

# Child Protection & Safeguarding Policy



<b>Reviewer</b>	<b>School Social worker</b>
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<b>Checked by</b>	<b>Ms. Flavia Castelino , Lead vice principal</b>
<b>Approved by</b>	<b>Dr. Kishor Pillai, Principal</b>

## Child Protection and Safeguarding Policy

### Introduction

The Crown Private School fully recognizes its responsibilities for child protection for all students. Safeguarding children is a responsibility shared by everyone at the School, and therefore good safeguarding practice is built into routine School procedures and practice.

Safeguarding and promoting the welfare of children is defined as:

Protecting children from maltreatment;

Preventing impairment of children's health or development;

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;

Taking action to enable all children to have the best possible outcomes.

The policy applies to all staff and others (e.g. self-employed consultants, volunteers, etc.) working for the School.

The policy covers procedures for identifying and reporting cases, or suspected cases, of abuse; supporting pupils who have been abused; for online bullying , establishing a safe environment in which children can learn and develop; and the roles and responsibilities of the School staff to ensure the above.

The Crown School recognizes its legal and moral duty to promote the well-being of children, respect their voice, protect them from harm, and respond to child abuse.

**Definition of “child”:**

In the context of this document, and the policies and procedures which it describes, a “child” is taken to mean a person *under the age of eighteen*.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

According to UAE Federal Law No. 3 of 2016 on Child Rights, the following definitions of child abuse are used:

The Child Protection Policy and procedures are in compliance with the **Child Protection Framework as per the UAE law**.

**The Child Protection Policy:**

- Refers to the activity and responsibility undertaken for the welfare, safety and happiness of all students, those who are attending and doing distance learning
- Defines the procedures, good practices and responsibilities of the Child Protection Team.

At the start of the academic year, parents and children will be made aware of the policy and its procedures. All children should be aware of their rights and how to report any form of abuse.

This is in compliance with:

UAE Federal Law No. 3 of 2016 on Child Rights<sup>1</sup>

UAE Federal Law No. 3 of 1987 on Penal Code<sup>2</sup>

DFES Guidance *Safeguarding Children and Safer Recruitment in Education* (UK)<sup>3</sup>

UN Conventions of the Rights of the Child (ratified by UAE on Jan 3 1997)<sup>4</sup>

1. [https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Children\\_Law\\_English.pdf](https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Children_Law_English.pdf)
2. <https://www.adjd.gov.ae/sites/Authoring/AR/ELibrary%20Books/E-Library/PDFs/Penal%20Code.pdf>
3. <https://www.gov.uk/government/publications/safeguarding-children-and-saferrecruitment-in-education/safeguarding-children- and- safer-recruitment-in-education>

4. [https://downloads.unicef.org.uk/wpcontent/uploads/2010/05/UNRsummary1.pdf?\\_ga=2.46693024.60945193.1520417343- 1308837855.1520417343](https://downloads.unicef.org.uk/wpcontent/uploads/2010/05/UNRsummary1.pdf?_ga=2.46693024.60945193.1520417343-1308837855.1520417343)

### Definitions:

- **Child:** Each and every child below the age of 18. (Federal Law 3, 2016 - Wadeema Law).
- **Child Abuse:** Each and every act and omission that would harm the child in a manner that prevents his/her upbringing and growth in a proper, safe and healthy manner. (Federal Law 3, 2016 – Wadeema Law).
- **Child Neglect:** Failure of parents or custodians to take the measures necessary for preserving the child’s life and physical, psychological, mental and moral wellness from danger and protecting his/her various rights. (Federal Law 3, 2016 – Wadeema Law).
- **Neglect:** The persistent or severe neglect of a child which results in impairment of his/her health or development.
- **Physical Abuse:** Actual or likely physical injury to a child or failure to prevent physical injury or suffering.
- **Sexual Abuse:** Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that which violates social taboos or family roles.
- **Emotional Abuse:** Actual or likely severe adverse effects on the emotional and behavioural development of a child by persistent or severe emotional ill- treatment, subject to inappropriate behaviour or rejection.
- **Potential Abuse:** Situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a known abuser.
- **Responding to Possible Abuse:** A guide for considering information that gives rise to doubts about a child’s safety or welfare.

## Roles and Responsibilities:

### Role of the School:

- Maintain a conducive environment where students feel safe, secure and are encouraged to talk and are listened to.
- Ensure that all students know there are adults within the school whom they can approach if they are worried or are in difficulty.
- Include activities and opportunities in the curriculum, for Personal, Social and Health Education (PHSE), which equip students with the skills they need to stay safe from abuse.
- Integrate the curriculum with the development of skills which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Ensure that wherever possible, every effort is made to establish effective working relationships with parents and external agencies.
- Provide special support for vulnerable students (Students of Determination).

Name	Position	Contact details
Ms. Flavia Castelino	Lead vice principal	<a href="mailto:viceprincipal@cpschool.uk">viceprincipal@cpschool.uk</a>
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Ms. Lalita Karasi	Deputy Vice Principal	<a href="mailto:lalita.karasi@cpschool.uk">lalita.karasi@cpschool.uk</a>

<b>Ms. Stephanie Denise</b>	Head of KG	<a href="mailto:stephanie@cpschool.uk">stephanie@cpschool.uk</a>
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The Designated Child Protection Officer at the School is:

#### LIST OF OTHER PEOPLE ON THE CHILD PROTECTION TEAM

Ms. Priya (School Nurse)

The Designated Officer has the status and authority within the management structure to carry out the duties of the post as a senior member of staff. The Designated Officer possesses skills in recognizing and dealing with child welfare concerns.

The Designated Officer's responsibilities are as follows:

- Ensure that a proper child safeguarding policy is in place and procedures are properly followed for in-class and online students.
- Ensure that this policy is updated and reviewed annually.
- Act as a source of advice, support, and expertise on child safeguarding matters within the School and for students online. Always check for the Google forms and worry box/ complaint and deal with it promptly Liaise with external child protection agencies and build good working relationships with colleagues from these agencies.

Refer cases of suspected abuse or allegations to the relevant investigating agencies and coordinate subsequent action within the School.

Ensure that all those working for the School, as well as regular visitors, are aware of and can readily access this policy.

Liaise with the School's Senior Management to inform the management of any issues and on- going investigations and ensure there is always cover for the role.

Keep detailed and accurate written records of referrals/concerns, and ensure that these are held in a secure place.

Ensure that parents are aware of the child

protection policy in order to alert them to the fact that the School may need to make referrals.

Give proper guidelines for the students how to deal with their problem if they are not in school.

### CHILD PROTECTION POLICY

**School doctor/ nurse and Social Worker** are responsible to:

- Examine physical symptoms/ injuries
- Treat physical symptoms/ injuries
- Make a rehabilitation plan for psychological effects
- Administer medications when necessary

### **HR department and security**

During recruitment and hiring, HR staff are responsible to obtain:

- Letter from police/ perform criminal records check;
- Two or more references stating compliance with Child Protection procedures;
- Declaration by perspective employee that he/she has not been convicted of or involved in child abuse (to be confirmed by a police check).

**Security staff are responsible to:**

- Be vigilant;
- Issue visitors' passes to all visitors;
- Maintain particular vigilance around bus pick-up/ drop-off times.

**Staff should be concerned if a student:**

- Frequently has injuries which are not typical of the bumps and scrapes normally associated with children's activities.
- Offers confused or conflicting explanations about how injuries were sustained.
- Exhibits significant changes in behavior, performance or attitude.

- Indulges in sexual behavior which is unusually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may have been significantly harmed.
- If child denies to open his/ her video while doing online learning
- If a child refuse to do any activities for online platform

### **Dealing with a Disclosure:**

If a student discloses that he or she has been abused in some way, the member of the staff should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the student to talk freely.
- Reassure the student that the incident will be kept discreet, but not promise confidentiality, as it is necessary to refer the case to the Child Protection Officer/social worker.
- Reassure the student that what has happened is not his/her fault.
- Stress that it was the right thing to do.
- Ask open questions rather than leading questions. .
- Explain what has to be done next and who will be told.

- Give a proper channel for online students to address their problems
  - Give individual counselling and group counselling for all the students .

### **Recording Disclosure:**

When a student has made a disclosure, the member of staff should:

- Make brief notes as soon as possible after the conversation.
- Preserve the original notes in case they are needed by a court.
- Record the date, time, place, any noticeable non-verbal behavior and the words used by the student.
- Draw a diagram to indicate the position of any bruising or other injuries.
- Record statements and observations, rather than interpretations or assumptions.

### **Support for Students and Staff:**

- The Principal and child protection officer will provide directives to protect and support students who have disclosed information about possible child-abuse incidents.
- Dealing with a disclosure from a student is likely to be a stressful experience. The member of staff concerned can seek support for himself/herself and discuss this with the Principal and Child protection officer



### **Privacy and Confidentiality:**

#### *Students' Right:*

- The student has the right to privacy and confidentiality.
- Those students who are doing distance learning can fill the Google forms which is available in our school website can be anonymous also.
- They can contact the teacher or school social worker to convey their problem through Class dojo or parent complaint number and also through the zoom link

#### *Expectations from Staff:*

Members of the staff have access to confidential information about students in order to undertake their everyday responsibilities. Therefore, the staff is expected to:

- Treat information they receive about students in a discreet and confidential manner.
- Seek advice from the Principal and child protection officer if they are in any doubt about sharing information they hold or which has been requested of them.
- Be cautious when passing information to others about a student.
- Be vigilant when dealing with online students

### **Records and Monitoring:**

- Well-maintained records are essential to good child protection practice.
- Concerns and disclosures must be recorded in writing by the member of staff receiving them and passed on to the Child Protection Officer without delay.

- The Child Protection Officer in consultation with the Principal and Vice principal will then decide on further action and any appropriate monitoring program for the student.
- Records are stored in a dedicated filing system maintained by the Child Protection Team.

### Staff Contact with Students:

In order to minimize the risk of accusations being made against staff as a result of their daily contact with students, staff should ensure that they consider the following points:

- Staff is responsible for their actions and behaviour and must avoid any conduct which would lead to any reasonable person questioning their motivation and intentions.
- Staff must work in an open and transparent manner (especially when working with individual students). Staff must not allow students to visit their place of residence.
- Staff must discuss and/or take advice promptly from another Supervisor/SLT over any incident, which may give rise for concern.
- Staff must be aware that a breach of law and other professional guidelines could result in criminal or disciplinary action against them.

### Categories of Abuse and Their Symptoms

There are four main forms of abuse:

#### 1. Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Signs of physical abuse** can include, but not be limited to:

Multiple bruises in clusters, often on the upper arm or the thigh (and other non- extremities or unusual places),

Cigarette burns,

Human bite marks, Broken bones, Scalds, with upward splash marks,

Multiple burns with a clearly demarcated edge, etc

**Changes in behaviour** may involve:

fear of parents/adults being approached for an explanation,

aggressive behaviour or severe temper outbursts,

flinching when approached or touched,

reluctance to get changed, for example in hot weather,

depression, withdrawn

behaviour, running away

from home

## 2. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Emotional abuse can be difficult to measure, as there are often no outward physical signs. There may be a developmental delay due to a failure to thrive and grow, although this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalized or away from their parents' care.

Even so, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down, or belittled. They may receive little or no love, affection, or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

**Signs of emotional abuse** can include, but not be limited to:

### Regular tiredness

- Fear of a new situation
- Low self esteem
- High levels of anxiety
- Unusually passive or aggressive
- Delayed speech
- Inappropriate emotional responses to painful situations
- Running away
- Lying
- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Fear of making mistakes
- Self-harm
- Developmental delay in terms of emotional progress

### 3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Such activities need not involve contact and may include, for example, involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

It is important to be aware of the possibility of **Child Sexual Exploitation** (CSE). CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an

imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Signs of sexual abuse** can include, but not be limited to:

- Unusual behavior which could be general or sexual
- Age-inappropriate sexual behavior or knowledge related to sexuality
- Sexually transmitted diseases
- Physical indicators in the genital and anal areas
- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Vaginal discharge or infection
- Discomfort when walking or sitting down
- Pregnancy

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.
- unresponsiveness to a child's basic emotional needs.

Neglect can be a difficult form of abuse to recognize, yet can have some of the most lasting and damaging effects on children.

**Signs of neglect** can include, but not be limited to:

- Stealing
- Poor Social Relationships
- Failure to thrive
- Poor personal hygiene
- Frequent hunger
- Untreated medical complaints.
- Frequent lateness or absence from school.
- Inappropriate clothing
- Substance or Alcohol misuse.

#### 4. A note on **bullying**:

**Bullying is not always easy to recognize as it can take a number of forms.** A child may encounter bullying attacks that are:

- Physical: pushing, kicking, hitting, pinching, and other forms of violence or threats

Verbal: name-calling, sarcasm, spreading rumours, persistent teasing

Emotional: excluding, tormenting, ridiculing, humiliating.

*Persistent bullying can result in:*

depression

low self-esteem

shyness

poor academic achievement

isolation

The School has a separate anti-bullying policy that is distributed to administrative and teaching staff.

## Process flow for complaint handling

### Online

Online form link is available on our school website which can be accessible at any time for students, parents and or staff can log in their complaints, issues or comments which will reach the social worker and will get back to you promptly. Options of anonymous too.

### In school




**WORRY BOX/SUGGESTION BOX**  
A Box is placed near in our school where, students, parents or staff can put their complaints, issues and comments which will reach our social worker and will get back to you promptly options of anonymous.

### Phone

**We have a dedicated Parent Complaint Officer with a Member team looking into staff/student** . Please call . Please call

. Please call 0506100264 to resolve any queries you may have.

### Key Contacts within the School

Name	Position	Contact details
 Ms. Flavia Castelino	Lead vice principal	<a href="mailto:viceprincipal@cpschool.uk">viceprincipal@cpschool.uk</a>
 Mr. Ahmad Kharwa	Head of Pastoral Care	<a href="mailto:ahmadkharwa@cpschool.uk">ahmadkharwa@cpschool.uk</a>
 Ms. Ihsan Salim	Social worker	<a href="mailto:ihsan.salim@cpschool.uk">ihsan.salim@cpschool.uk</a>
 Ms. Lalita Karasi	Deputy Vice Principal	<a href="mailto:lalita.karasi@cpschool.uk">lalita.karasi@cpschool.uk</a>
 Ms. Stephanie Denise	Head of KG	<a href="mailto:stephanie@cpschool.uk">stephanie@cpschool.uk</a>

### Key Contacts within the Local Area

For Emergency phone numbers

*In case of an emergency, you can call the following numbers while anywhere in the UAE:*

- ┌ 999 for Police
- ┌ 998 for Ambulance
- ┌ 997 for Fire Department (Civil Defence)
- ┌ 996 for Coastguard
- ┌ 911 for electricity failure 922 for water failure.



### For Crime

*For incidents related to harassment or safety, contact:*

- Abu Dhabi Police through their [Aman service](#) on 8002626 or send SMS to 8002828
- Dubai Police through their [Al Ameen service](#) on 8004888 from within the UAE or on +9718004888 from outside the UAE
- Sharjah Police through their [Najeed service](#) on 800151, or send SMS to 7999.

**For Cybercrimes, [report online](#).**

**For Human trafficking, contact**

- └ [EWAA](#) hotline on 800SAVE
- └ [National Committee to Combat Human Trafficking](#) on +9712-2222000.

**For Violence and abuse of women and children, contact**

- └ Ministry of Interior on tollfree hotline 116111
- └ Child protection centre in Sharjah on toll-free helpline number 800 700.

**For Animal abuse, contact**

- └ [Local municipalities](#) across the UAE
- └ [Emirates Animal Welfare Society](#) on 9712-5010054 or [Facebook account](#).

**For Child Protection**

- MOI- Child Protection Centre Tel: +971 2 3333903

Fax: +971 2 3333998

PO Box 389, Abu

Dhabi, UAE [www.moi-](#)

[cpc.gov.ae](#) [www.safechild.ae](#)

[childprotection@m](#) [oi-](#)

[cpc.gov.ae](#)

**Toll free hotline 116111**

**Reporting Steps**

- You can report child abuse or suspicions of child abuse or neglect through the Hemayati application by following these steps:
- ✓ Step 1: Choose reporter type, enter personal information or choose to remain anonymous.
- ✓ Step 2: Enter the child's information and location of abuse.
- ✓ Step 3: Choose the type of abuse, victim status and further details of the incident.
- ✓ Step 4: Confirm and send the report.

Click on SOS  
or Call 999 for  
Emergencies



مركز حماية الطفل الوطني  
National Child Protection Centre

مركز حماية الطفل  
Child Protection Services

حمياتي  
HEMAYATI

تطبيق الحماية الإلكترونية للإبلاغ عن جرائم العنف ضد الأطفال  
A Mobile Application for Reporting Child Abuse in the United Arab Emirates



116111

الخط الساخن  
لحماية الطفل  
Child Protection Hotline



الإبلاغ الإلكتروني

Online Reporting



www.moi-cpc.gov.ae

You can report through the website  
www.moi-cpc.gov.ae

هاتف: 02 3331999 : فاكس: 02 3333998

www.moi-cpc.gov.ae | @childprotection@moe-cpc.gov.ae

UNITED ARAB EMIRATES  
MINISTRY OF INTERIOR



حمياتي  
HEMAYATI

تطبيق الحماية الإلكترونية للإبلاغ عن جرائم العنف ضد الأطفال  
A Mobile Application for Reporting Child Abuse in the United Arab Emirates

The first comprehensive application  
internationally for reporting crimes  
against children.



#MOIUA  
www.moi.gov.ae



**Hotline definition:**

Hotline is a service provided by the Ministry of interior. It is a toll free number to receive the calls and report incidents of child abuse or neglect.

**Reporting Abuse:**

◆ Your abuse reporting is considered an important process to prevent the abuse and to protect children from further potential risks. Suspected abuse reporting constitutes a request for investigation only.

◆ Reporting should be made once a rational and logical reason as an evidence for a child who has been abused, neglected or subject to a risk.

**How to report:**

◆ You can report an incident of suspected child abuse and neglect by contacting the child protection hotline number : 116111



We  
Assure:  
Privacy  
Confidentially



According to Article (43) from Federal law No.(3) of 2016 concerning Child Rights law "Wadeema"

Every person at the age of majority shall provide assistance to any child asks for reporting to the competent authorities of his suffering or his brother's or any other child in one of the cases set out in Article (33) hereof.

According to Article (33) from Federal law No. (3) of 2016 concerning Child Rights law "Wadeema"

The following actions shall be considered a threat to the child's physical, psychological, moral and mental safety, and has the right to be protected from:

- 1 - Loss of parent(s) or guardians.
- 2 - When a child suffers from abandonment, neglect and homelessness.
- 3 - Continuous negligence in upbringing & care.
- 4 - When he used to be abused.
- 5 - Child sexual abuse and exploitation.
- 6 - Child exploitation by illegal organizations in organized crimes and acts of violence or force him to do the same.
- 7 - Exposing a child to begging or economical exploitation.
- 8 - Lack of care by parents or gurdians for upbringing and care of the child.
- 9 - Abduction, sale or trafficking of child for exploitation.
- 10 - Mental or psychological disability of a child which may affect his perception.