

NOOR AL KHALEEJ INTERNATIONAL SCHOOL DOHA. QATAR



CHILD PROTECTION POLICY



2023-2024

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VISION

To provide and preserve the highest standards of excellence in quality education.

MISSION

To provide students with opportunities to pursue excellence in education in a multi-cultural environment where they learn universally accepted values and norms that will assist them to become confident, global citizens.

INTRODUCTION

The policy has been developed in accordance with the principles established by the Qatari law for the Protection of Women and Children established under Act No. 8 of 1998. This is referenced as good practice in seeking to maintain high standards to protect students.

The policy is applicable to both the Kindergartens as they are a part of the main school. All staff, including the Management have a full and active role to play in protecting our students from harm, and that the student's welfare is our paramount concern.

We believe that the educational setting here provides a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual and that action is taken in the best interest of the student.

AIMS OF THE POLICY

- To provide an environment in which children feel safe, secure, valued, respected and feel confident in approaching adults if they are in difficulties.
- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of all staff members of the need to safeguard students and of their responsibilities in identifying and reporting possible cases.

- To provide a systematic means of monitoring students and ensure the need and support for them.
- To emphasise the need for good levels of communication between all members of the staff.
- To develop and promote effective working relationships with other agencies that are responsible for the social care of children and families.

ROLES AND RESPONSIBILITIES

The Principal is responsible for the implementation of this policy and other associated policies in the school. The staff are made aware and are alerted to the signs of exploitation and the knowledge to whom they should report matters of concerns or suspicion.

The Principal will ensure that all staff feel able to raise concerns about safe practice and that such concerns are handled sensitively in accordance with good practice. Students are provided with opportunities to learn about safeguarding and keeping themselves safe.

The Principal will be responsible for communicating with the appropriate Ministry officials where an allegation is made against a member of staff.

All staff should be alert to those students who are at risk of domestic violence, bullying or who are missing out on education.

The Principal should make prompt contact with the responsible authorities to refer a student where there are concerns that he/she may be in need of help.

The Principal is further responsible for:

- Making all referrals in writing following a telephonic call and record keeping and that these are kept confidentially and securely.
- Ensuring that anyone who has harmed a student or who may pose a risk to a child is referred to the appropriate authorities.
- Keeping detailed and accurate written records of concerns and referrals.
- Encouraging a staff culture of listening to students, their wish and feelings.

Supporting and monitoring students

We understand that a student who has witnessed violence/abuse will feel helpless and humiliated and will find it difficult to develop and maintain a sense of worth.

As such his/her behaviour may range from aggressiveness to withdrawal. The school will support such students by promoting a caring, safe and positive environment within the school. Appropriate personnel will be notified in instances of significant concern. A record of such communication is to be maintained by the counsellor. Continuous support will be provided to such students where there has been a concern. Communication between all members of staff and between the school and other authorities will provide early help in solving issues.

Precautionary measures will be taken to maintain the safety and security of the concerned student and other students in the science labs as they are high risk areas.

Confidentiality

We recognise that all matters relating to the protection of students are confidential. The Principal will disclose information about a student to other staff on a need- to –know basis only.



All staff must be aware that they have a professional responsibility to listen to students who are disclosing information associated with child protection and safe guarding matters and to share this information with the appropriate authorities in order to safeguard them.

Persons to whom such matters are reported should take the matter seriously and keep an open mind. Confidentiality is to be maintained but the person should be advised that the concern will be shared with appropriate authorities only.

A written report should be maintained of matters in this category including day, date, time, place and who all were involved etc. The intention is to refer the child to the appropriate authorities with the parents to help solve the issue.

Safeguarding students against the actions of other students.

Students on certain occasions will display behaviour that may cause concern to other students. They may also act in ways that may cause harm to other students. These behaviour types may include:

- Bullying
- Quarrelling/ group activities/ undue activities on school premises
- Smoking and use of drugs.
- Distribution of harmful or violent literature.

We recognise the responsibilities with regard to the concerns associated with these behaviours. The school will address allegations of any such concerns with the appropriate departments.

Allegations against staff.

Any information indicating that a staff member may have behaved in a way that has or may have harmed a student must be taken seriously.

The person to whom the allegation is first reported to should keep an open mind and should investigate or ask leading questions if seeking clarifications.

Actions include making an immediate investigation team in order to draw a conclusion.

Written record of the allegations using the informer's words. Date, time and place where the incident took place, brief details of what happened, what was said and who was present are to be included in the report.

If a staff member has concerns about another staff member, this should be referred to the Principal. Where there are concerns about the Principal, this should be referred to the Director of the school. Suspension of a staff member against whom an allegation has been made, deserves and requires careful consideration. In the case of the Principal, the decision to suspend will be made by the Chairman of the school.

Physical intervention.

The school recognizes that touching a child is inappropriate in the context of working with children and all staff are given guidance (staff meetings/ orientations) to ensure they are clear about the professional boundaries.

Physical intervention of a nature which causes injury or distress to a child may be considered under this category/ disciplinary procedures.

Such events are to be recorded and signed. These records will be retained as case files are kept with the counsellor/ Principal (for staff).

Anti - Bullying.

The Anti – bullying policy is also a part of the student behaviour policy. It recognises that bullying may take many forms and is not restricted to gender related/ cyber/ sibling bullying. Records of bullying is to be kept by the counsellor/ coordinators.

Health and Safety.

The Health and Safety Policy is in a separate binder.

Self - Harming Behaviour.

Such cases will be handled with extreme care as these cases are very sensitive and children/ families are placed in a vulnerable position. It is the responsibility of the Principal to report such cases to the official authorities.

Prompt action is required with any suspected case/s and parents will be contacted. **The case will be reported to the Qatari authorities immediately.**

A case file is to be maintained. The parent must submit a full report from the hospital stating that the child is not at risk of attempting self- harm.

In the event that a case like this has taken place the parent will have to submit a letter/ disclaimer absolving the school of responsibility in the event that the student puts himself/herself at risk by attempting self – harm while at school.

Such student/s will remain on record of observation by the counsellor throughout their stay at school.

In some cases, the student who has been suspected of self- harming himself/herself may not be allowed to attend school.



Mobile phone, video and photography

Mobile phones or similar devices may be misused. Therefore, students are not allowed to carry or use them in the school or on outings. In case of an emergency, they can contact their teacher who will guide them to the appropriate person for necessary action.

The staff also have a clear understanding of what constitutes misuse of such gadgets. They are also advised from time to time not to use mobiles while supervising students.

The school also ensures that parental requests to exclude students from class photographs/school activities are **considered/ adhered to. The school will also take the consent of parents for photographs to be taken or published (newsletter/newspaper).**

Visitors to the school are also expected to take permission from the Principal before taking photographs.

Monitoring and evaluation of the Policy.

The school commits itself to ensuring that an effective Child Protection and Safeguarding Policy is in place and reviewed annually. All staff are kept up- to- date with changes. They are obliged to seek support and advice if they have a concern about the welfare of a child.