



دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE



مدرسة الروافد الخاصة Rawafed Private

2018-2017

Child Protection Policy

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Definition of Child Abuse:

Child Abuse can be categorized into four different types: neglect, emotional abuse, physical abuse and sexual abuse.

Neglect: can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific moment. Staff must inform the DLP if he/she is concerned or suspicious that a child is being neglected.

Emotional Abuse: occurs when a child's need for affection, approval, consistency and security are not met. Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. A child may be affected by an event in his/her life and staff must inform the DLP if he/she is concerned or suspicious that a child's emotional needs are being neglected.

Physical Abuse: is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Staff must inform the DLP if he/she is concerned or suspicious that a child may have been physically abused.

Sexual Abuse: occurs when a child is used by another person for his/her gratification or sexual arousal or for that of others. Staff must inform the DLP if he/she is concerned or suspicious that a child may have been sexually abused.

Designated Liaison Person (DLP):

Rawafed Private School has appointed School Director as Designated Liaison Person (DLP), Assistant Principal as the deputy DLP. The role of the DLP is to liaise with all relevant agencies, whether in seeking advice, reporting or in follow up consultations. If informed by a member of the school community of a concern the DLP should in the first instance seek advice by phone, from a senior child care officer/social worker/manager/designated person employed by ADEC

At this early stage all parties including the DLP may remain anonymous and there is no requirement on the DLP to disclose the names of any party including the name of the school or her own name. However, the DLP should note the name of any ADEC employee who gives advice and their nature of that advice. It is incumbent on the DLP to follow through on all advice from ADEC. Written records should be kept of all advice, phone calls and meetings.

Basis for Reporting

ADEC should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. With regard to emotional abuse and/or physical neglect, consistent indication, over a period of time, that a child is suffering from emotional neglect or physical neglect would constitute reasonable grounds for concern.

Procedures in dealing with a disclosure/suspicion from a child/third party:

- Teachers who suspect child abuse/neglect should report their concerns to the DLP at the first instance and carefully record their observations over a period of time.
- Disclosures of Child Abuse/neglect from a third party will be reported to the DLP. If a third party starts to tell a teacher about an alleged child abuse incident the teacher will ask them to speak to the DLP. If the person does not inform the DLP the teacher will do so.
- Where a child discloses alleged abuse/neglect to a staff member, the person receiving that information should listen carefully and supportively. It is not the role of any staff member or DLP to investigate an incident/ allegation/suspicion. His/her role is to listen and record information Great care must be taken not to abuse the child's trust. This should not be a formal interview.
 - Listen to the child
 - Do not ask leading questions or make suggestions to the child
 - Offer reassurance but do not make promises
 - Do not stop a child recalling significant events
 - Do not over-react

- Confidentiality should be assured – explain that further help may have to be sought.
- Record the discussion accurately noting:

What, where and when?

Descriptions and possible sketches of physical injuries

Explanations of injuries using direct quotations if appropriate

Sign and date the record

Retain the record securely

- Whether cases of abuse/neglect are suspected or confirmed, confidentiality will be respected. The information on individual cases will be restricted to the teacher(s) immediately involved with the child and will be on a *need to know* basis.
- The DLP will record the incident. It is not the function of the teacher or the DLP to investigate the issue.
- If the suspected abuser is the DLP then the suspicion and any records will be passed on to the Owner who will proceed as per guidelines.
- Informal contact with the designated person in ADEC will be made, seeking advice as to whether a referral should be made. The DLP will be explicit that s/he is requesting advice and not making a report. It is not necessary at this stage for the DLP to disclose his/her name or the name of the school.
- The advice given by ADEC must be acted upon.
- If the advice is not to refer, the DLP will record this advice as the reason for non-referral. If the advice from ADEC is to refer the case, the DLP will do so. However, prior to referring, the DLP will inform the parent of her intention to refer, unless this course of action is injurious to the child.
- Following referral, the school will have no further part to play in the investigation.
- If a case conference is required, the DLP will be invited to attend.

All records will be held in a central, securely locked location.

Allegations against an employee:

- Procedures followed are similar to those of a disclosure
- Employee is made aware of the allegation against him/her
- Employee will be given the opportunity to respond to the allegation in writing and at a meeting of the Board of Trustees
- School Board of Trustees meeting to review the allegation, giving due consideration to any advice given by ADEC and Police
- The Board of Trustees will consider placing the employee on administrative leave, with full pay, pending the outcome of investigations by ADEC and Police.
- On conclusion of any investigation the Board of Trustees will then determine the employment status of the employee.

Organizational Implications and Prevention of Child Abuse

Police Vetting

All Staff will be required to produce copies of their Police vetting forms, prior to interview and these will be kept on file in the principal's office.

Supervision

School supervision policy and routines will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks.

Behavior

Children are to be encouraged at all times to play co-operatively and inappropriate behavior will be addressed sensibly. If an incident occurs which we consider to be of a sexualized nature we will notify the DLP who will record it and respond to it appropriately.

Visibility

Teachers will ensure that children are visible in the school yard. Children will not be allowed to spend time in classrooms, toilets or sheds where they would not be under adult supervision. They are not to leave the school yard or to engage with adults who are outside of the school yard.

Visitors

Teachers on yard duty will be aware of visitors entering the school yard and will ascertain their intentions. They will be supervised in the discharge of their business. All school entrance/exit doors are locked after the children enter the school. Visitors cannot enter the school without obtaining permission by using the bell and intercom (fitted at the two main entrance doors) and giving their reason for entry.

Induction of Teachers and Ancillary Staff

The DLP will be responsible for informing all new teachers and ancillary staff of this policy.

Dealing with children on a one-to-one basis

If a staff member/visiting professional such as Speech and Language therapist/ Occupational therapist has to work/deal/communicate with children on a one-to-one basis, they are requested to leave the classroom door open if there is not a glass partition fitted on the door

Attendance

With regards to child protection we will pay particular attention to trends in nonattendance. We will also monitor non-attendance in correlation with signs of neglect/ physical/ emotional abuse.

Toileting Accidents

Adults working with children with intimate care needs will always make sure that any physical contact is for the purpose of meeting the needs of the child. Adults will always respect the dignity of the child.