



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# CHILD PROTECTION POLICY

Implemented : April 2014

Reviewed : May 2020

Next Review : March 2021

Compiled by : SLT & SMT  
Approved by: Ms. Asma Gilani, Principal & CEO



## **Purpose**

OOS is a safe and secure place where children have a fundamental right to feel safe and protected from any form of abuse. Therefore we aim to provide secure, caring environments, highly skilled and aware staff, and a curriculum which promotes self-esteem, nurtures wellbeing and empowers children to protect themselves. All staff and volunteers who work alongside children are thoroughly checked to ensure they present no threat to young people.

In every GEMS school, the following are designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with an identified individual at GEMS corporate office, and working with other agencies where appropriate.

- N.C.P.G - Nominated Child Protection Governor
- D.S.L- Designated Safeguard Lead
- D.D.S.L – Designated Deputy Safeguard Lead

## **Duty of Care**

Teachers and other education staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm. This means that adults should:

- ✚ Understand the responsibilities, which are part of their employment or role.
- ✚ Always act, and be seen to act, in the child's best interests
- ✚ Pay particular attention to incidents of bullying and take action promptly
- ✚ Avoid any conduct which would lead any reasonable person to question their motivation and intentions.

## **Abuse:**

Staff needs to be alert to the signs of abuse and know how to respond to a pupil who may tell of abuse. It is imperative that teachers keep a written record of concerns about the children (noting the date, event and action taken) and pass these notes to the Departmental Safety Lead. Details which might appear insignificant at the time could turn out to be an important part of the bigger picture.

## **Four types of abuse:**

- ❖ Neglect
- ❖ Physical
- ❖ Emotional
- ❖ Sexual

**Indicators of such abuse may be as follows:**

**Neglect:**

- ❖ Poor state of clothing
- ❖ Poor personal hygiene
- ❖ Frequent lateness or absences from school
- ❖ Poor quality of packed lunches
- ❖ Low self esteem
- ❖ Disturbed behaviour (rocking, hair twisting, thumb-sucking)
- ❖ Poor social relationships
- ❖ Stealing

**Physical Abuse**

- ❖ Unexplained injuries or burns, particularly if they are recurrent.
- ❖ Improbable excuses given to explain the injuries
- ❖ Refusal to discuss the injuries
- ❖ Untreated injuries
- ❖ Admission of excessive punishment
- ❖ Fear of parents being contacted about the injuries
- ❖ Withdrawal from physical contact
- ❖ Arms and legs covered in hot weather
- ❖ Fear to go home
- ❖ Fear of medical help
- ❖ Aggression towards others

**Emotional Abuse**

- ❖ Mental and emotional development is slow
- ❖ Over-reaction to mistakes
- ❖ Inappropriate response to painful situations
- ❖ Disturbed behaviour (hair twisting / pulling, thumb sucking, rocking, head banging)
- ❖ Self-Harm
- ❖ Fear of parents being contacted
- ❖ Extremes of passivity or aggression

**Sexual Abuse**

- ❖ Hinting about secrets / asking if you will keep a secret
- ❖ Saying a friend has a problem
- ❖ Onset of UTIs (constantly wanting to use the bathroom) might be a sign.
- ❖ Complaining of bleeding or soreness in private parts.
- ❖ Acting inappropriately towards adults or other children
- ❖ Using inappropriate / sexually explicit language
- ❖ Using overtly sexual behaviour
- ❖ Self-Harm

- ❖ Unable to concentrate / in a world of their own
- ❖ Wetting themselves
- ❖ Inexplicable changes in behaviour (aggression, depression or becoming withdrawn)
- ❖ Reluctance to undress for PE etc.

## **School Environment**

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 pupils are respected and know that they can find assistance if necessary. Children should know that there are counselors in the school whom they can also approach if they have a worry or a problem.

### **The Child Protection Team**

**The team comprises of the following:**

- **N.C.P.G - Nominated Child Protection Governor – Ms. Asma Gilani (Principal)**
- **D.S.L- Designated Safeguard Lead- Ms. Hemlata Thawani(Headmistress)**
- **D.D.S.L - Designated Deputy Safeguard Lead- Ms. Elizabeth George(Head of Section – Middle School)**
- **Section Safety Lead**
  - KG Safeguard Lead- Ms. Priya Ramachandran (Head of Section KG)
  - Primary School Safeguard Lead- Ms. Shobhana Sripathi (Head of Section – Primary School)
  - Middle School Safeguard Lead- Ms. Elizabeth George (Head of Section – Middle School)
  - Senior School Safeguard Lead- Ms. Rachel Pereira (Head of Section – Senior School)

<b>Grade</b>	<b>Departmental Safety Lead</b>	<b>Email ID</b>
<b>Kindergarten 1</b>	Ms. Ritu Arora	<a href="mailto:ritu.a_oos@gemsedu.com">ritu.a_oos@gemsedu.com</a>
<b>Kindergarten 2</b>	Ms.Franak Kheshwalla	<a href="mailto:franak.k1_oos@gemsedu.com">franak.k1_oos@gemsedu.com</a>
<b>Grade 1</b>	Ms. Mini Jayapalan	<a href="mailto:mini.j_oos@gemsedu.com">mini.j_oos@gemsedu.com</a>
<b>Grade 2</b>	Ms. Samirah Parvez	<a href="mailto:samirah.p_oos@gemsedu.com">samirah.p_oos@gemsedu.com</a>
<b>Grade 3</b>	Ms. Nandela Sujatha	<a href="mailto:nandela.s_oos@gemsedu.com">nandela.s_oos@gemsedu.com</a>
<b>Grade 4</b>	Ms. Sharmistha Mazumder	<a href="mailto:sharmistha.m_oos@gemsedu.com">sharmistha.m_oos@gemsedu.com</a>
<b>Grade 5</b>	Ms. Sabeena Fakhir	<a href="mailto:sabeena.f_oos@gemsedu.com">sabeena.f_oos@gemsedu.com</a>
<b>Grade 6</b>	Ms. Bindu Vijayakumar	<a href="mailto:bindu.v_oos@gemsedu.com">bindu.v_oos@gemsedu.com</a>
<b>Grades 7 and 8</b>	Ms. Vinita Suvarna	<a href="mailto:vinita.s_oos@gemsedu.com">vinita.s_oos@gemsedu.com</a>
<b>Grades 9 and 10</b>	Ms. Reshmi Pillai	<a href="mailto:reshmi.p_oos@gemsedu.com">reshmi.p_oos@gemsedu.com</a>
<b>Grades 11 and 12</b>	Ms. Moeen Umrazia Khannum	<a href="mailto:moeen.k_oos@gemsedu.com">moeen.k_oos@gemsedu.com</a>

## **Roles and responsibilities**

The Principal/ Head of School is responsible for ensuring the Child Protection policy and procedures are implemented and monitored in school and is ultimately responsible for all child protection matters, working with all staff.

## **Confidentiality, Reports and Records**

The degree of confidentiality in child protection work is governed by the need to protect the child. The School has a professional responsibility to share relevant information about the protection of children with other professionals, particularly external agencies. If a pupil confides in a member of staff and requests that the information is kept secret, it is important to explain to the pupil that the member of staff has a responsibility to refer cases of alleged abuse to the appropriate agencies on a need to know basis.

The Principal and other members of the School staff will share information only within appropriate professional contexts and child protection records will be kept securely locked. Child protection records and reports will be objective and based on evidence. They will distinguish between fact, observation, allegation and opinion.

*Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need-to-know basis.* In circumstances where the child's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff may be expected to share information about a child. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any legal enquiries should be passed to senior management. The confidential storing and processing of personal and educational information about pupils is vital.

### **This means that staff:**

- are expected to treat information they receive about children and young people in a discreet and confidential manner
- should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- need to be cautious when passing information to others about a child/young person

