



Child Protection and Safeguarding Policy

Ratified by RAK Academy Board of Governors on 29 April 2020. Document No. POL23.290420.B

1. ¹Rationale

The Child Protection Policy provides directions to staff and others regarding expected procedures for dealing with child protection issues which may arise. The aims of this policy are:

- To **prevent** abuse, to **protect** and **support** our students
- To support children's development in ways that will foster security, confidence and independence
- To raise the awareness of all adults of the need to safeguard children and of their responsibilities in identifying and reporting possible child protection issues
- To provide a systematic means of monitoring children known to be, or thought to be, at risk of psychological or physical harm
- To emphasize the need for good levels of communication between all members of staff
- To develop a structured procedure within the Academy which will be followed by all members of the Academy community in cases of suspected abuse
- To develop and promote effective working relationships with other agencies, especially the RAK Social Police and the Child Protection Centre
- Support children with additional needs through efficient diagnosis and recording of needs and dissemination of quality care plans.
- Ensure that no bullying or peer abuses are systematic within the Academy, and where reported or suspected, act immediately in the best interest of the victims, with their protection as a first priority

2. Introduction

RAK Academy Family of Schools takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. The welfare of all our young people is embedded within RAK Academy's core mission, namely: *"To create a safe, stimulating and engaging learning environment"*.

There are three main elements to our Child Protection Policy:

- **Prevention** through the creation of a positive school atmosphere and the teaching and pastoral support offered to students
- **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns
- Ongoing **Support** to students who may have been adversely affected at any time

This policy applies to all students, staff, Board of Governors, volunteers and visitors to RAK Academy Family of Schools.

Prevention

The Academy aims to prevent abuse through:

- Maintenance of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued

¹ RAK Academy Child Protection and Safeguarding Policy is reviewed in response to UAE Federal Law No 3 of 2016 on Child Rights and as per the requirements of International Schools' framework.



- Raising of Awareness programmes and initiatives within the Academy to ensure that all stakeholders understand policy and process around this area of concern (e.g. Blue Ribbon week and the theme of the month)

Protection

The Academy aims to protect students through the:

- Establishment of a systematic means of monitoring students, known to be or thought to be at risk of harm
- Establishment of structured procedures within the Academy which will be followed by all members of the Academy community in cases of suspected abuse
- Development of effective working relationships with all other agencies, involved in safeguarding children

Support

The Academy aims to support students by:

- Ensuring that key concepts of child protection are integrated within the curriculum via Moral Education/Blue Ribbon Week, and that students are educated about risks associated with internet use and new technology
- Ensuring that students are listened to and their concerns taken seriously and acted upon by a dedicated and trained team of specialists
- Working with other stakeholders to ensure that students who may have been abused are enabled to access the curriculum and take a full part in Academy life

The aforementioned prevention and/or response measures are contingent on recognition of what constitutes abuse of a child. The complexity inherent in this process necessitates a high degree of caution and Section 7 gives more detailed guidance to support decision-making and rapid action.

This policy outlines appropriate standards of behaviour for all adults towards students. The policy serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member is proven to breach the Code, RAK Academy management will take disciplinary action.

3. Legislative Framework

Two key documents, which inform this policy are:

United Nations Convention on the Rights of the Child (1989) (the “Convention”)

This is an international agreement, of which the UAE is a signatory, setting out the minimum standards for protecting children’s rights. The UAE acceded to the Convention on 3 January 1997. The Convention refers to all children up to the age of 18 years. In relation to safeguarding children, it states that:

- the best interests of the child should be a primary consideration when action is taken concerning them
- children are to be protected from all forms of discrimination
- every child has the inherent right to life, survival and development
- children should not be punished cruelly or in a way that belittles them
- children have the right to be protected from all forms of abuse and neglect and be given proper care by those looking after them
- children who are victims of abuse are entitled to the care and treatment needed to recover from the effects of their mistreatment

The UAE Federal Law No 3 of 2016 on Child Rights (Wadeema’s Law)

UAE Federal Law No. 3 of 2016 (the “**Child Rights Law**”) enshrines the basic principle that children have the right to life and safety, and specifically provides that every child is entitled to an education.



The Child Rights Law seeks to prevent all kinds of violence in educational institutions and to preserve children's dignity in an education context. The law states that a child's mental, psychological, physical or ethical safety must not be prejudiced.

4. Roles and Responsibilities

4.1 Staff Responsibilities

All adults working with or on behalf of children have a responsibility to protect them:

- All adults are required to be aware of and alert to the signs of abuse
- If an adult identifies that a child may be in an abusive situation, they should record their concerns and report them to the Child Protection Officer (CPO) without delay (see Appendix 3). If the CPO is unable to respond for more than 48 hours, the situation must be escalated to the Head of School. Suspicion of severe abuse, notably physical or sexual, should always be reported immediately and collectively to the CPO, the Head of School (or Heads of Schools if more than one School is involved) and the Executive Principal
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy
- If the disclosure is an allegation against a member of staff, they will follow the allegations procedures attached to this policy
- In the case of a suspected abuse by the CPO, the person reporting the alleged abuse shall immediately inform the Executive Principal. In the case of suspected abuse by the Executive Principal or his direct reports, or the Heads of Schools or their direct reports, the person reporting the alleged or suspected abuse shall immediately inform the Board member appointed for Child Protection and the Chairman of the board.

4.2 Child Protection Officers (CPO)

The RAK Academy Family of Schools appoints a Designated Lead Child Protection Officer for the Academy and is supported by a Deputy Child Protection Officer in each school (see Appendix 1). If any stakeholder has any child safety concerns, they should discuss them with these appointed staff. The CPO will ensure that the Child Protection Policy is being put into practice and that he/she should always be the first point of contact for child protection issues. More specifically, with the support of the Executive Principal and the Heads of School, when necessary, the CPO fulfills the following significant functions:

- Ensuring that the staff of the Academy are fully aware of and understand their responsibilities and obligations under this policy
- Ensuring they have received appropriate training and attend training every year
- Ensuring every member of staff, governors and volunteers knows the name of the designated CPO, their role and their contact details (see Appendix 1)
- Ensuring all staff and volunteers are able to recognise and alert to the signs of abuse and know of their personal responsibilities for referring any concerns to the CPO
- Ensuring that whole school training occurs every year so that every member of staff, governors and volunteers can fulfil their child protection responsibilities effectively and to comply with the requirements of the Convention and the Child Rights Law
- Keeping written records of child protection concerns securely and separately from the main pupil file and using these records to assess the likelihood of risk
- Ensuring that copies of child protection records and/or records of concern are transferred accordingly (separate from pupil files) when a child leaves the school
- Informing parents of any concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk



- Undertaking the appropriate escalation of the cases to the School Senior Management when the gravity of the evidence so requires it, but in any case, where there is suspicion of physical or sexual abuse, either by an adult or by a peer

4.3 Executive Principal

The Executive Principal is responsible for all safeguarding issues arising within the Academy. He or she will delegate all child protection matters, including support provided by the Academy for students, and the effectiveness of systems to support the identification of child protection concerns, to the designated CPO in all day-to-day matters. However the final decision will be made by the Executive Principal, except in the case where there is a suspicion that the Executive Principal or one of his/her relatives is a Party to the abuse (either perpetrator, or victim); such cases shall be referred directly and jointly to the Board member in charge of Child Protection and to the Chairman of the Board.

4.4 Nominated Board Member for Child Protection

The role of the Nominated Board Member for Child Protection is to ensure that the Academy has an effective policy and to support the school in this aspect. Any safeguarding issues concerning the Executive Principal shall be referred directly to the nominated Board member and the Chairman of the Board.

5. Confidentiality

- The Academy recognises that all matters relating to child protection are confidential
- The CPO will disclose personal information about a student to other members of staff on a need to know basis only
- All staff must be aware that they cannot promise a student to keep secrets which might compromise the student's safety or wellbeing, or that of another student. If a student confides in a member of staff and requests that the information is kept secret, the member of staff must tell the student sensitively, that she/he has a responsibility to refer cases relating to alleged abuse to the appropriate person for the student's sake. Within this context, the student should be assured that the matter will only be discussed with people who need to know about it and that they will treat the matter confidentially
- In cases where abuse is suspected or alleged, teachers and other members of staff must share this concern immediately with the CPO
- The Academy will always undertake to share any intention to refer a child to the Ras Al Khaimah Social Police with their Parents/Guardians, unless, to do so, could put the child at greater risk of harm or impede a criminal investigation

6. Training and Support

- The Academy has a designated CPO who has undertaken appropriate Child Protection training which is regularly updated
- All members of staff receive appropriate training to develop their understanding of
 - Signs and indicators of abuse
 - How to respond to a student who discloses abuse
 - Understanding of the procedures to be followed in sharing a concern of possible abuse or a disclosure of abuse
- New staff, supply staff, Board Members and volunteers are advised of this policy, the Academy's child protection arrangements, and contact details of the, as part of their induction into the Academy
- Every member of staff and volunteers know the name of the CPO and his/her role
- The Academy maintains an up-to-date record of all adults working or otherwise involved with the children at the school.



- For independent contractors (transportation, catering etc), an introduction to the child protection policy should form part of their on-boarding process and also should be explicitly mentioned and appended to the commercial agreement between them and the Academy.

7. Types of abuse and their symptoms

7.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a Parent fabricates the symptoms of, or deliberately induces, illness in a child. Below are the indicators of physical abuse.

Physical Indicators of Physical Abuse

- Unexplained injuries bruises /abrasions/lacerations
- The account of the accident may be vague or may vary from one telling to another
- Unexplained burns
- Regular occurrence of unexplained injuries

Behavioural Indicators of Physical Abuse

- Withdrawn or aggressive behavioural extremes
- Uncomfortable with physical contact
- Seems afraid to go home
- Complains of soreness or moves uncomfortably
- Wears clothing inappropriate for the weather, in order to cover body
- The interaction between the child and his /her Parent /Carer indicates fear

Most accidental injuries occur on parts of the body where the skin passes over a bony protrusion.

7.2 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a Parent failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Below are physical and behavioural indicators of neglect.

Physical Indicators of Neglect

- Unattended medical need
- Underweight or obesity
- Recurrent infection
- Unkempt dirty appearance
- Smelly
- Inadequate / unwashed clothes
- Consistent lack of supervision
- Consistent hunger
- Inappropriately dressed



Behavioural Indicators of Neglect

- Poor social relationships
- Indiscriminate friendliness
- Poor concentration
- Low self-esteem
- Regularly displays fatigue or lethargy
- Frequently falls asleep in class
- Frequent unexplained absences

7.3 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing age or developmentally inappropriate expectations on children. These may include preventing the child participating in normal social interactions or interactions that are beyond the child's developmental capacity, as well as overprotection and limitation of exploration and learning
- Seeing or hearing the ill-treatment of another
- Serious bullying, causing children frequently to feel frightened or in danger
- Exploitation or corruption of children

Physical Indicators of Emotional Abuse

- Poor attachment relationship
- Unresponsive / neglectful behaviour towards the child's emotional needs
- Persistent negative comments about the child
- Inappropriate or inconsistent expectations
- Evidence of a child's self-harm

Behavioural Indicators of Emotional Abuse

- Low self-esteem
- Unhappiness, anxiety
- Withdrawn
- Insecure
- Attention seeking
- Passive or aggressive behavioural extremes

7.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

Sexual abuse includes non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Physical Indicators of Sexual Abuse

- Awkwardness in walking / sitting
- Pain
- Bruising, scratching, bites on the inner thighs
- Self-harm



- Eating disorders
- Enuresis / encopresis
- Sudden weight loss or gain

Behavioural Indicators of Sexual Abuse

- Sexually proactive behaviour or knowledge that is incompatible with the child's age and understanding
- Drawings and or written work that is sexually explicit
- Self-harm / Suicide attempts
- Running away
- Substance abuse
- Significant devaluing of self
- Loss of concentration

8. Handling Disclosures of Abuse

Staff should always stop and listen to a student who wants to tell them about incidents or suspicions of abuse, without displaying shock and disbelief. The following guidelines should be followed:

- Take the student seriously
- Always assume that she/he is telling the truth
- Do not promise confidentiality; members of staff have a duty to refer disclosures to the CPO whenever a student is deemed to be "in need". Tell the student sensitively that you have a responsibility to refer cases relating to alleged abuse to the appropriate agencies for the student's sake
- Assure the student that the matter will only be discussed with people who need to know about it and that they will treat the matter confidentially
- Do not ask leading questions, for example, "What did she do next?" (this assumes that she did). In cases where criminal proceedings occur, such questioning can cause evidence to become invalid
- Do reassure the student and try to alleviate any sense of personal guilt
- Do not ask the student to repeat the incident for another member of staff
- End by summarising what has been said and what action has been agreed
- Be clear with the student about the next step
- Record carefully what has been said and what actions have been agreed
- Share any concern or disclosure immediately with the CPO

9. Physical Intervention / Positive Handling

Physical intervention should only be used in particular circumstances and, even where necessary, minimum force should be applied to prevent harm to the student, or to another student or adult. Physical intervention which causes injury or severe distress to a student could result in consideration under child protection or staff disciplinary procedures. All physical interventions should be recorded and signed by a witness.

10. Intimate Care

10.1 Guidance on Toileting Needs in Early Years Settings

Children in the Early Years are required to be toilet trained before joining school. However, it is common for children of this age to still be developing this skill and the school will provide support in developing independence.



10.2 Guidance for Good Toileting Practice

- Children or young people who are developing independence in toileting must be treated with respect, dignity and sensitivity
- It is important to adopt consistent approaches at home and at school, where possible
- Head of Schools and Middle Managers should be aware of, and ensure implementation of, appropriate health and safety procedures and risk assessments.
- No child should be left wet or dirty for a parent/caregivers to change later
- Staff should ask parents/carers to provide the school with a couple of appropriate changes of pants/trousers etc. in case of accidents
- It is the responsibility of parents/carers to deal with wet/soiled clothing. Staff should liaise accordingly and make the necessary arrangements
- Organise that a member of staff familiar with the child is given the responsibility of taking the child to the toilet at fixed, appropriate intervals throughout the morning/day. Careful observations and discussions with the child may identify when the child "needs to go"
- Ensure that the routine established in school is strictly maintained from the start and try hard to avoid accidents. If necessary, shorten the time between visits to the toilet so that the child gets into the habit of being dry
- Children may be anxious and pre-occupied by toilet difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self-esteem in other areas
- Drinking water easily accessible for all children and encourage them to have "little and often" rather than in huge amounts at a time
- Reminders to use the toilet should be discreet and staff may consider the use of signs, pictures or code words
- Make little fuss over accidents that do occur and ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm, low-key way. Give extra attention when they have made the effort to go to the toilet independently
- After a period of training it may be sufficient to remind the child to go to the toilet on their own. Be positive and patient and praise the child for effort
- It is important to anticipate toileting needs for these pupils before planning off site activities. Children should not be excluded from off-site activities because of their toileting needs

It is reasonable to discuss the level of independence with toileting before a child starts school. It is important to agree a plan which will work towards maximum independence and support the child's attendance in the educational setting.

Where difficulties persist, there may be more complex issues to consider and further guidance and support.

The normal process of changing a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place.

11. Child Protection Procedures

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interests between the child and an adult, the protection of the child must be paramount.

All action is taken in line with the following guidance; "members of staff are not subject to confidentiality breaches if child protection issues are suspected". Staff must immediately report all concerns to the designated CPO. Staff are not required to investigate further and are advised to cease active involvement.

Where a child begins to disclose information to a member of staff who feels unqualified to deal with said information, immediately contact the designated CPO for advice. Do not leave the matter for a later date.

If a child does disclose information and a member of staff is a source of trust, advise that information must be passed on to the designated CPO and cannot remain confidential. If you are in doubt as to whether said information constitutes a child protection issue, member of staff should ask CPO for advice.



The procedures below should be read in conjunction with the flow chart (*refer to Appendix 2*).

11.1 If a member of staff suspects abuse

- Make an accurate record (see Appendix 3) immediately, of all that has happened, including details of:
 - Dates and times of their observations
 - Dates and times of any discussions they were involved in
 - Any injuries
 - Explanations given by the child
 - What action was taken
- The records must be signed and dated by the member of staff and passed on to the CPO. In the absence of the CPO/Deputy CPO, the concern should be brought to the attention of the Head of School
- In the case of imminent life and death danger, the CPO will immediately call the civil service (police or ambulance), and systematically and immediately alert the Executive Principal and the Head of School, who will immediately alert the parents or guardians (if appropriate)
- In any case that does not represent an immediate emergency, the Staff will record their concerns immediately, ensure that the child is assessed by the School's Nurse who will provide the necessary care and complete the documentation (refer to Appendix 2) and send it to the CPO who will assess and action next steps
- The CPO will assess each case and have discussions with the Head of School (if needed) and a course of action will be decided. Where the case does not warrant a Child Protection action, the decision will be made of having the Deputy Head/Assistant Head (Student Development)/Intervention Leader/ Class Teacher/Form Tutor take the appropriate course of action
- In the case of a suspected abuse by the CPO, the person reporting the alleged or suspected abuse shall immediately inform the Executive Principal
- In the case of a suspected abuse by the Head of School, the person reporting the alleged or suspected abuse shall immediately inform the CPO who will in turn report to the Executive Principal
- In the case of a suspected abuse by the Executive Principal, the person reporting the alleged or suspected abuse shall immediately inform the CPO who will in turn report to the Board member appointed for child protection and the Chairman of the Board

11.2 Following a report of concerns from the member of staff, the CPO must

- Inform the HOS and the Executive Principal
- Meet the child in order to gain more information
- Interview staff members and/or other students as necessary and document information relative to the case
- Consult with school personnel to review the child's history in the school
- Consult with the Executive Principal to decide how to proceed with the case and update the Head of School
- Meet with the family to present the school's concerns (if appropriate)
- After consultation with the EP, if the CPO feels unsure about the case, the Chairman of the Board of Governors will be informed to seek advice and a discussion will be made whether a phone call to the Social Police is necessary to discuss concerns and obtain advice
- If there is no clear risk of harm the CPO will actively monitor the situation
- If a child is in immediate danger and urgent protective action is required, the Social Police should be called using the 998 service or the Child Protection hotline: 116111
- Normally the school will try to discuss any concerns about a child's welfare with the family and where possible seek their agreement to make referrals to other agencies. However, this should only be done when it will not place the child at increased risk. The child's views should also be taken into account. At all times it is understood that the incident is best resolved by parents and school whenever possible
- Where there are doubts or reservations about involving the child's family, the CPO should clarify with the Social Police whether the parents should be told about the referral and, if so, when and by whom. Where appropriate,



the CPO should help the parents understand that a referral is in the interests of the child and that the school will be involved in the police investigation

- If relevant, notify the Academy's insurers of any potential claim which may trigger the Academy's insurance policy

11.3 When dealing with allegations against staff or other stakeholders

- Report any concerns about the conduct of any member of staff or volunteer to the CPO who will inform the Executive Principal as soon as possible and within 24 hours
- If an allegation is made against the Executive Principal, the concerns should be raised by the CPO to the Board member appointed for child protection and the Chairman of the Board as soon as possible but at the latest within 24 hours
- Where an allegation is made against a staff member, the Academy may choose to temporarily suspend the staff member during any investigation into the matter. If the matter is sufficiently serious to warrant the involvement of the police, the employee can be suspended without pay for the duration of any criminal investigation (however the employee would be entitled to back pay for the suspension period unless they are ultimately convicted of a criminal offence). Alternatively, the employee can be suspended with pay for the duration of any internal investigation into the matter. The HOS and Executive Principal will carefully consider how best to explain the staff member's absence to other staff members, students and parents.
- Under the UAE Labour Law, an employee is entitled to know the allegations being made against them and must be given an opportunity to defend themselves. The employer must properly investigate the employee's defense and notify the employee of the potential consequences (e.g. dismissal) if they repeat the offence.
- In the case of gross misconduct, an employee can be summarily dismissed (without notice or end of service gratuity) under Article 120 of the UAE Labour Law if they are convicted of an offence involving "honor, honesty or public morals". Legal advice should be sought on a case by case basis where a staff member is subject to an allegation involving child safety and the employer is considering its options in relation to the termination of employment or otherwise.

12. Anti-Bullying Policy

We are committed to provide a caring, friendly and safe environment for young people, so they can enjoy their involvement with RAK Academy in a relaxed and secure atmosphere. Bullying of any kind is unacceptable within RAK Academy. This includes bullying of young people by adults and bullying of young people by other young people. If bullying does occur, all young people should know that incidents will be dealt with promptly and effectively. The Anti-Bullying Policy of RAK Academy is set out separately and should be referenced for further information.

13. Pupils of Determination

The Academy recognises that Pupils of Determination may be especially vulnerable to abuse. Staff should take extra care to interpret signs of abuse or neglect. The CPO will work with the SEND Coordinators across the Academy to ensure that any needs of Pupils of Determination are responded to appropriately. The Inclusion Policy at RAK Academy is set out separately and should be referenced for further information.

14. Safer Recruitment

The Board of Governors and the Academy leadership team are responsible for ensuring that the school follows safe recruitment processes. All necessary steps will be taken to prevent unsuitable people from working with children and young people, which is essential to keeping children safe. Rigorous selection and recruitment of staff and volunteers is therefore a key responsibility of the Principal and Board of Directors. The Academy ensures that the following areas are addressed:



- Recruitment advertisements include a child protection statement
- At interview candidates are asked to account for any gaps in their employment history
- Appropriate checks are carried out on all potential employees and volunteers, including a criminal record check
- Identity checks and qualification checks are also carried out
- References requested for the previous five years and verified
- A central record of checks is maintained by the Human Resources department

15. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. The Academy's Whistleblowing Policy is set out separately.

16. Use of Academy Premises by Other Organisations

Where services or activities are provided separately by another body, using the Academy premises, the Academy will seek assurance that the body concerned has appropriate policies and procedures in place regarding child protection and safeguarding. This documentation will be shared with the Academy and kept on file for future reference.



APPENDIX 1: Key Child Protection Contacts in the Academy

CHILD PROTECTION OFFICER: WHOLE ACADEMY

EMAIL: childprotection@rakacademy.org

DEPUTY CHILD PROTECTION OFFICER (ISK)

EMAIL: deputycp.isk@rakacademy.org

DEPUTY CHILD PROTECTION OFFICER (IPK)

EMAIL: deputycp.ipk@rakacademy.org

DEPUTY CHILD PROTECTION OFFICER (BSK)

EMAIL: deputycp.bsk@rakacademy.org

DEPUTY CHILD PROTECTION OFFICER (BSH)

EMAIL: deputycp.bsh@rakacademy.org

DEPUTY CHILD PROTECTION OFFICER (BSR)

EMAIL: deputycp.bsr@rakacademy.org

EXECUTIVE PRINCIPAL

EMAIL: ep@rakacademy.org

BOARD MEMBER:

EMAIL: cp.board@rakacademy.org

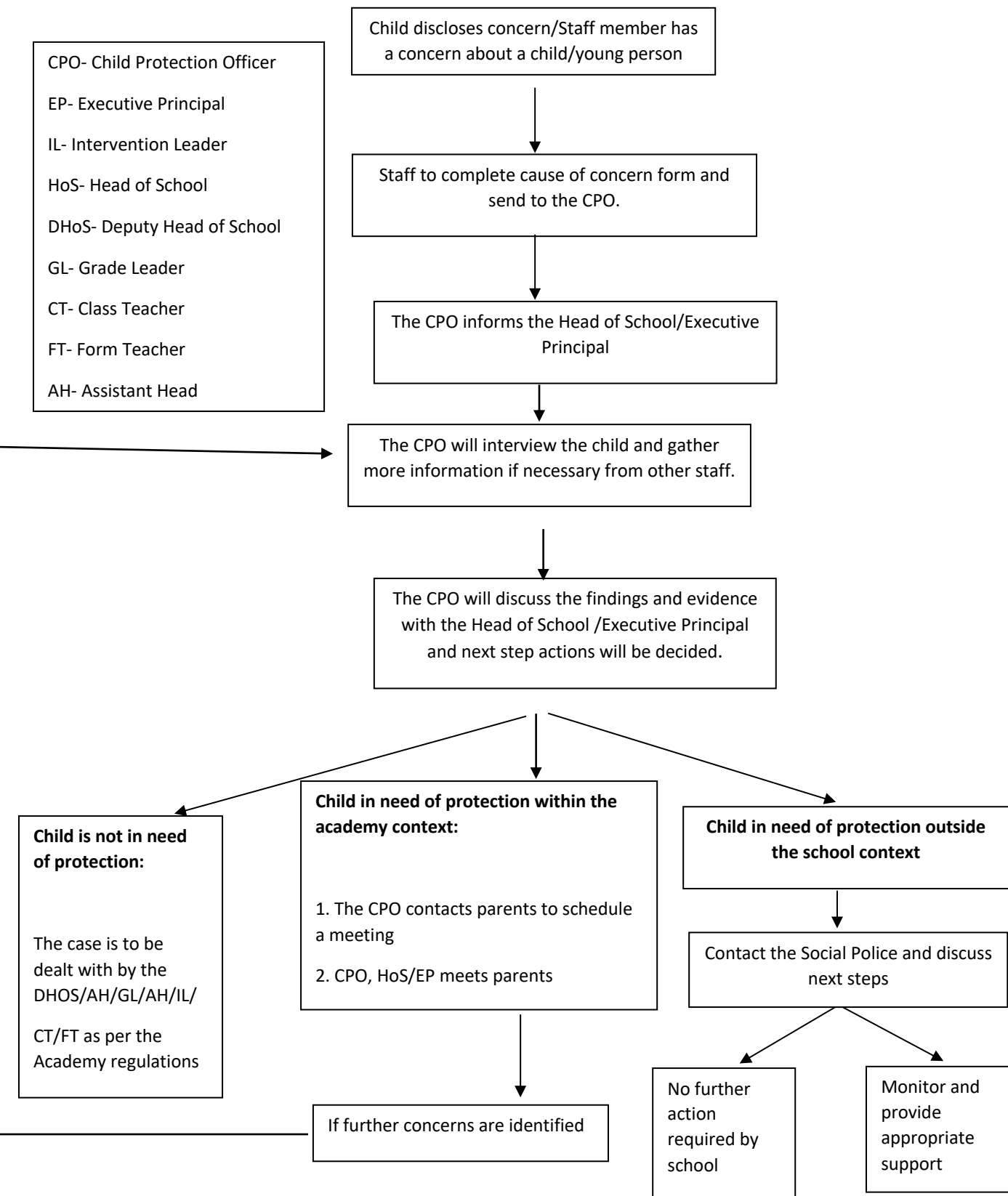
RAKA Hotline email: childprotection@rakacademy.org

RAKA CPO contact number: 0552238757

UAE HOTLINE: 116111



APPENDIX 2: Child Protection Procedures





APPENDIX 3: Child Protection Recording Form

Child's Name: ----- **DOB:** -----

School: IPK/BSK/ISK/BSH/BSR

Class: -----

Name and title of person raising concern: -----

Date: -----

Time: -----

Details of concern:
What was said:
Action taken:

Signature: -----

Copied to: -----

APPENDIX 4: Child Protection and Safeguarding Code of Conduct

This Child Protection and Safeguarding Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member is proven to breach the Code, RAK Academy management will take disciplinary action.

The Academy reviews the Code annually. RAK Academy has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, volunteers (direct and indirect), third party contractors, external education providers, board members and parents/guardians.

For more details on Child Protection and Safeguarding, please check the Academy **Child Protection and Safeguarding Policy**.

I Will:

- Behave as a positive role model to students
- Promote the safety, welfare and wellbeing of students
- Be vigilant and proactive with regard to student safety and child protection issues
- Provide age appropriate supervision for students
- Comply with guidelines published by the School with respect to child protection
- Treat all students with respect
- Use positive and affirming language toward students
- Encourage students to 'have a say' and then listen to them with respect
- Respect cultural, religious and political differences
- Help provide an open, safe and supportive environment for all students to interact, learn and socialise
- Intervene when students are engaging in inappropriate behaviour towards others
- Report any breaches of the Child Safety Code of Conduct
- Report concerns about child safety to the Child Protection Officer
- Respect the privacy of students and their families and only disclose information to people who have a need to know
- Use school approved methods of communication
- Ensure my social media settings are appropriate and not publicly accessible

I Will Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour
- Use prejudice, oppressive behaviour or inappropriate language with students
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability
- Engage in open discussions of an adult nature in the presence of students
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material
- Engage in inappropriate or unnecessary physical conduct or behaviours
- Engage in any form of physical violence towards a student including inappropriately rough physical play
- Use corporal punishment to discipline or control a student
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- Engage in undisclosed private meetings with a student
- Engage in inappropriate personal communications with a student through any kind of social media, including any online contact or interactions with a student
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent
- Post online any information about a student that may identify them
- Ignore or disregard any suspected or disclosed child abuse
- Engage in unapproved paid outside work. Approval will not be given if the outside employment may give rise to a conflict of interest
- Disclose any confidential information
- Engage with students in any social networking sites (such as: What's App, Facebook, Snapchat etc.)
- Share my personal mobile number with students

Confirmation of Compliance:

I hereby confirm that I have read, understood and agree to comply with the school's Code of Conduct.

Name: _____ **School:** BSH/BSK/BSR/IPK/ISK

Position/Post Held: _____

Signed: _____ **Date:** _____

Once completed, signed and dated, please return this form to the Head of School.