



المدرسة الهندية العامة العليا - رأس الخيمة  
**INDIAN PUBLIC HIGH SCHOOL, RAK**

(Recognized by the Ministry of Education, UAE, affiliated to CBSE, New Delhi)

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عام التسامح  
YEAR OF TOLERANCE



# CHILD PROTECTION POLICY



## **VISION**

**To be a pioneer in education to produce students of noble mind.**



## **MISSION**

**To serve as a model, where teaching and learning is innovative and to excel beyond the classroom.**



## **MOTTO**

**Wisdom is better than riches.**



## **CORE VALUES**

**Tolerance  
Honesty  
Respect  
Responsibility  
Generosity  
Innovation**

# CHILD PROTECTION POLICY

**Child Protection Coordinator: Dr. Annamma Mathew ( VICE- PRINCIPAL)**

Indian Public High School provides a caring, supporting, and safe environment in which all students can learn and develop to their fullest potential. All children have the right to live in a healthy environment, without violence and without fear. It is unacceptable for any student to experience abuse of any kind and IPHS, recognizes its responsibility to safeguard the welfare of all students.

## ***POLICY AIMS***

The Purpose of this policy is to:

- Guarantee school staff are fully aware of their responsibility and duties, to provide protection for all students from any form of abuse; safeguarding their security, safety, and well-being through adherence to the Child Protection Law of U.A.E. (Federal Law No. (3) Of 2016 - The Law of Children's Right's [Wadeema] and Federal Law No. (28) Of 2005 on Personal Status).
- Ensure that all suspicions and allegation of abuse and poor practice will be taken seriously and responded to in a swift and appropriate manner according to regulations.
- Provide staff with clearly stated guidelines and promote good practice.
- Support the school's commitment to safeguarding and protecting our students. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

## ***GUIDELINES***

We recognize that all children, regardless of their age, gender, race, or background, have the right at all times and under all circumstances to feel safe and protected from any form of abuse.

Our school will therefore:-

- Establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Ensure that all students and parents are aware of the child protection policy and ensure support will be provided when any form of abuse or maltreatment is reported.
- Ensure that all staff trained to be alert to the indicators of abuse, neglect, or bullying and communicate all concerns or suspicions to designated authorities (Child Protection Coordinator- vice Principal, Principal, School Counselor).
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.
- Ensure that all staff is encouraged to model positive behavior in order to promote good practice and reduce the likelihood of abuse and bullying.

## **FRAMEWORK**

**Child safety and protection is the responsibility of all adults; especially those working with children in the school. This policy applies to all pupils, staff, volunteers and visitors to IPHS.**

## **ROLES AND RESPONSIBILITIES OF CHILD PROTECTION COORDINATOR**

It is the role of the Designated Child Protection Coordinator to ensure that all of the child protection procedures are followed within the school and to make timely referrals to the Principal and Section supervisors in accordance with school procedures. If for any reason the Designated Child Protection Coordinator is unavailable, the school counsellor is to act in her absence. Additionally, it is the role of the Designated Child Protection Coordinator to ensure all staff (teaching & non-teaching) employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this. The Child Protection Coordinator will receive and act upon any reported concerns.

## **MONITORING AND SUPERVISION**

- The school property is equipped (internally/externally) with a complete 24 hour security camera system.
- All hallways and common areas are under staff supervision to prevent bullying and abuse incidents among the students.
- There will be no outside workers or individuals allowed into the school property unless accompanied by a staff member or with prior notice and approval.

## **ANTI-BULLYING**

We are committed to providing a caring, friendly and safe environment for young. Bullying of any kind is unacceptable within IPHS. This includes bullying of young people by adults and bullying of young people by other young people. If bullying does occur, all young people should know that incidents will be dealt with promptly and effectively. For greater details, please refer the IPHS Anti- Bullying Policy.

## **SAFE SCHOOL, SAFE STAFF**

1. It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.
2. Only authorized staff may investigate child abuse allegations. Whilst it is permissible to ask the child simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.
3. Where allegations are made against a staff member, this should be immediately referred to the Chairman of School who shall take appropriate actions.
4. If for any reason it is decided that a referral to an External referral is not appropriate, it will be necessary to address matters in accordance with the school's disciplinary procedures.

## ***WHISTLEBLOWING***

We recognize that children cannot be expected to raise concerns in an environment where staff fails to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the Supervisor or directly to the Principal.

## ***PROCEDURES***

The Principal will ensure that all teaching and non-teaching staff is aware of the school's policy and the identity of the Designated Child Protection Coordinator. Staff will be kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the Designated Child Protection Coordinator or in their absence to the school counsellor. The Designated Child Protection Coordinator or school counsellor will immediately refer cases of suspected abuse or allegations to the Principal, in her absence to the Chairman of the School who will take steps as deemed necessary.

The senior school management is guided by **two principles**; the safety welfare of the child and the confidentiality of the situation.

## ***TRAINING AND SUPPORT***

The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. The school will ensure that the Designated Child Protection Coordinator also undertakes training to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities. Support will be available for staff from the Section Supervisor in the first instance, and from members of the school's leadership team where there are concerns or queries about child protection. All staff should have access to advice and guidance on the boundaries of appropriate behavior and conduct. These matters will form part of staff induction and will be referred to in the staff handbook.

## ***PROFESSIONAL CONFIDENTIALITY***

Every measure shall be taken to ensure that confidentiality is maintained.

- Information should be dispersed on a "need-to-know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves. Information which needs to be available to all staff will be shared at staff meetings.
- All staff should ensure that student data or personal information shall not be given to any person inside or outside the school and is considered confidential except for the individuals directly involved in the matter.
- A member of staff must never guarantee confidentiality to a student nor should they agree with a student to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Coordinator and may require further investigation by appropriate authorities.

## **RECORDS AND DOCUMENTATION**

- Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must record and report incidents to the proper authorities in a professional and orderly manner.
- An accurate record must be made as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location in the **Child Protection Concerns Report Form**.
- Personal communication between teachers and parents on suspected abuse issue is prohibited.
- The school will maintain written records of all incidents during the year, dated and signed and the action taken even when there is no need to refer matters immediately.
- The school will ensure all records are kept securely, separate from the main student files in the Principal's office. In the same way notes will be kept of any pupil who is being monitored for child protection reasons.

## **PARENTAL ROLE**

- Parents will normally be informed in the event abuse is suspected unless there is reasonable belief that the child may be put at risk of harm by disclosing.
- Parents will be required to cooperate with CPC in the event that she requests a meeting.
- Parents will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.
- Parents do not have a right of access to confidential school files.
- The school reserves the right to seek professional advice before informing parents.

### ***Useful Contact numbers:***

Sharjah Child Abuse Hotline -80700

Al Ameen Service – 800-4-888

Ministry of Interior Child protection Hotline – 116111

Ministry of Interior Child protection website – [www.moi-cpc.ae](http://www.moi-cpc.ae)

## **POLICY REVIEW**

This policy is to be reviewed annually.

Next review date: \_\_\_\_\_

## Child Protection & Safeguarding Procedure

If any incident occurs, the Safeguarding procedure must be put into action. NB: All meetings must be documented.

**Step1.** The staff member who suspects a safeguarding or child protection issue (either through disclosures made by a student or your observations) must record their concern in the **Child Protection Concerns Report Form** and submit this to the **Child Protection Coordinator (CPC)**. Do not investigate.

**Step2.** The **CPC** will consult the Leadership team, as appropriate, and consider all or any evidence gathered and decide on the action to be taken. The **CPC** must contact the Child Protection Center and inform them of the allegations made, if required. The action taken must be completed in the **Child Protection Concerns Report Form**.

### ***Responding To Disclosures***

Do

- Stay calm and listen carefully.
- Believe the child
- Ask gentle open questions, if required, such as: Can you tell me more about what happened? Who? What? Where? When? Do not ask 'Why' questions.
- Record the information in child's own words, regardless of age. Note questions asked, and child's response. Write down the facts, rather than assumptions or interpretations.
- Note position of any bruising or other injuries noted or have been shown.
- Keep the disclosure secure and maintain the privacy of the child and family as much as possible.
- Refer the disclosure with designated child protection officer, or if unavailable, school counselor.

Don't

- Don't investigate- record basic information.
- Don't make promises you cannot keep about confidentiality.
- Don't ask leading questions.
- Don't discuss personal or from other experiences

## Need for protection – Some Indicators

Staff should be aware of the following signs and **consider the possibility of abuse if** a student exhibits any of the following or any other unusual behavior that may be a cause for concern:

1. Unwilling to come to school
2. Becomes anxious, fearful, withdrawn, or lacks in confidence
3. Change in school work
4. Becomes aggressive, disruptive, or unreasonable
5. Exhibits a change in their usual routine
6. Indicators of child abuse
7. Unaddressed or unexplained injuries to a child, or conflicting reports from parents or staff.
8. Repeated injuries

### Physical Abuse

Non-accidental physical injury or trauma caused by hitting, biting, burning, kicking or other ways of harming the child.

Physical Indicators	Behavioral Indicators
Unexpected bruises (fingertip, belt or strap.)	Self-destructive
Human bite marks, bald spots	Withdrawn or aggressive behavior
Swollen areas	Uncomfortable with physical contact
Unexplained wound or fractures	Complaints of soreness
Mouth or ear injuries	Chronic runaway especially teenagers
Unexplained burns, especially cigarette or immersion burns(glove like)	Wears clothing inappropriate for weather to cover body.
Black eyes from fist punch	Poor concentration/learning
Under nourished or underweight	Bullying or is a victim
	Afraid to go home
	Undue fear of adults



## Sexual Abuse & Exploitation

Adult engaging in any sexual behavior (looking, showing, touching or penetration) with a child to meet the adult's sexual needs.

Physical Indicators	Behavioral Indicators
Difficulty walking or sitting	Withdrawal, chronic depression, secretiveness
	Anxiety and despair
	Poor self-esteem, self-devaluation, lack of confidence.
	Poor peer relations
	Massive weight change.
	Sudden school difficulties
	Self-mutilations or Suicide attempts, especially in adolescents.
	Mood changes, tantrums and aggression. (Lack of emotional control).
	Premature understanding of sex
	Excessive sexual precociousness, seductiveness
	Running away from home
	Threatened by physical contact

## Neglect

Failure of parent or caregivers to provide food, clothing, medical care or supervision; to the extent that the child's health, safety, or physical/ emotional well-being is being threatened with harm.

Physical Indicators	Behavioral Indicators
Consistently unattended medical needs	Tired or listless, falls asleep in class
Consistent hunger	Steals food, begs for food from classmates
Inappropriate dress, poor hygiene	Self- destructive
Frequently absent or late	Learning –difficulties

## Emotional Abuse

Failure of parent/ caregivers to provide an appropriate and supportive environment and includes ignoring, rejecting, isolating, verbal abuse, threatening or shaming.

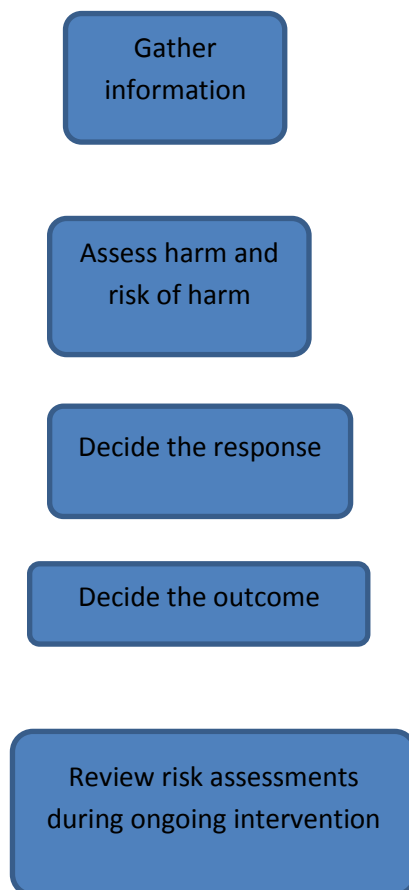
Physical Indicators	Behavioral Indicators
Speech disorders or stuttering.	Mood changes – depression, failure to communicate.
Signs of mutilation	Behavior disorders/ extremes [ <b>aggressive</b> - Withdrawal, destructiveness, cruelty] [ <b>or passive</b> Lack of emotional responsiveness Sad appearance]
Frequent vomiting.	Habit disorders (biting, head banging or thumb sucking).
	Self-destructive behavior, unaware of hazards or hatreds.
	Poor peer relations/ isolation
	Inhibition(hesitancy) to play
	Attention seeking behavior/ attachment problems
	Irrational and persistent fears or hatreds
	Poor self-esteem
	Chronic academic underachievement.
	Repeats negative comments

**INDIAN PUBLIC HIGH SCHOOL**

**CHILD PROTECTION CONCERNS REPORT FORM**

Student Name:			
Class:			
Type of Abuse Suspected			
Sexual	Emotional	Physical	Neglect
Details of the observation or the disclosure( exact words spoken by the child)			
If there was an injury, describe: ( location, color, size)			
Date :		Time:	
Reporting Person:		Sign :	
Handed over To CPC :			
Contact No. of student:			
Action Taken ( to be completed by the Child Protection Coordinator)			
Date:			
Name:		Sign:	

## Child Protection Coordinator's responsibilities upon receiving a concern



NB: Sexual abuse cases & severe physical abuse( life-threatening or which can cause permanent damage to the child) should be reported To MOI within 24 hours.