




## ABUDHABI INDIAN SCHOOL, BRANCH 1 CHILD PROTECTION POLICY

Name of Policy	:	CHILD PROTECTION POLICY
Purpose of Policy	:	To inform and ensure that the CHILD PROTECTION POLICY is clear and understood by all
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Principal
Policy applies to	:	To all the staff of Abu Dhabi Indian School, Branch 1
Date of Approval	:	10/01/2021
Proposed Date of Review	:	01/01/2025
Principal's Signature	:	 11/4/22





# CHILD PROTECTION POLICY

ABU DHABI INDIAN SCHOOL, BRANCH I, AL WATHBA



A handwritten signature in blue ink, appearing to be 'Ryana', is written over the bottom right of the page.

## WHAT IS CHILD PROTECTION?

The term 'child protection' to refer to preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labour and harmful traditional practices, such as female genital mutilation/cutting and child marriage.

A child who is under the age of 18 years, is subject to detrimental effects of a significant nature affecting his/her the child physically, emotionally and social well-being.

## POLICY STATEMENT

All staff employed by Abu Dhabi Indian School, Br. 1, Al Wathba is responsible for the care, safety and protection of the students. It is the paramount concern of Staff members of this institution. An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues.

An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals, and monitoring may be handled sensitively, professionally and in ways which support the needs of the child. This responsibility also extends to the identification and timely response to concerns regarding the possible sexual, physical, psychological and emotional abuse or neglect of a child.

There are three main elements to our child protection policy;

- a. **Prevention** through the creation of a positive school atmosphere, and pastoral support offered to the students.
- b. **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c. **Identification and Support** to students who may have been abused or neglected (UAE Federal Law No.3 of 1987 on Penal code and other relevant UAE laws)

All aspects of children's safety are included in this policy:

- a. Safety from injury and accident;
- b. Health; mental health; self-harming; drugs and substance misuse;
- c. Safety at home; abuse and neglect;
- d. Safety at school; from adults and other students; bullying including cyber bullying; sexual abuse, while travelling in the school bus from and to school and during the extra-curricular school activities

## SCHOOL POLICY

We recognize that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.



Our school will therefore:

- a. Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.
- b. Ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty.
- c. Include in the curriculum activities and opportunities for physical education, which equip students with the skills they need to stay safe from abuse.
- d. Include in the curriculum material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Further information can be obtained from the school Counsellor.
- e. Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues.

In accordance with SEF requirement, this policy is posted on the school website [www.adiswathba.com](http://www.adiswathba.com) and is available to parents on request.

#### **AIMS**

We aim to ensure the safety of students by:

- a. having an up-to-date child welfare and safeguarding policy and procedures in place
- b. ensuring all personnel who have contact with children receive appropriate training so that they are able to implement the school's child welfare and safeguarding policy and procedures;
- c. following staff appointment and record keeping procedures including confirmation of identity and qualifications by examination of original documents.
- d. ensuring that a central register is maintained in accordance with SEF statutory and regulatory requirements.
- e. educating students with regard to welfare and safeguarding so that they can take steps to protect themselves and seek appropriate help.

#### **ROLE AND RESPONSIBILITIES OF THE SCHOOL PRINCIPAL, STAFF AND PARENTS/LEGAL GUARDIAN**

- a. All adults working with or on behalf of the children have a responsibility to protect them. However, key people within schools includes the Principal, Vice Principal (when in office), Head Mistress, Admin Officer, Academic Supervisors, School Counsellor and the Transport In-Charge.



- b. To ensure that any new employee to the school is trained with regard to welfare and safeguarding policy and procedures.
- c. To monitor the central register ensuring that it is accurate and up to date; the keeping of confidentiality and storage of records in relation to Child Protection and Safeguarding (records must be in a locked cabinet).
- d. It is the role of the Designated Child Protection officer to ensure that all of the child protection procedures are followed within the school. Additionally, it is the role of the School Counsellor who is the Child Protection Officer, to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- e. The school management, school senior leadership team and recruitment department are responsible for ensuring that the school follows safe recruitment processes. As part of the schools recruitment and vetting process, local intelligence checks will be sought on all staff for safety.
- f. It is important that the teachers and other staff members listen to what any child has to say. Neglect a child also amounts to abuse.
- g. Every staff member is advised not to physically touch/verbally abuse a child. The School has a well-defined policy with regard to **Teacher's code of conduct and behavior**. (Given to the staff members at the time of Appointment.)
- h. Corporal punishment, a physical 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.
- i. Corporal Punishment is banned and adapting to such punishment would lead to immediate termination and legal intervention.
- j. The designated staff ensures that all staff and governors know: the names of the designated Child Protection Officer,
- k. Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a student who may tell of abuse; **for safety and life reasons, all school staff shall never leave children unattended at any time.**
- l. Keep written records of concerns about children (noting the date, event and action taken), even when there is no need to refer the matter or take it further. Where there is cause to take the matter further Child Protection Officer must ensure that the case is discussed with all relevant parties and that there are set procedures for reporting and following up concerns;
- m. Monitor child protection awareness in the school and ensure that due diligence is given to Child Protection issues;
- n. **Ensure that designated notice boards around the school display names and telephone numbers of Child Protection Coordinators and related persons who can be contacted in an emergency or if a child or member of staff feel the need to raise a concern or seek help.**
- o. **Ensure that parents have an understanding of the responsibility placed on the school and staff in relation to child protection, by setting out its obligation in the school prospectus;**
- p. **Parents/legal guardians must attend all scheduled school parent meetings. Communicate any concerns, observations or changes in their child's behavior to the school administration or to the concerned school staff.**

Student safety in school is absolute priority and should take maximum care in ensuring:

- All staff are persons of good standing with no record of mistreating young people physically or mentally and are not currently mistreating their students.
- There is mutual respect between adults & students with no discrimination or failure of support
- There are clear & effective (written) systems safeguarding students from suspected or actual abuse.
- There is central register of staff & regular visitors to the school which records names, addresses, qualifications, and medical fitness, right to teach in the UAE & confirmation that moral fitness checks have been carried out.
- An admissions register records all adults in the school & attendance registers are taken twice daily

### **Relationships and Communication with the students**

Employees are required to have a professional relationship with students: seeking to be friendly and caring but not 'over familiar'.

Employees are not permitted to have personal relationships with Students of ANY age.

### **AREAS OF CONCERN**

All staff and volunteers should be aware that the main categories of abuse are:

- I. Physical abuse
- II. Emotional abuse
- III. Sexual abuse
- IV. Neglect

Generally, in an abusive relationship the child may:

- Appear frightened of the parent/s or other household members e.g. siblings or others outside of the home.
- Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and different ethnic groups).
- Display insufficient sense of 'boundaries', lack stranger awareness.
- Appear wary of adults and display 'frozen watchfulness'.

### **CHILD PROTECTION AGAINST BULLYING AND PEER ABUSE**

- The phenomena of bullying has spread and is now significant threat to the health and safety of many children.



- Bullying is defined as "The use of force or coercion to abuse or intimidate others. The behaviour can be habitual and detrimental to health and wellbeing of students and can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender age or ability.
- The school will address the issue of bullying among children in order to ensure that children do not suffer the harm that is often associated with this activity.

**Failure to comply with this policy is subject to legal accountability and administrative penalties stipulated in accordance with ADEC'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.**

Refer to the School Website for the detailed Annexures to report any Child Abuse to the School Counsellor or the Principal.

#### **REPORTING PROCEDURES:**

- Recognizing the signs of child abuse and or neglect
  - Refer to possible signs of Child Abuse



- Report the case to the School Counsellor/Principal in a written format

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



**ABU DHABI INDIAN SCHOOL – BRANCH 1, AL WATHBA**  
**CHILD PROTECTION AND SAFEGUARDING TEAM**

<b>ADIS AI WATHBA</b> <b>Critical Incident Reporting Team</b>						
Sl. No	Name	Designation	Email	Title	Tel .No	Ext.
1	Dr.Alpana Sawhney	Chief Incident Commander	<a href="mailto:principal@adiswathba.com">principal@adiswathba.com</a>	Principal	02-5831991	201
2	Ms.Litty Thomas	Deputy Incident Commander	<a href="mailto:viceprincipal@adiswathba.com">viceprincipal@adiswathba.com</a>	Vice Principal	02-5831991	241
3	Mr.Anish Chaturvedi	Critical Incident Reporting Person	<a href="mailto:administrator@adiswathba.com">administrator@adiswathba.com</a>	School Administrator	02-5831991	203
<b>ADIS AI WATHBA</b> <b>Child Protection Officer/ Child</b> <b>Safeguarding Lead/Specialist</b>						
Sl. No.	Name	Designation	Email	Title	Tel .No	Ext.
1	Dr.Alpana Sawhney	Governor - Child Protection	<a href="mailto:principal@adiswathba.com">principal@adiswathba.com</a>	Principal	02-5831991	201
2	Ms.Litty Thomas	Designated Safeguarding Lead	<a href="mailto:viceprincipal@adiswathba.com">viceprincipal@adiswathba.com</a>	Vice Principal	02-5831991	241
3	Ms.Sherin Jayakumar	Deputy Safeguarding Specialist	<a href="mailto:counsellor@adiswathba.com">counsellor@adiswathba.com</a> <a href="mailto:mailto:counsellor@adiswathba.com">mailto:counsellor@adiswathba.com</a>	School Counsellor (KG to Grade 5 -12 girls)	02-5831991	235
4	Mr.Balram Sharma	Lead Child Protection Officer	<a href="mailto:balram@adiswathba.com">balram@adiswathba.com</a>	School Counsellor (Grade 6- 12 boys)	02-5831991	

For any child abuse/neglect/bulling cases in the school please contact the School Counsellors or the Principal  
 At [counsellor@adiswathba.com](mailto:counsellor@adiswathba.com) or [principal@adiswathba.com](mailto:principal@adiswathba.com)



#### Annexure to the Child Protection Policy:

The safety and wellbeing of the students is of great importance to all the stakeholders of ADIS-1. Keeping this in mind, the school has opted for the Hybrid model for its staggered reopening. Based on this model, students will attend Face to Face school for 2 days a week and distance learning for the remaining part of the week.

For students who will be coming physically to school for face to face learning, in addition to the existing Child Protection Policy, the below will also be applicable:

1. All students must maintain a distance of 1.5 mts from each other at all times.
2. Students from G1 upwards must wear a mask at all times.
3. All staff (teaching & Non-teaching) will wear a mask or a protective shield at all times when they are present on the school premises or school transport.
4. In case a student is suspected of having COVID-19 symptoms, the student will be placed in one of the Isolation rooms within the school and the parents will be informed immediately. Parents are required to collect the student from the school in this scenario.
5. Students are not allowed to carry any electronic devices to the school without prior permission from their academic supervisor / Vice Principal.
6. Students must occupy designated seats in the classroom, exchange of seats is not allowed.
7. Only authorized persons will be allowed to enter the school premises. In case anyone wishes to enter the School Premises, prior permission from the School Authorities is mandatory.