



# BANGLADESH ENGLISH PRIVATE SCHOOL

المدرسة البنجلاديشية الإنجليزية الخاصة

## SAFE GUARDING AND CHILD PROTECTION POLICY



APPROVED ON	FEBRUARY 2023
APPROVED BY	PRINCIPAL
REVIEW SCHEDULE	ANNUAL
VERSION	5.0
LAST REVIEW	JANUARY 2025
NEXT REVIEW	OCTOBER 2025

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## **1. INTRODUCTION**

Bangladesh English Private School is committed to providing a safe, inclusive, and nurturing environment for all students. The welfare of every child is paramount, and we are dedicated to safeguarding them from harm, abuse, exploitation, and neglect. This policy ensures that all members of the school community understand their responsibilities in protecting children and act promptly when concerns arise.

## **2. AIMS AND OBJECTIVES**

- To provide all staff with the necessary information and training to enable them to meet their safeguarding and child protection responsibilities.
- To demonstrate the school's commitment regarding safeguarding and child protection to students, parents and other partners.
- To establish a safe environment at school where all students feel safe, cared for, protected and nurtured.

This is derived from UAE legislation, Wadeema's Law, to 'protect children in the UAE. The law includes creating special units that intervene when children are at risk and stresses that all children have rights regardless of religion and nationality'.

## **3. SCOPE:**

This policy applies to:

- All students enrolled at the school.
- All staff, including teachers, administrative personnel, support staff, and volunteers.
- Contractors and visitors on school premises or at school-sponsored events.
- Any interaction involving school staff and students in physical or virtual environments.

The policy ensures that all students, regardless of nationality, gender, ability, or background, are safeguarded equally.

## **4. DEFINITIONS**

- **Child:** Any person under the age of 18, as per UAE law.
- **Safeguarding:** Measures taken to ensure the safety, health, and well-being of children.
- **Abuse:** Includes physical, emotional, and sexual harm, as well as neglect.
  - **Physical Abuse:** Inflicting physical harm on a child.
  - **Emotional Abuse:** Actions or behaviors that damage a child's self-esteem.

- **Sexual Abuse:** Any form of sexual activity involving a child.
- **Neglect:** Failure to provide necessary care or protection.
- **Child Protection Officer (CPO):** The designated staff member responsible for managing safeguarding concerns.

## **5. PROCEDURES**

- **Recognizing Abuse**

All staff must be trained to identify the signs of abuse and neglect, including:

- Physical injuries with no explanation.
- Sudden changes in behavior, fearfulness, or withdrawal.
- Poor hygiene or malnutrition.

- **Responding to Concerns**

- If a student discloses abuse, listen calmly and reassure them.
- Avoid making promises of confidentiality or asking leading questions.
- Do not delay action; report concerns immediately.

- **Reporting**

- Inform the **Child Protection Officer (CPO)** immediately.
- Submit a written report detailing observations and factual information.
- The CPO will assess the situation and, if necessary, notify the relevant authorities.

- **Recording and Confidentiality**

- Maintain detailed and accurate records of all concerns and actions taken.
- All records must be stored securely and shared only on a need-to-know basis.

- **Supporting Students**

- Provide affected students with access to counseling and other necessary resources.
- Ensure the student's academic progress and emotional well-being is monitored.

## **CHILD INCIDENT REPORTING FLOW CHART**

**Report the incident to any adult in the school.**



**The staff member who reports it fills out an incident form.**



**Share the report with the Child Protection Officer (CPO) and keep it confidential.**



**Escalating to the principal for further actions.**

**If Yes**

Concerned authorities take consent from parents or guardians to report the incident and follow up it according to the child protection law.

**If No**

- Inform parents or guardians
- Close monitoring / psychological support (victim)
- Warning perpetrator/follow up
- If necessary, arrange counseling

## **6. ROLES AND RESPONSIBILITIES**

- **Child Protection Officer (CPO):**

- Takes lead responsibility for safeguarding and child protection in the school.
- Is appropriately trained and updates their knowledge and skills to keep up with any developments relevant to their role.
- Acts as a source of support and expertise to the school community.
- Provides advice and support to the staff.
- Encourages a culture of listening to children and taking account of their wishes and feelings.
- Maintains relevant records of incidents confidentially and safely in a locked cabinet.
- An active member of the school Health and safety committee.
- Ensures that all staff is trained in child protection and safeguarding.
- Ensures that all staff has signed to indicate that they have read and understood the child protection and safeguarding policy.
- Ensures that the child protection and safeguarding policy and procedures are regularly reviewed and updated annually, working with the whole school community.
- Ensures parents are aware of the school's role in protecting.
- Keeping records of child protection cases and interventions for monitoring, evaluation, and future reference.

- **Principal:**

- Oversees all processes regarding child protection and safe guarding.
- Supervise all committee members.
- Ensures all staff receives regular training.

- **School Nurse:**

- Provide physical treatment and emotional support after a child has been abused.
- Conduct an examination if there are physical injuries and write an initial report about the child's physical and emotional condition.
- Provide positive encouragement to the child; liaise with family members to determine how best to promote the child's safety both at school and at home.

- **Staff and Volunteers:**

- Understand their role in safeguarding.
- Report concerns immediately to the CPO.

- **Safety Officer:**

- Responsible for physical safety inside and outside the school.

## **7. INCLUSIVITY IN SAFEGUARDING**

The school is committed to inclusivity, ensuring that all students, including those with special educational needs and disabilities (SEND), are equally protected. We ensure that all children, including those from marginalized groups or with disabilities, can report concerns or abuses through accessible and inclusive reporting mechanisms. These mechanisms should be confidential and safe, allowing children to report without fear of retaliation or discrimination. Staffs are trained to address the unique needs of every child, creating an environment where all students feel valued, respected, and secure.

## **8. CONFIDENTIALITY AND INFORMATION SHARING**

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil, family and staff involved but also to ensure that information being released into the public domain does not compromise evidence. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child/parent to keep secrets.

## **9. STAFF RECRUITMENT**

To ensure a safe learning environment, the school implements stringent recruitment protocols:

- Thorough verification of candidates' qualifications and credentials.
- Mandatory Good Conduct Certificates as per UAE regulations.
- Detailed checks to confirm prior employment and reliability.
- Scrutiny of applicants' work history to ensure there are no unexplained gaps in employment.
- Pre-employment training to ensure staff understands their responsibilities in child protection.

## **10. GUIDELINES FOR GOOD PRACTICE AND CODE OF CONDUCT FOR STAFF**

To meet and maintain our responsibilities towards students, we need to agree standards of good practice which form a code of conduct for all staff. This includes:

- 1) Treating all students with respect.
- 2) Setting a good example by conducting ourselves appropriately.
- 3) Encouraging positive, respectful and safe behavior among students.
- 4) Being a good listener.
- 5) Being alerted to changes in students' behavior and to signs of abuse and neglect and exploitation.
- 6) Recognizing that challenging behavior may be an indicator of abuse.
- 7) Reading and understanding the school's child protection policy, Staff Behavior Policy (code of conduct) and guidance documents on wide safeguarding issues, for example bullying, behavior, e-safety, safer recruitment etc.
- 8) Maintaining appropriate standards of conversation and interaction with and between students.
- 9) Referring all concerns about a pupil's safety and welfare to the CPO or, if necessary, to higher authorities at school.
- 10) Following the school's rules with regard to communication and relationships with students, including via social media.

## **11. ALLEGATIONS AGAINST STAFF**

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to students, and we must act on every allegation. Staffs who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. All allegations against staff should be reported to the CPO / Phase supervisors who in turn will raise them to the higher authorities in school.

## **12. SAFE SCHOOL**

- All adults on campus (including teaching staff) must wear ID badges and/or visitors passes.
- It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents be similarly displayed when members of staff are accused of abuse.
- Only authorized staff may investigate child abuse allegations.
- It is permissible to ask the child/children simple, non-leading questions to only the facts of the allegation.

- If for any reason it is decided that a referral is not appropriate, at all times it will be necessary to address matters in accordance with the school's complaints/disciplinary procedures.

## 13. TRAINING AND AWARENESS

- All staff must complete annual safeguarding and child protection training.
- The school will conduct regular workshops for parents and students to raise awareness about child protection.

## 14. MONITORING AND REVIEW

- This policy will be reviewed annually by the senior leadership team and governing body to reflect any updates in UAE law or school requirements.
- Feedback from staff, parents, and students will be considered during reviews.

## 15. KEY CONTACT WITHIN THE LOCAL AREA

- Child Protection Unit (Ministry of Community Development) - Contact: 800 988 or Email: [child@mocd.gov.ae](mailto:child@mocd.gov.ae)
- Ras Al Khaimah Police (Child Protection Department) – Emergency Contact: 999
- Dubai Foundation for Women and Children – 24/7 Hotline: 800 111 or email: [help@dfwac.ae](mailto:help@dfwac.ae)
- Ministry of Interior's Child Protection Centre – 116111 or email the report to [CPU@moe.gov.ae](mailto:CPU@moe.gov.ae)

## 16. SCHOOL SPECIFIC CONTACTS

SL NO	MEMBERS	DESIGNATION	CONTACT DETAILS
1	MINI NAIR	PRINCIPAL	052-9317256
2	AZIZUR RAIHMAN	SUPERVISOR	055-2731992
3	SUBINESH P	CHILD PROTECTION OFFICER	055-9482122
4	RENJU RACHEL CHACKO	SCHOOL NURSE	056-6923565
5	FATMA MOHAMMED	SAFETY OFFICER	054-3041333
6	SNEHA SAJITH VISWAN	PHASE SUPERVISOR	055-162 2394
7	MOHAMMED TAJ UDDIN	PHASE SUPERVISOR	052-6310484

Approved by,



Principal

