



Home of Irresistible Learning

Dubai English Speaking School

Safeguarding and Child Protection Policy



Written by:	Tony Clarkson	Reviewed:	August 2023
Approved by:	Catherine Dando	Next Review:	February 2024

Dubai English Speaking School 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 but is not limited to all staff, pupils, guests and visitors or anyone working on behalf of Dubai English Speaking School and is in line with the Ministry of Education's: National Child Protection Policy in Educational Institutions in the UAE.

At DESS we believe:

- All children should have a positive and enjoyable experience at school
- All Children should never experience abuse of any kind.
- In the promotion of the welfare of all children in an effort to keep them safe.
- We are committed to practice in a way that protects all children on and offsite at DESS.

At DESS we will:

- Protect all children who attend DESS and use our services in accordance with the laws of the country
- Prioritise the safety and wellbeing of children
- 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 children
- 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
- Foster and model positive behaviour and the building of positive relationships
- Promote the principle of tolerance among all members of the school community
- Foster child protection partnerships and coordinate with the relevant bodies to safeguard the rights of all children at DESS
- Apply the professional codes of conduct
- Verify and screen the qualifications and backgrounds of employees and caregivers before appointing them to DESS

At DESS 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, their parents, carers and other agencies is essential in promoting children's welfare

At DESS we aim to:

- Keep children 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.
- Spread awareness among the children about child's rights and the need to report any type of abuse or suspected abuse they or other children might be exposed to
- Develop and implement 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, and staff outside providers, interns, volunteers and visitors. Share concerns with agencies who need to know and involve parents and students appropriately

The Safeguarding Team at DESS

Tony Clarkson - Senior Deputy Headteacher (Lead DSL)
 Ruth Gibson and Liz Miller- Deputy Head Teachers (DSLs)
 Sam Bowen and Victoria Atkinson - Assistant Head Teachers (DSL Trained)
 Amna Hussain - Inclusion Leader (DSL Trained)
 Susan McLean - School Nurse
 Lauren Woodall, Lorna Rowsell, Bea Chapman, Hannah Solomon, Caroline Wood, Chris Cherry, Patrick Tolan, Anthony Hall - Year Group Leaders
 Sarah Curran - Wellbeing Lead (DSL Trained)
 Max Lohe - Director of Sport (DSL Trained)
 Maggie Thorne - Safeguarding Trustee
 Kerry Rycroft - HR

**Please refer to the DSL Job Description below for role of DSL at DESS.*

Tony Clarkson



Lead DSL

Ruth Gibson



Deputy DSL

Liz Miller



Deputy DSL

What happens when a disclosure is made to a staff member?

Inform the Year Group Leader or one of the DSLs. A factual report then needs to be added to Edukey. The safeguarding team may have more information that, together with what you know, represents a more serious worry about a child.

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 Year Group Leader / DSL.

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, or their parent to clarify your concerns, being careful to use open questions: ...beginning with words like: 'how', 'why', 'where', 'when', 'who'?
- Make a factual record of what has been disclosed. This should be completed immediately after the disclosure. This information needs to be uploaded to Edukey.
- Submit the written records to the DSL / member of the safeguarding team, usually TC.
- At DESS the Designated Safeguarding Leads are the Senior Deputy Headteacher and two Deputy head teachers.
- Information where appropriate will be shared with the necessary people. This applies to personnel and medical records, and they may only be shared in the following cases:
 - Temporary transfer or referral for a specific treatment, carrying out diagnostic procedures or in the case of an emergency

- If there is a public health threat if information is not shared
- When working with the Child Protection Unit
- All records of Safeguarding disclosures, concerns or incidents will be kept on Edukey.
- When the matter is closed the DSL will indicate what the outcome was, though files may remain as a monitoring log for lengthy periods of time.

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

- Parents/carers
- School advisors
- Nurses
- External counselling/mediation services
- Health services
- The Police

Out of hours concern

If a concern / disclosure or safeguarding information comes to light outside of school hours, then any of the 3 DSLs maybe contacted via their personal mobile phone. It is the responsibility of the DSLs and DESS staff to ensure they have these numbers saved in their phones.

Duty of care to children who have made a disclosure

Any child who makes a disclosure will be carefully monitored to ensure they are safe and not at risk. Where necessary, a care plan will be put in place involving the relevant people. This may include parents, DSLs, teachers, nurses, Wellbeing Lead and/or Student Advisor. Outside agencies may also be utilised should it be deemed necessary and in the best interests of the child. The final decision on the care plan will be made collaboratively with the DSLs making the final call.

SEND and Children with Additional Vulnerabilities

- a) People of Determination and children with SEND needs can be more vulnerable to exploitation and abuse and should have enhanced access to support systems.
- b) They may be more isolated from their peers and may find it difficult to express concern.
- c) No concern should be overlooked or passed off as a symptom of SEN or disability; including (not an exhaustive list):
 - Communication;
 - Toileting;
 - Understanding right and wrong;
 - Physical Build;
 - Unusual or over-physical attachments to staff members or peers;
- d) Staff must be hyper-vigilant to the needs and concerns of these children who are among the most vulnerable.
- e) Additional barriers can exist in identifying neglect and harm for some groups of students.

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 school trustees, senior managers, outside providers, volunteers, interns, and contractors, or anyone working on behalf of DESS.

New staff should have safeguarding training as part of the induction process and that this is 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.

Edukey

All Safeguarding files, notes and concerns will be logged on Edukey. Edukey is a secure online platform that is protected through 2 passwords and allows individual profiles to be shared with the relevant people whilst keeping all other profiles private. Edukey is used as it means there is no need for notes on pieces of paper to be kept which can be easily lost or misplaced. All staff are encouraged to record factually on Edukey to protect themselves as well as the child of concern. The DSLs will assist the staff with gaining access to Edukey as is required.

If access to Edukey is not possible then concerns should be reported using the DESS Safeguarding Reporting Concerns Form. This is accessible on SharePoint alongside the Policy or via this link: [DESS Safeguarding Reporting Concern Form](#)

Inclusivity

DESS is committed to ensuring every child accesses learning and the curriculum equally, at a level that meets their individual needs, alongside peers of the appropriate age. As an inclusive school, we adapt our provision to meet individual needs, including the content of this policy.

NB: this policy should be read alongside side the following policies all of which serve to Safeguard the children at DESS:

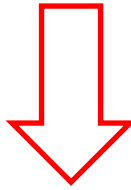
- DESS Anti-Bullying Policy
- DESS CCTV Policy
- DESS Crisis Management Policy
- DESS Emergency Response Policy (Medical)
- DESS Health and Safety Policy
- DESS Local Trips Policy
- DESS Overseas and Residential Trips Policy
- DESS Online Safety Policy
- DESS Sheltering Policy
- DESS Social Media Policy
- DESS Staff Use of Internet and Email Policy
- DESS Transport Policy
- DESS Visitor and Intruder Policy

Staff should also be familiar with the following documents:

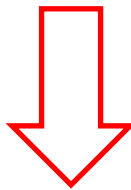
- Risk Assessment Templates (located in Trips folder on SharePoint)
- SLT Portfolios
- Crisis Management Team (found in Crisis Management Policy)

All Policies can be found on SharePoint in the Policies folder.

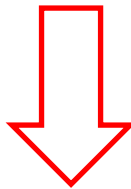
**Child Protection and Safeguarding
Disclosures & Reporting Flowchart**



**You have concerns about a Child's Welfare
Be Alert to signs of abuse and question unusual behaviours**



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



REPORT
**Report the Safeguarding concern to one of the school's DSLs.
Complete a monitoring log on Edukey, which is shared with the relevant parties.**

As an addendum to the CP Policy, here is a list (by no means inexhaustible) of the types of indicators 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.
- Shows extremes in behaviour (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- A perceived complete lack of attachment to the parent or carer.
- Acts either inappropriately adult or, on the other hand, inappropriately infantile (e.g. rocking, thumb-sucking, throwing tantrums).

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on 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 seems afraid to go 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.

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.

Policy

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

Procedures for responding to a Safeguarding/Child Protection concern

I am concerned about a child at DESS. 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
I'M NOT SURE**

1. Create a written factual account of the disclosure or incident on Edukey.
2. Inform Year Group leader immediately.
3. The Year Leader or yourself will inform the DSL
4. The DSL will decide on appropriate action to be taken. This may involve liaising with outside agencies.
5. Written records will continue to be made by all staff concerned and kept secure by the Safeguarding Team on Edukey.

1. Create a written factual account to go on Edukey. Start a monitoring log which is shared with the relevant people via Edukey.
2. The DSL may have additional information, which, together with your information may deem cause for concern.
3. Monitor the pupil and record any further observations as factually as possible.

1. The Year Group Leader will discuss the information with appropriate staff and will determine the need to inform the DSL.
2. The class teacher and Year Group Leader will continue to monitor the pupil.
3. If they deem a concern for the children involved they will proceed from step 3 over.