



Dubai English Speaking College

**Child Protection and Safeguarding
Policy
2023 - 2024**

Written by:	MCO	Reviewed:	September 2023
Approved by:	SLT	Next Review:	September 2024

Child Protection policy

Dubai English Speaking College acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring that any incidences of neglect or abuse are appropriately addressed.

This policy applies to, but is not limited to, all staff, students, guests and visitors or anyone working on behalf of Dubai English Speaking College.

At DESC we believe:

- All young people should have a positive and enjoyable experience at school.
- Young people should never experience abuse of any kind.
- In the promotion of the welfare of all young people in an effort to keep them safe.
- In committed practice in a way that protects all young people both within and outside of the College campus.

At DESC we will:

- Protect all young people who attend DESC and use our services in accordance with the laws of the country.
- Prioritise the safety and wellbeing of young people.
- Ensure staff understand their roles and responsibilities with regard to child protection.
- Enable staff to identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

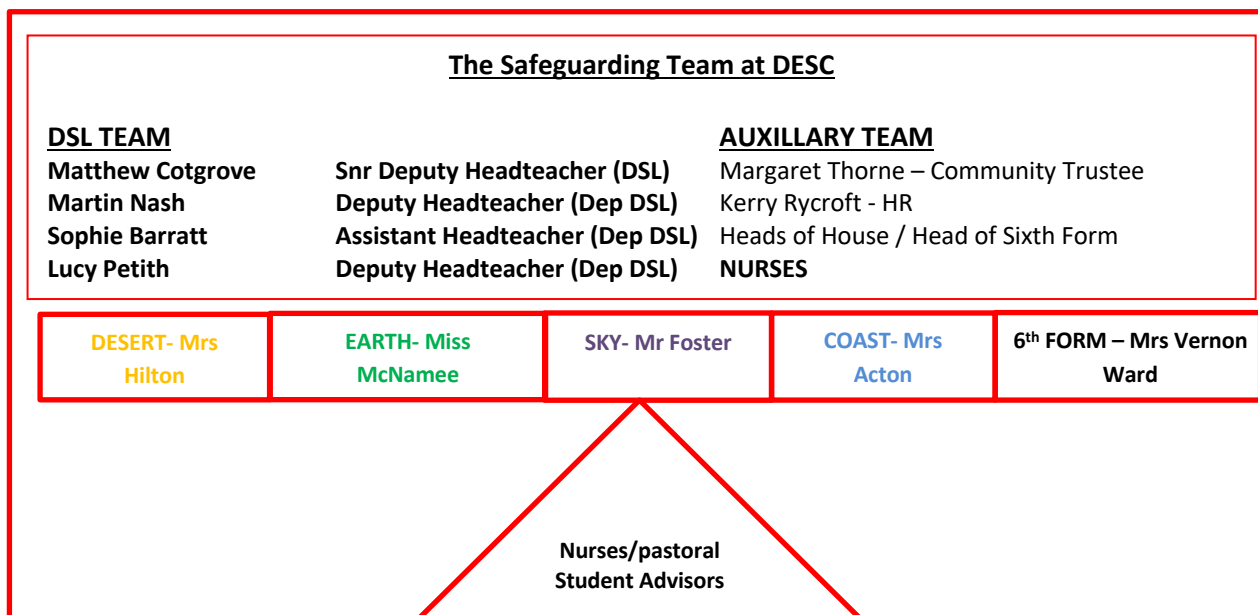
At DESC we recognise that:

- All children, regardless of age, disability, gender, racial heritage, religious belief, or identity, have a right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

At DESC we aim to:

- Keep young people safe by employing rigorous recruitment procedures for all paid and unpaid staff to check their suitability to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Train all staff in basic Child Protection awareness.
- Ensure that all staff have read and understand the Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse.
- Establish a safe environment in which children can learn and develop whilst valuing them, listening to and respecting them.
- Adopt positive child protection practices by developing clear procedures and a code of conduct for staff, volunteers and visitors.
- Maintain an effective social media / e-safety policy and related procedures.

- Provide effective management for all staff and contractors through supervision, support and training.
- Share information about child protection and good practice with students, parents, staff outside providers, interns, volunteers and visitors.
- Share concerns with agencies who need to know and involve parents and students appropriately.



Procedures for responding to a Safeguarding/Child Protection concern

The staff member should inform the Head of House together with written factual information. The Head of House (HoH) will inform a member of the DSL team. The DSL team may have more information that, together with what has been reported to them, represents a more serious worry about a child. If the HoH is not available, report disclosures directly to a member of the DSL team.

It is never the decision of one staff member alone to determine how to respond to concerns but **it is always the responsibility of staff to share concerns in the appropriate manner, no matter how small.**

In the first instance, staff should not make a unilateral decision on the legitimacy or otherwise of the disclosure; they should report it to the appropriate HoH.

Staff should respond in the following way:

- Be clear that there can be no secrets kept.
- Decide whether you need to find out more information by asking the child / young person, to clarify your concerns, being careful to use open questions: ...beginning with words like: ‘how’, ‘why’, ‘where’, ‘when’, ‘who’?
- Make a written factual record of what has been disclosed. This should be completed during or immediately after the disclosure. Sign and date all documents.
- Submit the written records to the appropriate HoH, who in turn will take the matter to the DSL/member of the Safeguarding Team.
- At DESC the DSL Team includes the Senior Dep Headteacher, Deputy Headteacher or Assistant Headteacher named above in the Safeguarding Team.
- Appropriate information will be shared with the necessary people.
- The DSL will file/keep a record of all incidents referred to him/her on Wellbeing Manager.
- When the matter is closed the DSL will indicate what the outcome was, though files may remain “open cases” for lengthy periods of time.

Some, or all of the following individuals and agencies may be typically involved in order to address and resolve any concerns:

- Members of the DSL/Safeguarding Team
- Members of the Senior Leadership Team
- Parents/carers
- Student Advisors
- Nurses
- Pastoral Team (HOH, DHOH, Parent Liaison, Tutor)
- External counselling/mediation services
- Health services
- The police

Staff training

The HR Manager supported by the Safeguarding Team will keep detailed records of all staff child protection training and will issue reminders when training updates are required.

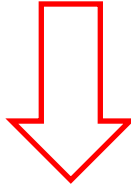
It is good practice to include a safeguarding and child protection agenda item in staff meetings.

All paid and unpaid members of staff should have regular, mandatory child protection training, including trustees, senior managers, invigilators, admin staff, interns or anyone working on behalf of DESC.

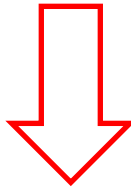
New staff should have safeguarding training as part of the induction process which will be kept up to date by refresher training at two yearly intervals.

All members of staff read and agree to the Child Protection policy before the start of their employment, and then again on an annual basis as the policy is updated and reviewed.

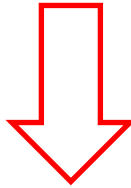
**Child Protection and Safeguarding
Disclosures & Reporting Flowchart**



**You have concerns about a Child's Welfare. Be Alert to signs of abuse and question unusual behaviours or marks/injuries.
Share any concerns with the Safeguarding Team immediately**



Listen and take the disclosures seriously. Do not offer an opinion. Support students for being brave. Tell them what you will do next. Do not promise confidentiality.



REPORT

Please follow the instructions in the 'Procedures for responding to a Safeguarding/Child Protection concern.'



Lucy Petith
Deputy DSL

SIXTH FORM CENTRE



Sophie Barratt
Deputy DSL

F BLOCK OFFICE



Martin Nash
Deputy DSL

F BLOCK OFFICE



Matt Cotgrove
Designated SL

F BLOCK OFFICE



Lynsey Hilton
HOH Desert



Caroline McNamee
HOH Earth



Alan Foster
HOH Sky



Jess Acton
HOH Coast

There is constant communication between the whole pastoral team, including tutors.



Student advisor
Gemma Fallon



Student advisor
Riaz Jamadar



Student advisor
Jade Nugent



Rachel Gritt
Absence Management Coordinator



Kerry Rycroft HR Manager
Safeguarding team



Jill Riding
Senior School Nurse



Community Trustee
Maggie Thorne

Procedures for responding to a Safeguarding/Child Protection concern

I am concerned about a child at DESC. What should I do?

Has something actually happened?

YES – I have witnessed or have been told about something which concerns me.

Record the information factually and accurately

If the information comes from a child, take notes and do not promise confidentiality.

MAYBE – It's just a feeling or a rumour but something doesn't feel right.

Do you feel that the Child concerned has been harmed or is at risk of harm?

YES

NO or NOT SURE

8. Create a written factual account of the disclosure or incident. Sign and date all documents.
9. Inform and pass written accounts to the HOH immediately.
10. The HOH will inform the DSL Team and/or a member of the Safeguarding team.
11. The DSL Team will discuss the report and decide on appropriate action to be taken. This may involve liaising with outside agencies.
12. Written records will continue to be made by all staff concerned using Wellbeing Manager and kept secure by the Safeguarding Team.

1. Create a written factual account of the situation.
2. Speak with the child's Form Teacher and/or Head of House immediately.
3. The HOH may have additional information, which, together with your information, may create a cause for concern.
4. Monitor the pupil and record any further observations as factually as possible.

5. The HOH will discuss the information with appropriate staff and will determine the need to inform the DSL Team.
6. The HOH will continue to monitor the pupil and record any observations, as factually as possible using Wellbeing Manager.
7. If the HOH deems a concern for the student involved they will proceed from step 10.

As an addendum to the CP Policy, the following list (which is by no means exhaustive) are indicators of the type of behaviour that children who are at risk may present with.

Warning signs of emotional abuse in children:

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Extremities in behaviour (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- A perceived complete lack of attachment to the parent or carer.
- Inappropriate adult like actions or, on the other hand, inappropriately infantile actions (e.g. rocking, thumb-sucking, throwing tantrums).

Warning signs of physical abuse in children:

- Frequent injuries or unexplained bruises, welts, or cuts.
- Always on watchful “alert,” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or a fear of going home.
- Wears inappropriate clothing to cover up injuries (possibly self-inflicted), such as long-sleeved shirts on hot days.

Warning signs of neglect in children:

- Hygiene is consistently bad.
- Is frequently unsupervised or left alone or allowed to stay in unsafe situations and environments.
- Is frequently late or missing from school. Is frequently collected late

Other things to bear in mind

- These warning signs will probably form part of a bigger picture.
- A young person may present with a number of these traits/behaviour patterns
- Your professional judgement and intuition counts for a lot; if you feel uneasy about the way a young person is behaving (especially if it is not the norm) then share your disquiet with an appropriate pastoral leader.

The aim of this document is to share information where possible within in the pastoral team to ensure that the students are safe.