Safeguarding Policy

Date of review	August 2023
Date of next review	August 2024
Reviewed by	Principal, Child Protection Team

Rationale

At Pakistan Educational Academy we are fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. PEA is committed to developing the children's understanding of their rights and responsibilities as global citizens, in line with The United Nations Convention on the Rights of the Child to which the UAE is a signatory.

This policy defines the responsibilities, processes and procedures relating to the safeguarding of students at PEA in line with our mission statement of promoting a student-centred learning environment where our students feel safe, protected and have the opportunity to flourish in a happy, healthy and holistic environment. This policy applies to all staff, governors and volunteers working in the school and is linked to our other policies including the Behaviour Policy, Child Protection, E-Safety, Well-Being, and the Health and Safety Policies.

UAE 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 are at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused or suspected of abuse.

The Ministry of Interior Child Protection Centre aims to develops, implement and customize the initiatives and processes to provide safety, security and protection for all children in the UAE; guidance can be found at:

https://www.moi-cpc.ae/en/CHILD.PROTECTION.DIMENSION.aspx

Child Protection is reactive in taking action to ensure the safety and well-being of students who have been harmed or who are at significant risk of being harmed.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical 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 outcomes.

There are **five main elements to our policy**:

- **Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children so they understand the need for a child centred and coordinated approach to safeguarding, their various responsibilities in respect of safeguarding and their responsibilities for promoting student welfare in general.**

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;

- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;

- Supporting pupils who have been abused by making parents and others aware of the standards we set ourselves and, by which, we seek to be judged.
- Establishing a safe environment in which children can learn and develop.

Role and responsibilities of the Child Protection/ Safeguarding Team

At PEA the designated Child Protection/ Safeguarding Team are responsible for safeguarding issues. They are responsible for coordinating action within the institution and liaising with outside agencies/professionals as appropriate.

Role	Name	Email	Telephone
Child Protection/ Safeguarding Governor	Mr Masood	masroor@sajjadhaider.com	+97143370126
Principal	Ms. Shamaela Ahmed	principal@pea.ae	+971 501110350
Child Protection/ Safeguarding Lead	Ms Sufiya Patel	sufiya.patel@pea.ae	+971 52 6993521
Vice Principal /Section Head Boys' Wing	Mr Awais Qazi	qau@pea.ae	+971 581814056
Deputy Child Protection/ Safeguarding Lead	Ms Nadia Imtiaz	nadiaimtiaz@pea.ae	+971 554648374
Section Head Girls' Wing	Ms Rana Kazim	rannakazim@pea.ae	+971509408195
Section Head Primary	Ms Shaista Zaheer	Shaistazhr_mirza@pea.ae	+971559047900
Section Head KG	Ms Zarmeen Khan	Zarmeen_khan@pea.ae	+97143370126
Inclusion Team	Ms Shamsa Akbar Ms Raheela Afsheen Ms Nadia Tariq Ms Farah Jabeen Ms Celin Skaria	Shamsa.akbar@pea.ae Raheel.afsheen@pea.ae nadiatariq@ pea.ae farah.jabeen2015@pea.ae celinmarypea.ae	+971586719904 +971555507739
School Counselor	Mr Muhamad Nauman	Numan.counselor@pea.ae	+971581132783
School Doctor	Dr Kanwal Fatima	drkanwal@pea.ae	+97143370126
HR Manager	Ms Ashi	ashijmalik@pea.ae	+971508408526
Transport in Charge	Mr Shahinshah	shahinshahkhan@pea.ae	+971 509917630
Site Manager	Mr Waqqas		+971 501958313

- Names and photographs of the Safeguarding Team are posted around the school.
- The Designated Lead has training every two years or when appropriate/necessary
- We provide annual safeguarding training to all staff. Our induction procedure new staff includes child protection/ safeguarding training. In addition, the team regularly updates staff on current safeguarding issues aiming to ensure a collective up to date understanding. This is done in a number of ways including during morning briefings, staff training, through creating and distributing specific resources, and emails.

- The Safeguarding Team and other appropriate pastoral staff have an understanding of locally agreed processes for providing early help and intervention.
- We ensure that written safeguarding records are securely stored electronically, to help ensure student confidentiality or secured in a fire and water proof locked cabinet in the Principal's office.
- We ensure that all staff are aware of the nominated people responsible for safeguarding and of the correct procedures, which are regularly referred to in staff meetings/ CPD session meetings
- We provide information to parents regarding our procedures and legal responsibilities in the case of disclosure taking place at School.
- The Safeguarding Policy is posted on the School website with QR codes posted in all sections.
- The School adheres to Statutory Guidance with regards to safer recruitment, selection and pre-employment vetting for all members of staff including TRA (Teaching Regulation Agency) checks for governors, senior and middle leaders.
- The School ensures that staff employed by external agencies and providers, including catering, cleaning and grounds maintenance receive appropriate safeguarding training from their employers. Contractors are required to provide details of the training given and its frequency.
- All non-teaching staff receive annual child protection/safeguarding training.
- The Safeguarding Team aims to enhance parents understanding of key and current Safeguarding issues by sending emails/ flyers home, social media posts, posts on parent WhatsApp groups and discussions during parent consultation evenings.
- We continue to develop a curriculum and extra-curricular activities that highlight safeguarding issues and use tutorial sessions and assemblies to achieve this.
- We maintain and follow procedures and policies in respect of medical treatment, first aid, security, and drug/substance misuse.
- Our Governing Body follows Statutory Guidance with regards to safeguarding there is a named member of staff for safeguarding on the Governing Body.
- We understand our role in and our duty to identify, protect and support those who might be at risk and we aim to actively promote and embed values that support an effective and inclusive school and wider community, which includes values such as democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs within PEA.

Signs and Symptoms

All staff have a responsibility to protect and safe guard children. Child abuse may come to staff attention in a number of ways:

● A child or young person may make a direct disclosure to staff

● Staff may observe bruises/burns or injuries for which there is no plausible explanation

● Another child, young person or parent/carer may tell staff something which causes concern

● Staff may observe changes in behaviour that are a cause of concern

● Staff may instinctively feel something is wrong

● There may be neglect issues, so the child may appear untidy, hungry, tired or listless,

If there are concerns of a child showing signs of abused the staff member needs to follow the staff disclosure advice, which is reiterated in Child protection/ safeguarding training sessions and which is displayed in all staffrooms. (Appendix 1)

Any disclosures or concerns regarding possible abuse need to be recorded on a referral form and passed on to the Child Protection team, who will then investigate the case further and decide on the next course of action. Whilst some incidents can be contained within the school without the need for outside assistance, some will require assistance from external agencies.

Child Protection/ Safeguarding Team role and responsibilities:

● to follow the agreed procedures

● to know how to identify the signs and symptoms of abuse

● to provide advice and support to staff in matters of safeguarding

● report allegations and suspicions to the Safeguarding Lead when necessary and as soon as practical

● maintain relevant records of incident reports and follow-up **(Appendix 2)**

● ensure all records are kept confidentially, separate from the main student file, and in locked locations

● know when and how to make a referral to outside agencies/professionals

● can contribute to and monitor a child protection plan

● will hold regular meetings (Child Protection Meeting) to update themselves on status of current/new concerns

Prevention school environment

Training The governing body will ensure that all staff receive appropriate safeguarding and child protection training (including online safety) which is regularly updated. In addition, all staff members will receive termly safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, staff meetings) as required to provide them with up to date knowledge of safeguarding issues to safeguard children effectively.

All new staff members will undergo safeguarding and child protection training at induction. This will include training on the school's safeguarding and child protection policy, online safety, the code of conduct/staff behaviour policy, the behaviour policy, and the role of the child protection team

The governing body will ensure that safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning. The Principal will ensure that an accurate record of safeguarding

training undertaken by all staff is maintained and updated regularly. In considering safeguarding training arrangements the governing body will also set out the expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment, and require teachers to have a clear understanding of the needs of all pupils.

All staff will be expected to contribute towards an environment that offers children maximum protection e.g. contributing to creation of a positive atmosphere in which students are respected and know that they can find assistance if necessary. Children should know that there are adults in the school whom they can approach if they have a worry or a problem.

Mental Health/ Well-being-All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Staff can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the school's policy, and speaking to the Child protection team.

SOD students and students with disabilities

Such students can face additional safeguarding challenges, both online and offline. Staff should avoid making assumptions that indicators of possible abuse such as behaviour, mood and injury may relate to the child's disability or medical condition without further exploration. Staff should also be aware that these children may be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. Similarly, staff should be aware of the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying without outwardly showing signs or being able to communicate how they are feeling.

Serious violence

All staff should be aware of the indicators which may signal that children are at risk from, or involved with, serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

PEA has two school counsellors:

Girls' Wing/ : Ms Sufiya with support for behavioural issues from Ms Raheela Afshan

Primary/ Boys' wing: Mr Mohammad Nouman

Health & Safety

Our Health & Safety policy, reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school during school trips and visits.

Security

It is a safeguarding priority that access to the school site is monitored closely in order to ensure the safety of all students and staff. All staff, parents, and visitors are asked to observe the school's procedures. In addition to 24-hour CCTV and security personnel present around the clock, we have the following in place:

Meetings- parents who have arranged to meet with a member of staff should sign in at reception, and wait for the teacher to collect them, or to be escorted to the meeting room. Parents do not have unescorted access to the school building.

Visitors' Code of Conduct- all visitors are made aware at reception of our expectation for visitors. Signing in- all visitors sign in at reception and will be asked to wear a visitor pass if entering the buildings.

Safeguarding in the curriculum

The curriculum will include material and activities which are designed to raise awareness and teach children to be less vulnerable to abuse, where this is possible, without in any way implying that the responsibility for child protection is the child's. This will include emotional health and well-being, anti-bullying, safety, drug education and all work that develops self- esteem and inter-personal skills in tutorials, assemblies and other focused activites.

Monitoring of attendance

Staff should notify the safeguarding team immediately if there is an unexplained absence of more than one day of a student who is on the PEA Child Protection register.

Employment

Safe recruitment procedures will be upheld e.g. appropriate checks are carried out on new staff and volunteers who will work with children.

Use of school premises for non-school activities

The governing body will ensure that where school facilities/premises are hired or rented out to organisations or individuals, sports associations or service providers to run community or extra-curricular activities appropriate arrangements are in place to keep children safe. The governing body will seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place, including inspecting these as needed.

Whistleblowing

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider school community) raises a concern about danger or illegality that affects others, for example, pupils in the school or members of the public. The governing body recognises that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in

the school's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team. The governing body/proprietor would wish for everyone in the school community to feel able to report any child protection/safeguarding concerns through existing procedures within school, including the whistleblowing procedure adopted by governors where necessary

Important information

Information about individual needs will be shared with relevant others in order to ensure the highest level of care and support. A register of medical needs and IEPs (Individual Education Plans) and profiles will be available on MS Team and Hods and teachers are required to have individual copies in their files. Updates are circulated to all staff by the Inclusion team as required.

Medical

Emergency procedures will be made known to all staff to ensure that children who require medical assistance will receive it promptly. In order to protect children, the school medical team are trained to provide the required treatment and will inform the parents if they do so and keep a written record.

Parents

Parents should be aware that the school will take any reasonable action to ensure the safety of its students. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will follow Child Protection Procedures. Parents will not always be fully informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so.
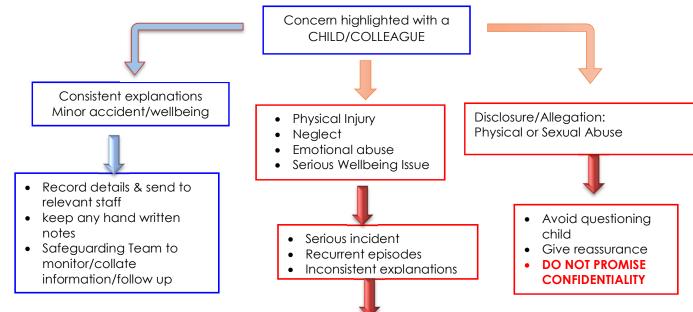
E-safety

PEA recognises that internet safety is a whole school responsibility (staff, pupils, parents).

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our pupils, through ICT lessons, tutorial lessons and communal assemblies to teach them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. We also disseminate e-safety flyers/ emails to parents to develop their awareness of such important issues.

PAKISTAN EDUCATION ACADEMY   Child Protection/ Safeguarding Issues

Concern highlighted with a
CHILD/COLLEAGUE

Consistent explanations
Minor accident/wellbeing

- Physical Injury
- Neglect
- Emotional abuse
- Serious Wellbeing Issue

Disclosure/Allegation:
Physical or Sexual Abuse

- Record details & send to relevant staff
- keep any hand written notes
- Safeguarding Team to monitor/collate information/follow up

- Serious incident
- Recurrent episodes
- Inconsistent explanations

- Avoid questioning child
- Give reassurance
- **DO NOT PROMISE CONFIDENTIALITY**

- Record: Date, Time, Observations, what was said, who was present, on & send to relevant staff
- Use skin map to record visible injuries.
- Incidents must be recorded by the first person the child discloses to
- Immediately inform CP leads – Principal/SLT/School Counsellors in person

Designated Safeguarding Lead (DSLs) to follow procedures
as per policy

- **Key Contacts within the Local Area**
- **PEA Office: 043 370126   Principal: 0545665540**
- The Dubai Police Child Protection Hotline confidentiality and advice.
- Contact Number: 800-243
- Website: www.dubaipolice.gov.ae
- Al Ameen Service   Contact Number 800-4-888
- Child Line: 800 988
- Dubai Foundation for Women and Children – 800 111
- Social Services Department – 800 700

Child Protection Log record

Name of student:	Date of birth:	Section:	Class:
Date:	Time of incident:	Time of writing:	

Staff concerns-What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?

Pupil's account/perspective

Any other relevant information (distinguish between fact and opinion). Previous concerns etc

Referred to _____ (CP Team member)

Name:_____

Signature: …………………………………………………….. Job Title:_____

CP Team member-action taken/ additional information

Name _____   Date_____

Signature _____