



H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai

Child Protection and Safeguarding Policy

This policy and related procedure will be brought to the attention of staff at least annually.

Approved by:

Principal

Senior Leadership Team

Designated Safeguarding Lead

Board of Governors

Designated Safeguarding Lead	Anam Tariq
Deputy Designated Safeguarding Lead	Hamna Faizan
Discipline Head (Phase 1)	Mahwish Imran
Discipline Head (Phase 2)	Faiza Umer
Discipline Head (Phase 3)	Irfan Sarwar (Boys) Fareeha Sarfraz (Girls)
Discipline Head (Phase 4)	Sajjad Haider Khaqan (Boys) Noreen Tabassum (Girls)
Hygiene and Monitoring Team	Dr Kanwal Firdous, Marissa Pider Martin
Principal	Aisha Nasim

This policy is written in accordance with:

- **The National Child Protection Policy in Educational Institutions in the United Arab Emirates.**
- **The Federal Law No. 3 of 2016** concerning child rights ([Wadeema's Law](#)). It stresses that all children must be provided with appropriate ... education, along with other rights and equal opportunities ... without any kind of discrimination. The law protects children against all forms of negligence, exploitation, physical and psychological abuses” (Children’s Safety, 2022).
- **KHDA School Inspection Framework**, Indicator 5, ‘The protection, care, guidance, and support of students’.

REPORTING CHILD ABUSE

You can report child abuse to the Ministry of Interior (MoI) through the hotline number 116111 or through the MoI’s Child Protection Centre's website and the 'Hemayati' (Arabic for Protect Me) app (available on Android and iOS).

Other channels:

Community Development Authority, Dubai (CDA) on hotline: 800988

EWAA Shelter for Women and Children on hotline: 8007283

Dubai Foundation for Women and Children on 800111

Child Protection Centre in Sharjah on the toll-free helpline number: 800 700

Hemaya Foundation for Children and Women, Ajman on hotline: 800himaya (800446292)

Aman Centre for Women and Children through **RAK Police**: 07-2356666

Contact the **Ministry of Education** on hotline: 80051115 for any issues that affect the students' learning process negatively.

Report domestic violence through one of these channels on the website of the [Ministry of Community Development](#).

The above has been extracted from the [United Arab Emirates' Government portal](#) (2022).

1. Purpose and Scope

According to the UK Children Act (1989), “the welfare of the child is paramount”. First, this policy highlights the seriousness with which H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai, hereby referred to as ‘the School’, protects and safeguards the welfare of the students and young people in its care. Second, it provides clear direction and expectations for all staff and stakeholders dealing with students and child protection issues. Third, it ensures that the “welfare, wellbeing and best interests of the child are the primary and guiding focus of all dealings with the student” (Ministry of Education, 2022). The School is committed to providing a safe educational environment for every student “without discrimination on grounds of ethnicity, gender, origin, religious doctrine, social standing or disability” (Ministry of Education, 2022). Finally, it ensures that all child protection concerns, referrals and monitoring will be handled in complete confidence, professionally and in ways that will support the student’s needs.

Our Safeguarding Policy has three main components:

- **Prevention** through the creation of a positive school environment and the teaching and pastoral support provided to students.
- **Child protection** is ensured by adhering to agreed-upon procedures and by training and supporting staff to respond appropriately and sensitively to child protection concerns.
- **Support** to students who might have been abused.

The scope of this policy is applicable school-wide (on campus, in-school transportation) to all students, employees, Board of Governors, parents, visitors and other relevant persons present in the School.

1.1 Policy Objectives:

- To advocate that protecting and enhancing students’ welfare is the collective responsibility of all stakeholders.
- To establish and maintain a safe and supportive school environment to protect and safeguard our students against threats related to survival and wellbeing.
- To highlight the roles and responsibilities of all staff working for the School, and all stakeholders including the Designated Safeguarding Lead and their

deputy, Discipline Heads, Hygiene and Monitoring Team, Principal and the Board of Governors.

- To ensure students are aware of the adults to approach within the school if they are in difficulty.
- To create a safe and confidential information reporting and complaints system for cases of potential or suspected child abuse or compromising of the child's rights within the School and the facilities it provides.
- To provide the student social and psychological protection, and support and care after cases of child abuse.
- To promote tolerance among all members of the School community.
- To ensure adults of the School community are aware of the relevant authorities to report child abuse cases.

2. Outline

This policy presents how students will be protected within the School and the roles and responsibilities of each stakeholder related to child protection and safeguarding.

3. Terminology

KHDA: Knowledge and Human Development Authority

National Child Protection Policy in Educational Institutions in the United Arab Emirates: Designed to protect and safeguard the welfare and wellbeing of all children in the UAE, the policy includes information for school leaders, early childhood centres, teachers and parents, and details the responsibilities and obligations of all adults who come into contact with children.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

(NSPCC, 2022)

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm (NSPCC, 2022).

PHSE: Personal, social, and health education.

SLT: Senior Leadership Team

4. Relationship with Other Policies

This policy should be read in conjunction with the following policies and procedures:

- Staff and Student Wellbeing Policy
- Health and Safety Policy
- Discipline and Behaviour Management Policy
- Cybersecurity Policy
- Staff Code of Conduct
- Parent/Guardian Guide

5. Roles and Responsibilities

5.1 Designated Safeguarding Lead (DSL)

- Is a member of the SLT, with the status and authority within the School to fulfil the responsibilities of the post, such as committing resources and supporting and guiding other staff.
- Takes the lead on safeguarding and child protection in the school, and will not be entrusted, though the DSL's activities may be delegated to the adequately trained Deputy Designated Safeguarding Lead (DDSL).
- Ensures all staff employed including temporary staff within the School are aware of the school's internal procedures.
- Provides assistance and expertise to the School community.
- Ensures all child protection procedures are followed within the School and makes appropriate, timely referrals if possible.
- Encourages a culture of listening to children and considering their desires and feelings.
- Is sensitive to the specific needs of vulnerable children, those with special educational needs, and those without parents and young carers.

- Is fully knowledgeable of UAE law, the education inspection process, and inter-agency support.
- Maintains comprehensive documentary evidence of all cases, ensuring that such records are securely stored, flagged, and kept separate from the student's general file.
- As appropriate, refers suspected cases of abuse to Children's Social Care or the Police.
- Attends conferences on child protection and safeguarding.
- Ensures that every employee sign to indicate they have read and understood the Child Protection and Safeguarding Policy and Staff Code of Conduct on the school intranet.
- Understands relevant national child protection and safeguarding guidelines.
- Ensures that the Child Protection and Safeguarding Policy and procedures are reviewed and updated on an annual basis, in cooperation with the entire school community of students, parents, staff, and governors.
- Liaises with the Principal and School Wellbeing Champion (in cases where the DSL role is not performed by the DDSL).
- Maintains a record of staff attendance at child protection training.
- Ensures that parents are aware of the school's role in safeguarding and that referrals for suspected abuse and neglect may be made.
- Submits an annual report to the Principal and Board of Governors outlining any changes to the policy and procedures, training completed by all discipline heads and staff and other pertinent issues.

5.2 Deputy Designated Safeguarding Lead (DDSL)

- Is appropriately trained to the same level as the DSL
- In the absence of the DSL, performs the functions required to ensure students' ongoing safeguarding and protection.
- Will assume all the functions of the DSL listed above in the event of the DSL's long-term absence.

5.3 Discipline Heads (DHs)

- Is fully knowledgeable of UAE law on child protection and safeguarding.
- Receives appropriate child protection and safeguarding training.
- Takes full or partial responsibility for the DSL in their or the DH's absence.

5.4 Hygiene and Monitoring Team

- Ensures compliance with health and safety policy and procedures in cases of child/student abuse.

5.5 Principal

- Ensures that the School follows safe recruitment processes.
- Ensures that the School has a strong and effective policy.
- Ensures all staff is aware of the Designated Safeguarding Lead and the Discipline Heads.

5.6 Board of Governors

- Ensures that the School follows safe recruitment processes.
- Ensures that the School has a strong and effective policy.

6. Reporting Procedure

Any member of staff, volunteer, parent or visitor to the school who receives a disclosure of abuse, an allegation of abuse, or suspects abuse has occurred must:

- immediately report it to the Designated Safeguarding Lead (see Page 1), or in their absence, the Deputy Designated Safeguarding Lead (see Page 1). If neither of the above is present, the matter should be reported directly to the Principal. In accordance with the procedures outlined in this policy, the DSL or the DDSL will immediately refer cases of suspected abuse or allegations.

The School will always share its intention to refer a child with the parents unless such action would put the child in serious danger or hinder a criminal investigation. On these occasions, counsel will be sought. Parents can obtain a copy of the policy by contacting the school directly.

7. Trainings

The DSL, DDSL, Discipline Heads, Principal and all other staff who work with children will receive appropriate child protection awareness training to equip them to carry out their responsibilities for child protection and safeguarding effectively, which will be refreshed annually for existing staff as set out in Safeguarding Children in Education (DfES 0027/2004); full training will be

provided for new staff. The school will ensure that the Designated Safeguarding Lead and his or her deputy receive training and refresher training at least twice a year to keep their knowledge and skills up to date.

Staff will receive support from the DSL in the first instance, and from the DDSL and Principal if there are concerns about child protection. All employees should have access to advice and guidance on appropriate behaviour and conduct via the staff intranet.

7.1 Induction of New and Temporary Staff and Volunteers

Those who will have direct contact with children will be explained the school's Child Protection and Safeguarding Policy **before** they have direct contact with children, including:

- Abuse and neglect signs and symptoms
- Responding to a child's disclosure of abuse or neglect.
- Arrangements for reporting and recording.
- The Staff Code of Conduct.
- Other policies specified in Section 4
- DSL and DDSL identification and roles and responsibilities

7.2 Attending Child Protection Conferences

The Designated Safeguarding Lead is responsible for ensuring that the school is represented or that a report is submitted to any child protection conference called for children on their school roll or previously known to them. Everyone who attends should be fully briefed on any issues or concerns the school has, and they should be prepared to make registration decisions at the end of the conference. When a child is placed on the Safeguarding Register, they become a child with a plan. Therefore, it is the responsibility of the Designated Safeguarding Lead, with the assistance of the Inclusion Coordinator, Hygiene and Monitoring Team, and Registrar, to ensure that the child is monitored in terms of school attendance, welfare, and presentation.

8. Professional Confidentiality

All those dealing directly with children and students, particularly in the case of child protection, must discuss and fully comprehend the concept of confidentiality. In this case, confidentiality serves only to benefit the child. A member of staff should never guarantee confidentiality to a student or agree with

a student to keep a secret, as any child protection concern should be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities. Staff will only be informed of relevant information in individual cases of child protection on a 'need to know' basis. Any information shared with a member of staff in this manner must be kept strictly confidential.

9. Supporting Students at Risk

The School understands that children who have been abused or witnessed violence may struggle to develop a sense of self-worth or see the world positively.

The School may be the only constant, secure, and predictable element in the lives of at-risk children. Nonetheless, their behaviour at school may be challenging and defiant, or they may be withdrawn. The School will make every effort to assist students by providing:

- A curriculum that promotes self-esteem and self-motivation.
- The school ethos, which fosters a positive, supportive, and secure environment in which all students and adults feel respected and valued.
- Enforcing the school's discipline and behaviour management policies for staff and students.
- A consistent approach agreed upon by all staff to ensure that the student understands that some behaviour is unacceptable but that he or she is valued.
- Ongoing communication with other professionals and agencies that assist students and their families.
- A commitment to developing positive, supportive relationships with parents whenever it is in the best interests of the child.
- The formation and support of an efficient and knowledgeable staff group that has been equipped to respond appropriately in child protection situations.
- Recognition that children with behavioural problems and disabilities are statistically more vulnerable to abuse, so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment, and/or emotional and behavioural problems must be especially alert to signs of abuse.
- Recognition that children may be vulnerable and in need of support or protection in a home environment where there is domestic violence, or drug or alcohol abuse.

10. Records and Monitoring

Good child protection practice requires meticulous record keeping. The School is clear about the need to document any concern about a child/student or children/students within our school, the status of such records, and when such records should be passed over to other agencies. Every recorded incident will be kept in the DSL's Safeguarding File. Any member of staff who receives a disclosure of abuse or notices signs or indicators of abuse must make an accurate record as soon as possible, noting what was said or seen, contextualizing the event, and providing the date, time, and location. All records will be dated and signed, and the action taken will be included. If a student transfers, their record will be copied for and forwarded to the student's new school, marked confidential and forwarded to the receiving school's Child Protection Officer/Designated Safeguarding Lead.

11. Safer Recruitment

To ensure safer recruitment, all applicants must:

- Provide employment history, experience letters and Ministry of Education attested degrees.
- Provide two referees, of which one should be able to comment on the candidate's suitability to work with children.
- If selected, they will be interviewed by a panel of at least two school leaders and two members of the Board of Governors.

In addition, the school will ensure that:

- Every job description and person specification for roles in the School includes a description of the position holder's responsibility for safeguarding.
- At least one question about the candidate's attitude toward safeguarding and motivation for working with children should be asked at every school interview.
- Obtain references for all candidates who have been shortlisted, including internal candidates.
- Perform relevant checks on applicants who have lived or worked in countries other than the UAE.
- Ensure that applicants for teaching positions do not have a prohibition order from their country of origin

12.Site Security

Visitors to the school, including contractors, are required to sign in at Gate 1 and are given a visitor's badge in exchange for their identification card (kept by the security guard) that confirms their right to be there. To keep students safe in school, all visitors are expected to follow the school's safeguarding and health and safety protocols.

13.Safe School, Safe Staff

It is critical that the high standards of concern and professional responsibility be demonstrated in the case of alleged child abuse by parents and be replicated when members of staff are accused of abuse. Only authorized agencies are permitted to investigate allegations of child abuse (currently in Dubai this would be the Police only). While simple, non-leading questions to ascertain the facts of the allegation are permissible, formal interviews and the taking of statements are not. If it is determined that a referral is not appropriate, matters must be addressed in accordance with the school's complaints/disciplinary procedures.

14.Staff Directly Reporting to Child Protection Agencies

All employees, permanent and temporary, should adhere to the reporting procedures according to this policy. However, any School employee may report their concerns directly to UAE agencies or the Police if:

- it is an emergency situation and the DSL, DDSL, Principal, and/or Chairman of the Board of Governors are all unavailable.
- they are convinced that a direct report is the only way to ensure the student's safety.
- they believe that a direct referral is in the best interests of the student.

15.Use of School Premises By Other Organisations

When another organisation provides services or activities on school grounds, the Board of Governors will seek assurance that the organisation in question has appropriate policies and procedures in place for safe staff recruitment, safeguarding children and child protection.

16.Whistleblowing

All employees should be aware of their obligation to raise concerns about colleagues' attitudes or actions. They should consult with a member of the Senior

Leadership Team if necessary. If a member of the faculty is concerned about the behaviour of a member of the Senior Leadership Team (other than the Principal), they should contact the Principal. If a member of staff has concerns about the Principal's behaviour, he or she should contact the Chairman of the Board of Governors.

17. References

NSPCC (2022) *Safeguarding children and child protection*. Available at <https://learning.nspcc.org.uk/safeguarding-child-protection>

United Arab Emirates' Government Portal (2022) Children's safety. Available at <https://u.ae/en/information-and-services/justice-safety-and-the-law/children-safety#:~:text=The%20initiative%20is%20aimed%20at,physical%2C%20psychological%20and%20educational%20aspects>.