 <p>مدرسة ستب ون الدولية Step One International School</p>	<p>DEPARTMENT: STUDENT AFFAIRS</p> <p>PROCEDURE</p>	<p>Doc. No. - SOP-017 Rev. No. - 04 Rev. Date – June 2020 Page - 1 of 5</p>
<p>Title: CHILD PROTECTION POLICY</p>		

	PREPARED BY		CHECKED BY		APPROVED BY	
Name	Executive Director		Mrs. Rania		SMT	
Position	Executive Director		Social Worker		SMT	
Prepared	SY 2016-2017	Reviewed	SY 2019-2020	Valid until	SY 2020 - 2021	

Rational:

Step One International School takes very its duty towards all its students who have been entrusted to its care and seeks to provide a school environment where all children are safe, valued, respected, and listened to.


The school believes that it is always unacceptable for a child to experience abuse of any kind and recognizes its responsibility to safeguard the welfare of all children.

Aims:

- To provide protection for the students who attend the school.
- To provide staff guidance on procedures they should follow in the event that they suspect a child may be experiencing, or be at risk of harm.
- To respond immediately to deal with any disclosure or situation.

Guideline:

- This policy applies to all staff, including senior managers and boards of trustees, paid staff, volunteers and other workers.
- This policy follows the requirements of Qatar MOE and child protection departments.
- This policy will be reviewed annually to ensure it is still relevant and effective.
- Students' safety must be ensured at all times, which include physical and emotional safety.
- Best practices must be considered all the time considering students' best interest.
- Ensure secrecy at all times.
- All information collected must be stored safely and situation dealt with privately.
- Concerned student to be part of decision making as appropriate.

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Framework:

1. Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.
2. Types of abuse may involve physical, sexual or emotional abuse, neglect or other types of abuse.
- 3-Staff must follow the procedure mentioned below to deal with any of the above situation.

If you suspect abuse:

When staff become aware of possible abuse, they must make full written record as soon as possible and always within 24 hours of the situation arising. This may be recorded directly onto a Referral form, or if there is a lot of detail, be recorded in a separate appended document.

1-Recording should include as many of the following details as you know:

- a. Name of the child, and if known, their family, or carers, alleged offenders, witnesses, other involved children.
- b. As much information as possible about the incident of concern i.e. what lead up to it, what was heard or witnessed, staff member's responses, location of the event, date, time and details of anyone present Any action taken by the member of staff as a result of the incident
- c. Other relevant background information.

2- When you record:

Distinguish between fact and opinion.

Try to describe what happened fully but briefly.

Make the recording legible.

Sign and date the recording and ensure your name and designation are clearly typed or printed.

3- Submit your referral form to the Social worker, if not present at that time, involve your HOD.


4- All records of child protection issues will be kept in a central, lockable, non-portable cabinet.

5- Ensure the privacy of the child/ children involved, do not share any information with staff members or other people.

How to respond to a child telling you about abuse

Sometimes you will be concerned about abuse because of what a child says to you. If this happens you should:

1. Stay calm and reassuring. Respond with tact and sensitivity and do not make judgments.
2. Find a quiet place to talk and allow the child to speak in their own time (this should still be in the open but away from the crowd and you should tell someone else where you are going and with whom).
3. Believe in what you are being told; take allegations or suspicion of abuse seriously.

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4. Listen, possibly confirm details but do not press for information or ask leading questions as this may void any disclosure you receive in a court case or investigation.
5. Make brief notes using the person's own words. Do not interpret what has been said or make assumptions.
6. Say that you are glad that the child told you.
7. Acknowledge that the child may have been angry, sad or even feeling guilty about what happened, but stress that the abuse was not the child's fault.
8. Ensure the safety of the child and that they are away from the alleged abuser.
9. Follow procedures for reporting allegations and suspicions to the school social worker immediately.

Do not:

- a. Promise confidentiality, but do discuss with the child who you need to tell.
- b. Investigate the allegation yourself and do not contact the parents/careers .
- c. Say that you will do your best to protect and support the child.

Suspicion about members of staff

Introduction

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

What Is Meant By an Allegation Against A Member of Staff


You should be concerned if you believe that a member of staff has:

- a. Behaved in a way that has harmed a child, or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child
- c. Behaved towards a child or children in a way that indicates they are unsuitable to work with children

Action

If you are concerned that a member of staff may have abused a child you must:

- a) Ensure that the child or young person is safe
- b) Make a written note of the concerns ensuring names and times are clearly recorded. Do not speak to the child, young person or the member of staff in respect of the allegation
- c) Talk immediately to the school social worker.
- d) Where a member of staff has obviously assaulted a child or young person inform the school Principal, the Police should be informed.

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- e) In deciding whether to take immediate action in respect of the member of staff against whom the allegation was made, it will be necessary to balance any ongoing risks to children, against the risks of alerting the member of staff in such a way that they may silence children, or destroy evidence.
- f) A member of staff may be suspended with immediate effect by the school Principal if there are grounds for concern. However, the school CEO and the SMT should be consulted before action is taken.

What Happens After Referral

Following referral to the Social worker, the Social worker, who will:

- Inform the Principal who will undertake checks on those involved and decide on appropriate actions.
- Provide advice and guidance to employers.
- Contact appropriate child protection service as per Qatar legislation and law.

Confidentiality:

All information regarding concerns of possible child abuse or neglect should be shared only on a “need to know” basis in the interests of the child. The test is whether or not the person has any legitimate involvement or role in dealing with the issue. The assurance of confidentiality should not be given to a third party who imparts information.

Stay Safe Program:


The school will implement the Stay Safe program as appropriate. The Stay Safe program for primary schools plays a valuable role in helping children develop the skills necessary to enable them to recognise and resist abuse and potentially abusive situations.

Other School Initiatives:

The school will implement other initiatives that will help support the best practice in child protection and welfare.

Pastoral care:

- The school is committed to ensure the growth and wellbeing of each student, as well as the broader school community. The Class Teacher (Homeroom Teacher) takes the major responsibility for the pastoral care of children. It focuses on cultivating an environment and culture that supports the physical, social, intellectual and emotional development of the students.

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- . The focus of the class teacher is on the whole child and their balanced growth and development. Each staff member meets the Principal formally once per year to share information on children’s progress. Informal meetings take place throughout the year.
- The Special Education Team, including the Special Needs Assistants, are involved in ensuring that children who have behavioral or learning difficulties are enabled through group or individual intervention to develop to their full potential.
- The Principal and HODs are kept informed of potential difficulties and act with the Pastoral Care Team to either prevent or remediate difficulties.
- The school Social Worker with the SMT support is committed to provide guidance and counseling.
- Student Health: Specific pupil health concerns are brought to the staff’s attention. The school Nurse will provide information and support to enable staff to deal with individual pupils.

Approved By:

Principal, SMT