



## AMERICAN INTERNATIONAL SCHOOL

An outstanding school cultivating dynamic students who are culturally aware and collaborative within a multicultural society.

مدرسة متميزة تعد جيداً فعالاً مدرراً للثقافة ومستجداً للتغايش والتعاون في مجتمع متعدد الثقافات.

### Child Protection Policy

#### 1. Context

American International School fully recognizes its responsibilities for child protection. Our policy applies to all staff, teaching and non-teaching, and volunteers working in the school. The five main elements of our policy are to:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Support pupils who have been abused in accordance with the agreed child protection plan.
- Establish a safe environment in which children can learn and develop.

We recognize that, because of their day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to,
- Ensure children know that there are adults in the school whom they can approach if they are worried .
- Include opportunities in the curriculum for children to develop the skills they need to recognize and stay safe from abuse.
- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.

At American International School we agree that the safety and protection of all pupils is of paramount importance and that all staff will adhere to this. We will work appropriately with each child, their family and other agencies to protect in all cases, the child.



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### 2. The Designated Teacher

- The designated staff members for child protection are :
  - 1) Ms. Tracy Dixon
  - 2) Mr. Mansoor Ali
  - 3) Mr. Len Williamson
  - 4) Ms. Katrina Yap
  - 5) Ms. Lousse Mitchell
  - 6) Ms. Nezha Zahrane
  - 7) Ms. Marwa Ibrahim
- They have received child protection training.

### 3. The Staff

- All staff, including supply teachers, school nurse, maids and librarian, other visiting staff and those supporting school trips, are informed of the designated teacher's name(s) and the school's policy for the protection of children:
  - During their first induction to the school
  - Through the provision of a copy of this policy
  - Through the staff/personnel handbook
  - Through the induction / supply teachers' booklet
  - Information on relevant notice boards
  - Whole staff training or briefing meetings
- All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the designated teachers. If in any doubt they should consult with the designated teachers.
- All staff will participate in EduCare annual online child protection training through the British Council Organization.
- The school has a zero tolerance for staff in respect to child protection.

### 4. Response in school

#### I. Reporting to the designated teachers

Any concern must be discussed with the designated teachers, as soon as possible and at least by the end of the teaching session

#### II. Immediate response to the child

It is vital that our actions do not abuse the child further or prejudice further enquiries. For example:

- Listen to the pupil, if you are shocked by what is being said try not to show it.
- It is OK to observe bruises but not to ask a child to remove or adjust their clothing to observe them



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- If a disclosure is made the pace should be dictated by the pupil without them being pressed for detail by being asked such questions as “what did they do next?” or “Where did they touch you?”. It is our role to listen not to investigate. Use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?”
- Accept what the pupil says. Be careful not to burden them with guilt by asking questions such as “why didn’t you tell me before?”
- Do acknowledge how hard it was for them to tell you this
- Don’t criticize the perpetrator, this may be someone they love
- Don’t promise confidentiality, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated teacher) and why. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “it will be alright now”.

### **5. Recording Information**

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated.
- Observed injuries and bruises are to be recorded. Note the non-verbal behavior and the key words in the language used by the pupil (do not translate into “proper terms”).
- It is important to keep these original notes and pass them to the designated teacher.

Staff have the professional responsibility to share relevant information about the protection of children with other professionals particularly investigating agencies. If a pupil confides in a member of staff tells the child sensitively that he/she have a responsibility to refer for the child’s own sake. Within that context the child should, however be reassured that the matter will be disclosed only to the people who need to know about it. Staff who receive the information about children and families in the course of their work should have the information only within professional context. Child protection records should be kept securely locked. Personal information about all pupils’ and their families is regarded by those who work in this school as confidential. All staff will aim to maintain this confidentiality, all records relating to child protection incidents will be maintained by the designated teacher and only shared as is consistent with the protection of children.

### **6. Parents**

Parents play an important role in protecting their children from abuse. The school is required to consider the safety of the pupil and should a concern arise professional advice will be sought prior to contacting parents.

- The school will work with parents to support the needs of their child.



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- The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all pupils and has a duty to refer cases to the concerned Departments in the interests of the child.

### **7. When a pupil transfers to another school**

When the child changes within the UAE, child protection records will be passed on to the designated teacher at the receiving school.