

# Child Protection Policy

2022 - 2023

Next review date: August 2023



This policy has been read and adopted by AAESS Board of Directors and Executive Principal:

Signed:



For and on behalf of AAESS Board of Directors

Date: August 2022

Signed:



Mr Andrew Thomas, Executive Principal

Date: August 2022

The purpose of this policy is to inform staff, parents and governors about the School's responsibilities for safeguarding children and to enable everyone to have a clear understanding of how these responsibilities should be carried out.

All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children. They should be aware of the important role the school has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

### MISSION STATEMENT

**At AAESS every individual is important. Each individual is entitled to good pastoral care and to be protected from neglect or abuse.**

At AAESS, all members of staff should:-

- ☐ strive to create a community atmosphere in which each student may feel secure, are encouraged to talk and are listened to when they have a worry or concern.
- ☐ ensure children know that there are adults in the school whom they can approach if they are worried.
- ☐ include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- ☐ strive to create relationships with students that are based on trust
- ☐ be aware and alert to symptoms of neglect and abuse
- ☐ be aware of and implement correct procedures for dealing with suspected or reported neglect and abuse
- ☐ take action, not ignore, suspected or reported cases of neglect and abuse.

### STATUTORY FRAMEWORK

"The provisions of this policy shall be applied in all public schools, and in all private schools in Abu Dhabi Emirate in a way that does not contradict the provisions of the Organising Regulations of Private Schools in the Emirate of Abu Dhabi (2013). This Policy substitutes Policy no.3 concerning Student Protection in the Private Schools Policy and Guidance Manual".

Schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

ADEK places the following responsibilities on all schools:-

- ☐ Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- ☐ Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
- ☐ A Designated Senior Person should have responsibility for co-coordinating action within the school and liaising with other agencies
- ☐ Staff with designated responsibility for Child Protection should receive appropriate Training

**ADEK guidance says “The provisions of this policy shall be applied in all public schools, and in all private schools in Abu Dhabi Emirate in a way that does not contradict the provisions of the Organising Regulations of Private Schools in the Emirate of Abu Dhabi (2013). This Policy substitutes Policy no.3 concerning Student Protection in the Private Schools Policy and Guidance Manual”.**

#### THE DESIGNATED SENIOR PERSONS

The Designated Senior Persons for Child Protection in this school are: Helen McCauley and Zaheer Abass

It is the role of the Designated Senior Person for Child Protection to:-

- ☐ Ensure that the school operates within the legislative framework and recommended guidance
- ☐ Ensure that appropriate training and support is provided to all staff
- ☐ Ensure that the Principal is kept fully informed of any concerns
- ☐ Develop effective working relationships with other agencies and services
- ☐ Decide whether to take further action about specific concerns (e.g. refer to ADEK)
- ☐ Liaise with ADEK over suspected cases of child abuse
- ☐ Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place and marked 'Strictly Confidential'
- ☐ Submit reports to, and ensure the school's attendance at Child Protection Conferences
- ☐ Ensure that the school effectively monitors children about whom there are concerns
- ☐ Provide guidance to parents, children and staff about obtaining suitable support

## SCHOOL PROCEDURES

If any member of staff is concerned about a child, he or she must inform one of the Designated Senior Persons for Child Protection (or if they are unavailable, the Principal) immediately.

Information regarding the concerns must be recorded and referred by the member of staff on the same day. The recording must be a clear, factual account of the observations. Guidelines are available as an appendix to this policy. (Appendix A)

The designated Senior Person will:

- ☐ liaise with ADEK and the police if necessary.
- ☐ seek medical advice if necessary.
- ☐ inform the Principal.
- ☐ record all information and actions in detail as soon as possible but within 24 hours.
- ☐ all information pertaining to Child Protection must be filed in the locked Child Protection filing cabinet.

## RECORDING BY REFERRER

The referrer should keep a written record of:

- ☐ discussions with the child.
- ☐ discussions with the parent.
- ☐ discussions with managers.
- ☐ information provided to ADEK/Police.
- ☐ decisions taken (clearly timed, dated and signed).

Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan (formerly referred to as the Child Protection Register) and a written record will be kept

## WHEN TO BE CONCERNED

Staff should be concerned about a student if he or she:-

- ☐ has any injury which is not typical of the bumps and scrapes normally associated with children's injuries.
- ☐ regularly has unexplained injuries.
- ☐ frequently has injuries (even when apparently reasonable explanations are given).
- ☐ confused or conflicting explanations are given on how injuries were sustained.
- ☐ exhibits significant changes in behaviour, performance or attitude.

- ☐ indulges in sexual behaviour 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.

**DEFINITIONS:**

**Abuse and Neglect**

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, an institutional setting or, more rarely, by a stranger.

**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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated or induced illness, factitious illness by proxy or Munchausen syndrome by proxy. There are three main ways of the carer of a child fabricating or inducing illness in a child:

- ☐ fabrication of signs and symptoms. This may include fabrication of past medical history.
- ☐ fabrication of signs and symptoms, and falsification of hospital charts and records, and specimens of bodily fluids. This may also include falsification of letters and documents.
- ☐ induction of illness by a variety of means.

**Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally

inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### DEALING WITH A DISCLOSURE RECEIVE

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

- ☐ listen to what is being said without displaying shock or disbelief.
- ☐ accept what is being said.
- ☐ allow the child to talk freely.
- ☐ reassure the child but not make promises which it might not be possible to keep.
- ☐ not promise confidentiality – it might be necessary to refer to Police or ADEK.
- ☐ reassure him or her that what has happened is not his or her fault.
- ☐ stress that it was the right thing to tell.
- ☐ listen, rather than ask direct questions.
- ☐ ask open questions rather than leading questions.
- ☐ not criticise the alleged perpetrator.
- ☐ explain what has to be done next and who has to be told.

### RECORD

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

- ☐ make brief notes as soon as possible after the conversation.
- ☐ not destroy the original notes in case they are needed by a court.
- ☐ record the date, time, and place and any noticeable non-verbal behaviour and the words used by the child.
- ☐ draw a diagram to indicate the position of any bruising or other injury.
- ☐ record statements and observations rather than interpretations or assumptions.

### REFER

After receiving and recording, the member of staff should:-

- ☐ inform the Designated Senior Person.
- ☐ pass on the records and information.
- ☐ not ask the child to repeat what they have already disclosed.

### SUPPORT

Dealing with a disclosure from a child, and a Child Protection case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the Designated Senior Person.

### CONFIDENTIALITY

Child Protection raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- ❑ All staff in schools, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (ADEK).
- ❑ If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.

Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

### ALLEGATIONS INVOLVING SCHOOL STAFF

If an allegation of abuse is made against a member of staff/volunteer, the person receiving the allegation must take it seriously and immediately inform the Principal or designated Safeguarding Officer.

If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child at the school, or elsewhere, they must immediately inform the Principal. They should also make a record of the concerns including a note of anyone else who witnessed the incident/alleged incident. If the concerns are about the Principal, then the Owner should be contacted.

The Principal will investigate the allegation itself and take written or detailed statements, but he will assess whether it is necessary to refer to ADEK or the police.

If it is decided that the allegation warrants further action through ADEK he must immediately inform the PSQA Sector by telephone and in writing within 24 hours.

Under these circumstances the member of staff against whom an allegation has been made will be suspended immediately and will be investigated by the Principal.

## Record Keeping

### a) Record to be made by an adult receiving a disclosure of abuse

This record should be made as soon as possible after the disclosure has been reported to the Designated Safeguarding Lead.

The facts, not opinions, should be accurately recorded in a non-judgemental way and should include:

- ☐ The child's name, gender and date of birth
- ☐ Date and time of the conversation
- ☐ What was the context and who was present during the disclosure?
- ☐ What did the child say? – verbatim if possible
- ☐ What questions were asked? – verbatim
- ☐ Responses to questions – verbatim
- ☐ Any observations concerning child's demeanour and any injuries
- ☐ The name of the person to whom you reported the disclosure
- ☐ Print your name and position in School
- ☐ Sign and date the record
- ☐ Pass all of this to your Designated Safeguarding Lead
- ☐

This should be retained in the original form (as it could be used as evidence in criminal proceedings), even if later typed or if the information is incorporated into a report.

### b) Records kept by the Designated Safeguarding Lead

#### General Principles

- ☐ All records should be passed to the Designated Safeguarding Lead who will make a judgement about what action needs to be taken, in accordance with local inter-agency safeguarding procedures.
- ☐ Information about concerns, allegations and referrals relating to individual pupils should be kept in separate files rather than in one generic 'concern log'.
- ☐ Individual files should include a chronology of incidents and subsequent actions/outcomes.
- ☐ If a pupil is subject of a child protection plan, this should be highlighted in some way to make it immediately obvious to anyone accessing the record.



- ② All records relating to child protection concerns should be kept in a secure place, separate from the main School files, and access to the keys strictly controlled. Electronic records should be password protected.
- ② Child protection information should be shared with all those in School who have a need to have it, either to enable them to take appropriate steps to safeguard the pupil or to enable them to properly carry out their own duties, but it should not be shared wider than that.

#### Access to Child Protection Records

- ② Always seek advice if there are any concerns or doubts about a child or parent's reading records. However, it is generally good practice to share all information held unless there is a valid reason to withhold it, e.g. to do so would place the child at risk of harm. Any requests to see the child's record should be made in writing so that confidential information, such as any details of other pupils, can be removed.
- ② Child protection information should not normally be shared with professionals other than those from Social Care, the Police, Health or the Local Authority. Information should not be released to parents' solicitors on request; advice should be sought from ADEK in such cases.

#### Transfer of Child Protection Records

- ② When a pupil transfers to another School, the Designated Safeguarding Lead should inform the receiving school as soon as possible by telephone that child protection records exist. The original records must be passed on either by hand or sent by recorded delivery.
- ② If the records are to be posted, they should be copied and these copies should be retained until there has been confirmation in writing that the originals have arrived at the new school. They can then be shredded.
- ② Whether child protection files are passed on by hand or posted, it is good practice to have written evidence of the transfer (such as a form or slip of paper signed and dated by a member of staff at the receiving school.) This form should be retained by the originating school for 6 years (in line with guidance from the Records Management Society).
- ② If the pupil is removed from the roll to be home educated, the school should pass the child protection file to ADEK and the Social Work Team.

### Retention of Records

- ❑ The school should retain the record for as long as the child remains in School and then transferred as described above.
- ❑ Guidance from the Records Management Society is that when a pupil with a child protection record reaches statutory school leaving age (or where the pupil completed 6<sup>th</sup> form studies). It should then be shredded.

Please also refer to the ADEK Policy on Child Protection taking note of the use of the phone number 116111 where it is mandatory to report any concerns to this number. Please note that this will normally be a decision taken by a senior member of staff, however to avoid any doubt staff should use this number should a senior manager not be available at the time an incident is reported to you.

### Incidents also need to be reported on the ADEK website

<https://www.ADEK.ac.ae/ar/Pages/childabuserereportingabu-dhabiedusector.aspx>.

A reference number will be given and staff should record this and pass to the Principal on completion. It is an offence to withhold information and to not report incidents to 116111 and the ADEK website. If there is any further doubt from using reporting mechanisms, staff should call the police for further advice and assistance.

### Appendix 1

#### Child Protection

“The provisions of this policy shall be applied in all public schools, and in all private schools in Abu Dhabi Emirate in a way that does not contradict the provisions of the Organizing Regulations of Private Schools in the Emirate of Abu Dhabi (2013). This Policy substitutes Policy no.3 concerning Student Protection in the Private Schools Policy and Guidance Manual”.

#### PURPOSE

The purpose of this policy is to ensure that all schools have student protection measures in place to:

- (1) Protect them while in the school's care from all acts and omissions constituting physical abuse, emotional abuse, sexual abuse and exploitation, neglect, and bullying.
- (2) Identify and support those students who may have suffered such abuse or neglect, as strongly enforced by the UAE Federal Law No.3 of 2016 on Child Rights, Federal Law No. 3 of 1987 on Penal Code, and other relevant UAE laws.
- (3) Emphasise that all ADEK employees and school staff are mandated reporters of cases of abuse and/or suspected abuse inside and outside the school.

(4) Define duties and responsibilities of School Principals and school staff for responding to suspected cases of child abuse and/or neglect.

## POLICY STATEMENT


### 1. DEFINITIONS


1.1. A **Child** under this policy is a person who has not attained 18 years old.


1.2. **Child protection**, for the purpose of this policy, is defined as all measures, steps and actions that must be taken to protect students from risks that may cause harm or injury while they are in the school's care, travelling to and from the school using school transport, and moving between, waiting for, and taking part in, all activities organised by the school inside or outside the school campus.

1.3. A **school day** is the time period spent by a student under school supervision. It includes the time spent by the student inside the school and includes the time spent by the student in school buses from and to the school and in extra-curricular school activities.

1.4. **Abuse** refers to physical abuse, corporal punishment, emotional abuse, sexual abuse and also includes bullying, exploitation, and neglect.

 **Physical abuse** is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This involves actions including, but not limited to, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement, or giving the student drugs not prescribed by a physician to control behaviour or to cause harm. Refer to **APPENDIX 1** For common signs that indicate physical abuse.

 **Corporal punishment**, a physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as **Physical abuse**.

 **Emotional Abuse** is the persistent emotional ill-treatment of a student such as to cause severe and persistent adverse effects on the student's emotional growth and development. It involves actions such as, but not limited to, conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It involves causing students to feel bullied, frightened or in danger, or the exploitation or corruption of students. Some levels of emotional abuse is involved in all types of ill-treatment of a student, though it may occur in isolation.

Refer to **APPENDIX 2** For common signs that indicate emotional abuse.

■ **Sexual Abuse and Exploitation** involves but not limited to forcing or enticing a student to take part in sexual activities. The activities involve actions including, but not limited to, physical contact, including penetrative or non-penetrative acts. They include non-contact activities such as involving students looking at or in the production of, pornographic material or, watching sexual activities, sexual hinting or encouraging students to behave in sexually inappropriate ways.

Refer to **APPENDIX 3** For common signs that indicate sexual abuse. **Bullying** is unwanted aggressive behaviour(s) from a student or more to another student and involves an observed or perceived power imbalance and is repeated (or is highly likely to be) multiple times. Bullying, as a form of violence, includes physical (hitting, tripping), verbal (name calling, teasing), relational/social (spreading rumours, leaving out of group), and cyber-bullying aggression (occurs through email, a chat room, instant messaging, a website, text messaging, or pictures or videos sent through cell phones or posted on websites). A student can be a perpetrator, a victim, or both.

**1.5. Neglect** is the persistent failure to meet a student's basic physical, emotional and/or psychological needs, likely to result in serious impairment of the child's health or development. It involves failing of a parent or a guardian to take actions that are considered necessary to care for children including, but not limited to:

- provide adequate food, clothing and shelter
- protect the child from physical harm or danger;
- provide adequate care (including the use of adequate caregivers)
- provide healthcare and appropriate medical treatment
- provide education and regular school attendance .
- maintain personal hygiene .
- ensure adequate stimulation.

Refer to **APPENDIX 4** for common signs of neglect.

## 2. POLICY:

All public schools must comply with the provisions of this policy. Every private school shall publish a Child Protection policy to protect students from any abuse and neglect provided it meets the minimum requirements of what is included in this policy and does not contradict any of its provisions.

The school and the school principal are guardians of the right of students of not being exposed to abuse and neglect. The school principal agrees to act as the guardian of all students while they are under school's care and has to take responsibilities that fall under this role.

All students have equal rights for protection, safety, and security in all public and private schools. Schools are fully responsible for the care and protection of students, while students are in the school's care, travelling to and from the school using school transport, and moving between, waiting for, and taking part in all activities organised by the school inside and outside the school

The School must also ensure the supervision of students before the start of the school day and after school hours. For safety and life reasons, all school staff shall never leave children unattended at any time.

All ADEK employees and school staff – including any person who, in the performance of his/her duties, has regular or temporary contact with students and who provides services to students or school – are authorised and mandated by ADEK to report all cases of suspected abuse and/or neglect (conducted by any perpetrator inside or outside of the school) directly to the Ministry of Interior – Child Protection Centre within 24 hours upon suspicion.

It is mandated to report using the telephone hotline (**116111**) and the electronic reporting link available on the ADEK website (<https://www.ADEK.ac.ae/ar/Pages/childabuserreportingabu-dhabiedusector.aspx>). The information submitted electronically through the above mentioned link are directly transferred to the Ministry of Interior – Child Protection Center.

**If a child is in immediate danger (risk of serious harm), the police should be called using the 999 service, followed by reporting to the Ministry of Interior – Child Protection Centre within one hour upon discovery.**

In addition, school staff must inform the School Principal immediately when they suspect the exposure of any student to any form of abuse and/or neglect.

No school principal or school staff shall impede or inhibit reporting or a suspected case of child abuse and/or neglect by a third party, nor shall they take any actions against the reporter or nor threaten of doing so.

The Ministry of Interior–Child Protection Centre shall conduct the case intake, immediate communication with parents/guardians, investigation, and referral for treatment and rehabilitation of affected children and families, if required.

The ADEK Division in charge of Student Protection in collaboration with the Ministry of Interior – Child Protection Centre shall provide guidance to school staff for further immediate actions, taking into account confidentiality and privacy of the students and families affected, and laws, regulations and procedures relevant to the incident.

The Article 272 of the UAE Law No. 3 (1987) “Federal Penal Code” states that: “Any public official or person in charge of detecting crimes and arresting the accused, who fails or defers to denounce a crime within his knowledge shall be punished by detention or a fine. A fine shall be imposed upon any official who is not in charge of detecting or seizing crimes, and who neglects or delays to notify the concerned authorities of a crime which becomes known to him, in the course of or in respect of his job performance”.

School staff must raise the awareness of students of the importance of reporting any suspected case of student abuse and/or neglect inside or outside the school that becomes known to them, as stated in this policy.

### 3. Data confidentiality:

Case reports and student data are strictly confidential. The identities of the student subject to alleged abuse or neglect, the alleged perpetrator, and the person reporting the alleged case must be kept confidential by all parties involved in the case.

The data should be shared only with authorised individuals from the ADEK Division in charge of child protection and the Ministry of Interior – Child Protection Centre and Social Support Centre authorised staff. School staff are strictly prohibited from discussing active or closed cases with the media, or any third parties or other staff, unauthorised ADEK staff, with the exception of investigative and judicial authorities and within the legal responsibilities.

### 4. Training:

Given the critical importance of understanding and complying with all aspects of this policy to ensure the protection of students, the Ministry of Interior – Child Protection Centre in coordination and collaboration with ADEK shall conduct child protection training for school leaders and other specified staff for which attendance is mandatory.

### 5. Failure to comply with this policy:

Failure to comply with this policy is subject to legal accountability and administrative penalties stipulated in accordance with ADEK’s regulations, policies and requirements, in addition to the UAE Federal Law No.3 of 2016 on Child Rights, Federal Law No. 3 of 1987 on Penal Code, and any other local or Federal relevant laws effective at the time of the incident.

## ROLES AND RESPONSIBILITIES

### Principals will:

- Comply with the provisions of this policy.
- Every private school shall publish a Child Protection policy to protect students from any abuse and neglect provided it meets the minimum requirements of what is included in this policy and does not contradict any of its provisions.
- Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all school staff and leaders
- Ensure the supervision of students at all times while in school's care. Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate actions when there is suspicion of cases of student abuse or neglect.
- Ensure that students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment.
- Ensure that staff and others can safely report their concerns about the potential exposure of any student to abuse and/or neglect without fear of retribution or punishment.
- Gain views from students and parents regarding security and protection within the school.
- Immediately report any case of potential abuse and/or neglect of students as stated by this policy.
- Ensure that all staff and administrators targeted for student protection training fully attend and participate in all training sessions.
- Conduct orientation sessions for parents/guardians upon student registration or enrollment and at the start of every school year to promote this policy and to inform them of their roles and responsibilities, and their rights and duties.
- Maintain students' records in compliance with Student Records policy, and ensure confidentiality of open and closed cases.
- Immediately suspend any staff member who is suspected of an offence involving student abuse and/or neglect on a temporary basis until the suspicion is adjudicated

### All School Staff will:

- Report a suspected case of abuse and/or neglect upon immediate discovery
- Supervise students at all times while in school's care.
- Understand this policy to address suspected or alleged student abuse or neglect cases.
- Attend and participate in mandated student protection training.



**Parents/Legal Guardians will:**

- Cooperate with the school administration and staff, answer all inquiries related to the student's behaviour, academic performance and respond to their feedback and guidance.
- Attend all scheduled school parent meetings.
- Communicate any concerns, observations, or changes in their child's behaviour to the school administration or to the concerned school staff.

**REFERENCES**

- UAE Federal Law No.3 of 2016 on Child Rights
- ADEK-MOI CPC Memorandum of Understanding of 2015
- Ministry of Interior – Child Protection Centre website ([www.moi-cpc.gov.ae](http://www.moi-cpc.gov.ae))
- UAE Federal Law No. 3 of 1987 on Penal Code





## APPENDICES

### APPENDIX 1

Possible signs of physical abuse can include:

1. Unexplained bruises or injuries
2. Injuries which have not received medical attention
3. Repeated abdominal pain
4. Withdrawal from physical contact
5. Arms and legs covered in scalds
6. Fear of returning home
7. Fear of contacting caregivers/parents
8. Self-destructive tendencies
9. Displaying aggression towards others
10. Unusual passive behaviour
11. Repeated running away from home
12. Cigarette burns
13. Human bite marks
14. Broken bones
15. Multiple burns with a clearly demarcated edge

### APPENDIX 2

Possible signs of emotional abuse can include:

1. Regular tiredness
2. Fear of a new situation
3. Low self esteem
4. High levels of anxiety
5. Unusually passive or aggressive
6. Delayed speech
7. Inappropriate emotional responses to painful situations
8. Running away
9. Lying
10. Neurotic behaviour e.g. sulking, hair twisting, rocking
11. Fear of making mistakes
12. Self-harm
13. Developmental delay in terms of emotional progress

### APPENDIX 3

Possible signs of sexual abuse can include:

1. Unusual behaviour which could be general or sexual
2. Age inappropriate sexual behaviour
3. Sexually transmitted diseases
4. Physical indicators in the genital and anal areas
5. Pain or itching in the genital area
6. Bruising or bleeding near genital area
7. Vaginal discharge or infection
8. Discomfort when walking or sitting down
9. Pregnancy

### APPENDIX 4

POSSIBLE SIGNS OF NEGLECT CAN INCLUDE:

1. STEALING
2. POOR SOCIAL RELATIONSHIPS
3. FAILURE TO THRIVE
4. POOR PERSONAL HYGIENE
5. FREQUENT HUNGER
6. UNTREATED MEDICAL COMPLAINTS
7. FREQUENT LATENESS OR ABSENCE FROM SCHOOL
8. INAPPROPRIATE CLOTHING
9. SUBSTANCE OR ALCOHOL MISUSE

APPENDIX 5

Process to report a suspected case of abuse and/or neglect in Abu Dhabi schools:

- Recognize the signs of child abuse and/or neglect
- Refer to possible signs of Child Abuse in APPENDICES 1-4 of the Child Protection Policy

- Report the case to the Ministry of Interior – Child Protection Center using the telephone hotline (116111) and the electronic reporting link available on the ADEC website
- Record the case reference number and the date of reporting

- Inform the School Principal when suspect a case of student abuse and/or neglect

- Ensure confidentiality and privacy of reported cases
- Cooperate with the Ministry of Interior – Child Protection Center by implementing the required measures

**Appendix 6 - Guidance for staff - Dealing with Disclosures**

**(Receive, Reassure, React, Record, Remember)**

**RECEIVE:**

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Make a note of what has been said as soon as practicable.

**REASSURE:**

- Reassure the pupil, but only so far as is honest and reliable. For example, don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright'
- Do reassure and alleviate guilt, if the pupil refers to it. For example, you could say:

*"I believe you."*

*"I am glad you came to me."*

*"I am sorry this has happened. "*

*"You're not to blame."*

*"We are going to do something together to get help."*

**REACT:**

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer to this matter, but do not interrogate for full details.
- Do not ask 'leading' questions, for example *"what did he do next?"* (This assumes he did!), or *"did he touch your private parts?"* Such questions may invalidate your evidence (and the child's) in any later prosecution in court.
- Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible.
- Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Try to see the matter through yourself and keep in contact with the pupil.

**RECORD:**

- Make some very brief notes at the time on any paper which comes to hand, and write them up as soon as possible.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons' present and noticeable non-verbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Draw a diagram or complete a body map to indicate the position of any bruising.
- Record statements and observable things, rather than your 'interpretations' or 'assumptions'.

**REMEMBER:**

- To follow the school's Child Protection Policy and procedures and share your concerns with the Designated Member of Staff for Child Protection or her deputies.
- Consult with your Designated Child Protection members of staff as appropriate.
- Support the child: listen, comfort, and be available.

**Do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child and then break it, you confirm to the child yet again that adults are not to be trusted.**

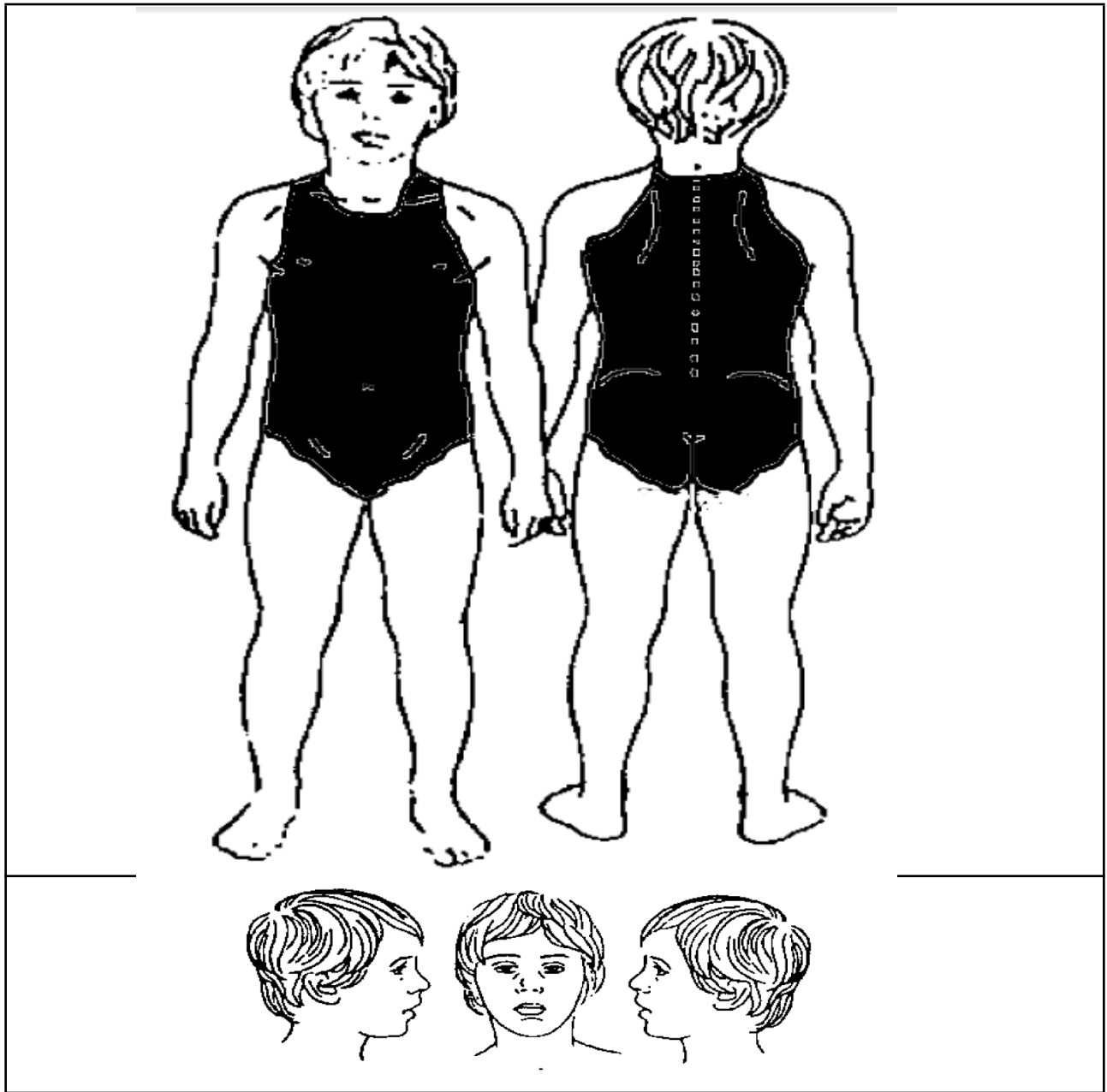
**REMEMBER:** Complete **CONFIDENTIALITY** is essential. ***Share your knowledge only with appropriate professional colleagues.***



Appendix 7

Concern Form, Tracking Sheets and skin map

Name of child:		Class:	
Reported by:			
Witness:			
Date:	Time:	Location:	
(of observed behaviour / discussion / disclosure)			
<b>Concern/Incident:</b> (to be completed by reporting adult) Note: Please do not interpret what is seen or heard; simply record the facts.			
<b>Skin Map:</b> Note: Any signs of physical injury should be described in detail. Where injuries have been observed, mark on Skin Map recording the location, size and colour.			
Injuries observed - please tick:		Yes	No
Name of witness to injuries:			
Date injuries seen:			



**Appendix 8**

**Child protection: safeguarding children – information for parents**

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this.

*It is important for parents to be aware that:*

*Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.*

*There are four categories of abuse: physical, sexual, emotional, neglect. In some cases the school may be obliged to refer children to the police.*

*If you think your child may have been abused you can contact the police directly. If you think the abuse may have happened in school, contact the Principal. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.*

*If school staff need to express concerns about a child or refer a child to the police, it is understood that this can cause distress or anger for the child's parents. It is important that all parties – parents and school staff – try to discuss these matters as calmly and sensibly as possible.*





I have read and understood the Child Protection Policy and have completed the Safeguarding training with the Principal.

Name: \_\_\_\_\_ (Please Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Please return this form to the Principal's PA before the last day of September of the new academic year.

