Primary & Secondary & KG	
Counsellor	Designated Person (School Counsellor)	All	
DS/QC	School Governor with Safeguarding oversight	Governor	
MD/QC			

8. E-Safety

At CIS, The School Mobile Policy forbids a child having a Phone, tablet, laptop or other electronic devices in the school without prior and written permission from the Principal.

Most of our children will use mobile phones tablets and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that these forms of technology can be a source of harm to children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The School's policy explains how we try to keep children safe in School. Cyber-bullying by children, via texts and emails, is treated as seriously as any other type of bullying and is managed through our anti-bullying policy.

Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour. Our advice is that parents should closely monitor children's access and use of these at home. Regular guidance at school is given through IT lessons, Tutor-time and assemblies. All E-safety incidents during school time are logged and investigated.

9. Records

a. Child Protection Records

Designated persons will keep accurate and up to date records of child protection concerns and ensure the security of information. The Designated Persons will hold in the safeguarding file, notes on all incidents relating to child protection cases for children at the school.

The chronology and all associated documents are kept secure in the office of the PRO.

The child protection files are confidential and are not accessible by children, parents or staff. The DSL, *Designated Persons or the Principal are the only staff who have access to the locked filing cabinet in which safeguarding records are kept.* When accessing these records, the chronology at the front of each record must be completed.

These records may be made available to the safeguarding Governor to enable him to carry out his annual review. In addition, such records are also made available to the Independent Schools Inspectorate when inspecting the school for regulatory compliance.

b. Welfare Concerns

Welfare concerns are raised by any staff and are an essential part of the early identification of safeguarding concerns and unmet needs.

Serious concerns about children are discussed at weekly SLT meetings.

The Registrar writes to the Head Teacher of any school from where a child transfers, to specifically request that our school is alerted to any child protection issues relating to a child joining our school for the first time. This is to ensure that records are not lost and concerns are passed on upon transfer between schools. The Registrar alerts the DSL to concerns and where no reply has been received from a feeder school, arrangements are made to confirm if such a file about the child exists.

In all cases where records are transferred a receipt of records will be issued when records are received or will be requested when records are transferred.

10. Attendance and School Roll

Class Teachers and Form Tutors (Y4 - 13) monitor attendance closely and inform PRO who contacts parents where attendance is a cause for concern. Cases of truanting must always be taken seriously in recognition that children become vulnerable when they are not in school and such cases must always be referred to the DSL.

The admission register must contain:

- Full name; GR Number
- Sex;
- Name and address of parents;
- Telephone number of parents;
- Date of birth;
- Date of admission and readmission
- Name of last school attended
- Details of siblings in the schools

11. Visitors, Identity Checks and ID Badges

All visitors during the school day are required, on arrival, to sign in at Reception. Visitors will be issued with an appropriate visitor's pass.

Visitors should remain under the supervision of a member of staff at all times and be escorted back to the Reception where the badge must be returned.

Any person who is visiting the school to work directly with young people on a 'one off' activity should have his/her identity checked or verified by the person hosting the event and may not be left unsupervised with children.

All staff on the CIS campus wear ID badges. In the case of a forgotten badge a temporary badge should be signed out from the School Office.

12. Third party groups

The Safeguarding Policy is brought to the attention of organizers of third party groups using the School facilities and it applies to them. Voluntary sector groups that operate within the School, provide off-site services to our children, or use the School facilities, are expected to adhere to the CIS Safeguarding Policy

13. Practical safeguarding procedures for staff

The following procedures are followed at CIS in all

cases:

It is important to remember that:

- **it is not a member of staff's responsibility to carry out any form of investigation.**
- **If a child discloses abuse to a member of staff, that member of staff must do the following**
- **Explain that you are concerned about what they have disclosed then that you must report it (no secrets).**
- **Reassure them that you are doing this to help and support them and that you are taking what they are telling you seriously.**

- **Allow the child to speak and listen to what they are telling you without interrupting. Do not press for details or ask leading questions.**
- **Only ask the minimum number of clarifying questions necessary to establish understanding of the concerns.**
- **Do not ask to see any injuries. However, should the child choose to show you the injury make a note of where on the body these injuries are.**
- **If you can, write brief notes of what they are telling you, while they are speaking. These may help later, if you have to remember exactly what was said. Keep your original notes, however rough they are. It is what you wrote at the time that may be important later, not a tidier and improved version you wrote up afterwards. If you do not have the means to write at the time, make notes of what was said as soon as possible afterwards.**
- **Do record date, time, place and exact words used.**
- **Record all subsequent meetings with the child.**
- **Report the concerns to the child's form teacher and/or head of year or the DSL – do not attempt to investigate the concerns yourself.**

a) A concern about a Child from CIS

Such a concern must be reported to the Designated Safeguarding Lead

b) General welfare concern about a child

A general welfare concern is filed where a child is failing to achieve one or more of the outcomes for children as outlined by their academic profile and where child protection is unlikely to be an immediate issue This could be due to an unmet learning need.

Staff are prepared to report concerns no matter how small these concerns may appear because providing early help is more effective in promoting the welfare of children than reacting later. Serious concerns about children are discussed at a meeting of the Senior Safeguarding Team - the DSL, Deputy DSL, Nurse, Counsellor and Principal - and a course of action decided upon accordingly.

Concerns may also be discussed at the weekly meeting of the HoYs and AP. These may result in an early help assessment and staff aware that children may be at increased need of early help if they fit the following criteria:

- is disabled and has specific additional needs;
- has special learning needs;
- is a young care giver;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as

substance abuse, adult mental health problems and domestic violence; •

has returned home to their family from care and/or

- is showing early signs of abuse and/or neglect.

CIS adopts the following approach when dealing with each welfare referral:

- **Welfare** referral form submitted – attached to the child protection policy
- **Assessment** by safeguarding lead
- **Resolution** (No action, continued monitoring or contact made with Qatari authorities)
- **Monitoring** (until it is deemed that the referral can be closed).

Usually welfare issues are resolved quickly and sensitively through discussion with the child and/or parent.

c) If a child makes an allegation of abuse

i. If a child **volunteers** information about abuse, the most important aspect of response is to be willing to listen to and to believe what the child is saying.

ii. Staff are advised that interviews with children must take place in rooms with visual access. Window and Camera.

iii. The teacher or adult may ask if the child wishes to have someone else present. If the child insists on speaking with you alone then let a colleague know that the interview is taking place.

iv. Teachers or the adult do not ask questions which might convey to the child their own ideas about what might have happened (eg 'Did he/she do x to you?'). The only questions that are asked are: 'What do you wish to say to me?' and 'Is there anything further you wish to say to me?'

v. The teacher or adult will then explain with sensitivity that action may be required, that other adults (eg the Designated Person) will need to be informed and that he/she is not able to promise that the conversation with the child will be strictly between the two of them

vi. The teacher or adult immediately makes a written note of the discussion, using the actual words of the child where possible. These notes record date, time and place and are given to the Designated Person as soon as possible.

vii. If referral is considered appropriate, the Principal is informed and such referral is made in line with Qatari law

viii. Before such a referral is made, the parents of the child would usually be informed; it is also explained to them their consent for referral is **not** being sought. In the case of suspected sexual abuse, fabricated or induced illness, or when a child is believed to be in danger of significant harm the parents **are not informed** that a referral is being made. In the case of serious harm, the police is informed from the outset.

- ix. If an incident occurs outside of school hours, but while the child is in the care of the school (eg a school trip), then the Designated Safeguarding Lead is contacted as soon as possible.

14. Allegations against a member of staff, volunteer or the Principal

- i. When allegations arise against a member of staff at CIS (including volunteers) the school follows the following procedures. These are used when an allegation is made that the adult has:
- Behaved in a way that has harmed, or may have harmed a child;
 - Possibly committed a criminal offence against, or related to a child; or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- ii. The allegation is reported to the Principal or, in the absence of the Principal, the AP
- iii. Where the allegation is against the Principal, it is reported directly to the MD/DS and without notifying the Principal.
- iv. In case of serious harm the Police is informed from the outset.
- v. The School does not undertake its own investigation of allegations without prior consultation with the police so as not to jeopardize statutory investigations.
- vi. Where the allegation is against a former member of staff, it is referred directly to the police.
- vii. Discussions are recorded in writing, and communication with both the individual and the parents of the child/ children agreed.
- viii. The School considers carefully whether the circumstances of the case warrant suspension or whether alternative arrangements could be put in place. School will give due weight to the views of the police when making a decision about suspension.
- ix. Where an investigation leads to the dismissal of a member of staff because s/he is considered unsuitable to work with children or where someone resigns in circumstances where s/he would have been dismissed, the school promptly makes a report, including as much evidence about the circumstances of the case as possible.
- x. If there has been a substantiated allegation against a member of staff, the school works with the local authorities to determine whether there are any improvements to be made to its procedures or practice to help prevent similar events in the future.

- xi. Allegations found to be malicious are removed from personnel records. Records are kept of all other allegations but any that are not substantiated, are unfounded or malicious are not referred to in employer references.

15. Training

All staff and volunteers are reminded of their responsibilities and procedures relating to safeguarding issues during Induction at the start of each year and at suitable times throughout the year, for example, if there is a change to procedure. Staff joining the school later also receive Induction, whenever they join, on this matter.

Training certificates are issued and are placed in personnel files.

The training is given by the DSL, Counsellor and Nurse and include

- How to identify the various types of abuse

- How to report concerns and disclosures.

The Designated Persons are trained and certified in child protection. This training is updated at least every two years although in practice they are encouraged to receive training each year.

The whole staff receive regular safeguarding training from the DSL, Counsellor and Nurse

New staff, including temporary staff and volunteers, receive induction training on safeguarding issues from a Designated Person before they have contact with children. Such training also includes:

- a) The school's safeguarding policy;
- b) The staff code of conduct;
- c) The identity of the designated persons;

16). Management and Accountability for Safeguarding and Child Protection at CIS

The Principal is the Designated Safeguarding Lead and delegates responsibility for all safeguarding and child protection matters across the school. In his /her absence, the Deputy Designated Safeguarding Lead (AP) or the Designated Persons takes charge for him.

The nominated School Governor with responsibility for monitoring safeguarding is **DS/MD** .

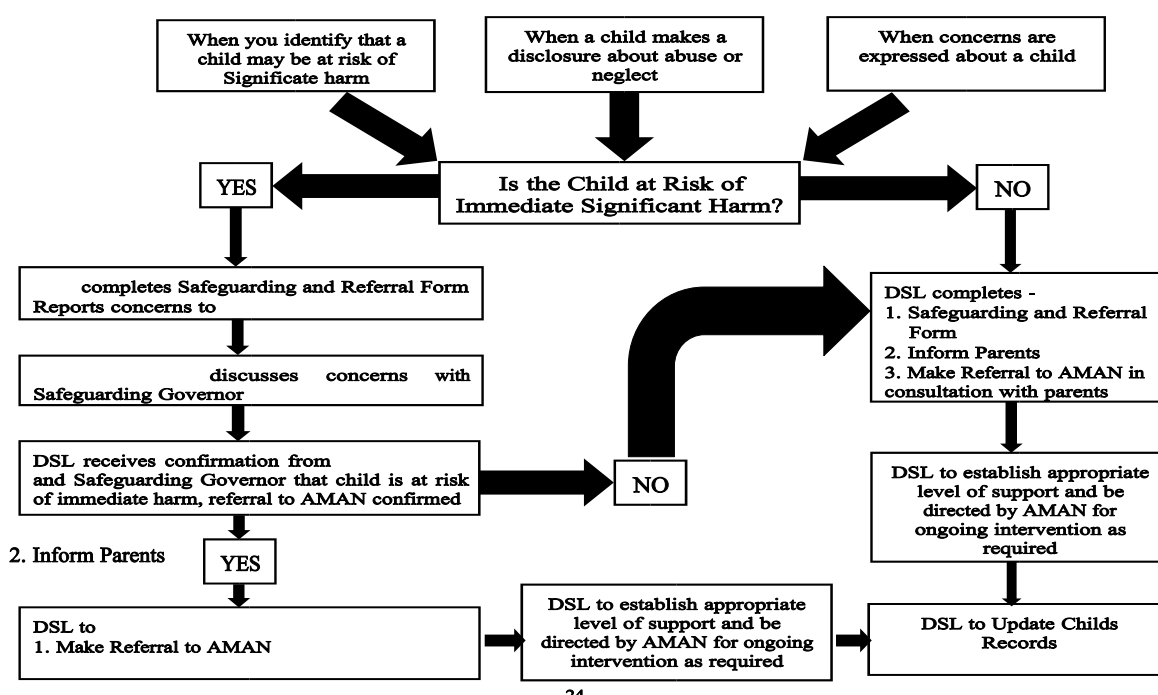
He receives and interrogates the annual report on safeguarding matters from the Designated Lead in which no names of children are disclosed, enabling the GB (Governing Board) to review how effectively the school is fulfilling its obligations.

17). Supporting Staff

We recognise that staff working at CIS, who may become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation distressing.

Staff members are supported through regular supervision with their Designated Safeguarding or Counsellor, providing an opportunity for the staff member to talk through their anxieties and to seek further support as appropriate.

DEALING WITH DISCLOSURE – PROCESS FLOW CHART



Safeguarding and Referral Form: CONFIDENTIAL Reporters Form

Safeguarding and Referral Form: CONFIDENTIAL -DSL/Admin Form

Childs NOK (Next of Kin) Details	Childs Name	
Names of Other Children in the Family: 1 2 3 4		
Parents Contact Details:	Mobile No's:	Languages Spoken
Father Name:		
Mother Name:		
Address		
Family Contact Email Address:		
Other Relatives/People Living with the Family:		
D.S.L Name:	D.S.L Signature:	Date:
Contact Telephone No:	Email Address:	