



المدرسة العالمية الأمريكية  
UNIVERSAL AMERICAN SCHOOL  
—  
Al-Furqan Education Foundation

## VISION

FOREVER DRIVEN BY KNOWLEDGE,  
INSPIRED BY SUCCESS

## MISSION

TO NURTURE AN INTERNATIONALLY  
MINDED COMMUNITY OF INTEGRITY  
AND ACADEMIC EXCELLENCE

## VALUES

RESPECT, INTEGRITY,  
COLLABORATION, EXCELLENCE

## Safeguarding & Child Protection Policy

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## PURPOSE

The purpose of this policy is to establish and maintain child-safe environments for students at our school.

## RATIONALE

Universal American School (UAS) is committed to establishing a safe, secure and supportive environment by:

- screening all employees who work with children
- adopting a Professional Code of Conduct for all adults and volunteers who interact with students at our school
- providing adequate supervision of private ASA providers
- supporting the investigation of complaints and allegations in a timely manner
- reporting incidents of suspected and disclosed child abuse to:
  - ❖ The School's Designated Safeguarding Lead, Deputy DSL
  - ❖ Statutory authorities, including the Police
  - ❖ Wadeema's Law (Child Rights law 2013; in effect June 2016)

This policy applies to all UAS employees: (teachers, teacher assistants, clerical workers, bus drivers, bus helpers), contracted staff: (cafeteria staff, cleaners, gardeners, construction workers); private extra curricular activity providers and Outdoor Education providers, (private education providers) volunteers and visitors.

## LINKS TO SCHOOL CORE VALUES

This Child Protection policy is aligned to the following Core Values:

- Respect
- Integrity
- Collaboration
- Excellence

## LEGAL FRAMEWORK

The school recognizes that it has a responsibility to adhere to guiding principles as established by UAE law, Ministry of Education and the policies of our management company, Al Futtaim Education Foundation. A summary of these principles is:

- **Duty of Care:** means any legal responsibility that the school must ensure the safety and wellbeing of those who participate in its activities and services.
- **Reasonable Standard of Care:** Refers to the level of care that a participant may reasonably expect the school will take in providing any school-sponsored activity.
- **Reasonable Foresight:** refers to a responsibility the school has when planning student activities; to identify any foreseen danger/risk and take reasonable steps to prevent or avert risk.
- **Negligence:** May be found to exist when it is established that the School's Duty of Care was breached, and a specific tangible loss was suffered as a result.

- Confidentiality and Privacy: The School has an obligation to protect personal information that it collects. However, privacy and confidentiality concerns will never impede the need to: protect children; notify them of real or potential risk; and manage people believed to pose a real or potential risk to a student's safety or wellbeing.

According to Article (42) from Federal Law No. (3) of 2016 concerning Child Rights Law 'Wadeema' – Every person shall report to the child protection specialist or child protection units in case of threat to the child's safety or his physical, psychological, moral or mental status. Reporting shall be obligatory by teachers, physicians, specialists and social workers or whoever assigned for child protection, care or education.

### Quick Reference Contacts Guide

	Name	Contact Details
<b>Designated Safeguarding Lead</b>	Nasif Elayyan	melayyan@uasdubai.ae
<b>Deputy DSL (HS)</b>	Matt Lowe	Mlowe@uasdubai.ae
<b>Deputy DSL (ES)</b>	Lauren Malin	Lmalin@uasdubai.ae
<b>Deputy DSL (MS)</b>	Emily Bevington	Ebevington@uasdubai.ae
<b>Safeguarding Governor</b>	Kerry Ross	Kerry.ross@alfuttaim.com

Community Development Authority	<b>800988</b> <a href="https://www.cda.gov.ae/en/socialcare/childrenandyouth/Pages/ChildProtectionCentre.aspx">https://www.cda.gov.ae/en/socialcare/childrenandyouth/Pages/ChildProtectionCentre.aspx</a>
Ministry of Interior	<b>116111</b> <a href="http://www.moi-cpc.ae/en/default.aspx">http://www.moi-cpc.ae/en/default.aspx</a> <a href="mailto:CPU@moe.gov.ae">CPU@moe.gov.ae</a>

Designation	Name	Contact Details
<b>School Director</b>	Kevin Loft	Kloft@uasdubai.ae
<b>Secondary Principal</b>	Philip Berry	PBerry@uasdubai.ae
<b>Elementary Principal</b>	Rianne Fox	rfox@uasdubai.ae

## OUR SCHOOL'S COMMITMENT TO SAFEGUARDING

Our staff and the Board are committed to safeguarding the children at this school and contribute to multi-agency working, to keep all stakeholders safe. Keeping children safe continues to be our top priority. All school staff have a continuing responsibility to promote the welfare of the children we teach and protect them from harm, (in the form of neglect or physical, emotional, or sexual abuse), and to support vulnerable children. Our safeguarding policy details our procedures and practices regarding this. All adults working in our school maintain an attitude of 'if you see something say something'. We recognize that staff, because of their contact with and knowledge of children in their care, are well placed to identify abuse or neglect and offer support to children in need.

## PART 1 - PROCEDURES IF WORRIED ABOUT A CHILD

You may be worried about a student because you have seen or heard something. You may have noticed a change in their behavior.

Where a child speaks to you directly and tells you information which may suggest they are at risk of abuse, this is known as a disclosure. If a child discloses to you, you must:

- **Listen** to what the student is saying, without displaying any signs of shock or disbelief
- **Allow** the student to talk freely without interrupting
- **Reassure** the student but do not make promises about keeping the information a secret
- **Reassure** the student that this is not their fault
- **Ask** questions only if you need to clarify, take care not to put words in their mouth by asking leading questions
- **Explain** to the student that they have done the right thing by telling you and explain what you will do next, in line with the procedures outlined below.

You may not have received a direct disclosure but have overheard a conversation that worries you. You may have seen a mark on a child which worries you or noticed a change in behavior. You have a responsibility to follow the steps below:

### Step 1

- If you are concerned that a child might be in immediate danger or at risk of significant harm, you must act immediately.
- Report your concerns directly to a member of the safeguarding team, as soon as you are able.
- In the first instance, contact the safeguarding team member from your division:
  - **Lauren Malin (ES Deputy DSL)**
  - **Emily Bevington (MS Deputy DSL)**
  - **Matt Lowe (HS Deputy DSL)**
- If that Deputy DSL is unavailable, you can contact any of the other Deputy DSLs or the DSL: **Nasif Elayyan**
- If no-one from your safeguarding team is available, speak to the most senior member of staff on site.

### Step 2

- Record your concerns using the school's Safeguarding designated reporting system (CPOMS) as soon as possible.
- Record the full date and time, location, your name, and role and keep your record as factual as possible.
- Use full names, not initials as we need to be able to identify who individuals are.
- Use the child's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, this should be documented by the Doctor and they will record these on a body map. (Do not take photographs).

### Step 3

- Please ensure any notes taken by you are handed to the DSL and should not be retained by you.
- DSL team will then record what action will be taken on the school's designated reporting system.

### Step 4

- You should receive feedback about what action, if any, is being taken in response to your concern. A recommended timescale for this is within 24 hours.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them appropriately to their age, understanding, and preference.

### When Are Parents/Caregivers Contacted?

Concerns about the welfare or safety of children will be discussed with the parent/caregiver, unless, having reviewed the information of concern, it is in the view of the safeguarding team that this may increase the risk to the child. Our priority is the child's welfare and therefore there may be occasions when concerns about a child means that we must consult other agencies before we contact the parent/caregiver.

If a referral is to be made to KHDA to escalate to Community Development Authority or Police, the parent/caregiver will be contacted and the information within the referral will be shared. There are some occasions when the school will be advised not to share the content of the referral with the parent/caregiver as doing so may increase the risk of harm to the child.

Where reports are written about children as part of the child protection process, the school will provide an opportunity prior to the conference to share the content with parents and caregivers.

### The Role of The Designated Safeguarding Lead and Deputy DSL/s In Our School

Our Designated Safeguarding Lead is **Nasif Elayyan**. Our deputy DSLs are **Matt Lowe**, **Emily Bevington** and **Lauren Malin** and are available in the absence of the DSL.

The members of our safeguarding team, work in partnership with a range of other agencies, including local partners, to keep children safe if needed.

### What happens once a concern/disclosure has been reported to a member of the safeguarding team?

The DSL or deputy DSL will follow the steps below to respond appropriately to the concern and safeguard the child:

#### Step 1

- If there is a concern that the child is in immediate danger, the DSL will inform the school director to make a decision to contact the police on 901.
- You may also contact KHDA to report to Community Development Authority Child Protection Hotline 800988. The school director must be informed.

#### Step 2

- Contact the parent/s or caregiver/s of the child concerned, if this has not already been done. You may wish to take advice from KHDA liaison before contacting the parent/caregiver. If, having sought advice, you believe that sharing this information may increase the risk of harm to the child do not share with parents at this stage. You must document your decision-making here if the decision is made not to share information with parents/caregivers. In most cases informing the parents/caregivers of the concern/disclosure which has been reported will not increase risk. Ask for any additional information from the parent/caregiver if applicable.
- Ensure that the parent/caregiver understands that a record will be kept by the school.

#### Step 3

- If the concern does not require immediate contact with the Police or Community Development Authority, consider this latest concern within the context of any wider concerns/disclosures. This

may mean further discussion with the child's teacher and /or referring to safeguarding records if they exist.

- Are there any wider environmental factors present in the student's life that pose a threat to their safety/welfare?

#### Step 4

- Ensure that the member of staff reporting the initial concern has received feedback about actions and outcomes (if applicable).

#### Step 5

- Update record-keeping on CPOMS, with information about identified actions, completed actions, decision-making (where applicable), and outcomes (if appropriate).

### Early Help

#### What do we mean by Early Help?

Working Together to Safeguard Children (July 2018) explains that:

'Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.' (Chapter 1)

Effective early help relies upon everyone working together to:

- Identify children and families who would benefit from early help.
- Provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the student.

#### How are children and families identified for Early Help?

Our school staff are alert to the fact that early signs of abuse and/or neglect can be indicators that support is needed. In addition, the following children are more likely to require some form of early help:

- Students of Determination
- Children displaying signs of anti-social or criminal behavior
- In family circumstances presenting challenges, including family breakdown

#### What support is provided as part of the school's Early Help offer?

The school keeps a directory of support agencies that can be useful to parents. The school can employ support workers to provide support for the school with children's mental well-being.

#### Making A Referral to Children

Early Help may already have been started but with little impact or the concern is more complex than can be addressed with Early Help. At this stage, consideration should be given to making a referral to Community Development Agency.

- In the first instance this should be done through reporting to KHDA, by telephone 043643622 and communicating with our liaison person: Mahmoud Arif. It is useful to have any safeguarding/child protection records to hand.
- Following a telephone referral, you will be required to submit a written referral within 24 hours. This will need to contain enough detail to provide a picture of what life is like for the child. Information should also be considered about any wider environmental factors (including links with other children) which pose a threat to the safety and welfare of the student. You may wish to attach a copy of the individual child's chronology.

## Escalation

- If a member of staff does not see any improvement having reported a concern about a child, they have a duty to re-report to a member of the safeguarding team.
- If it is felt that the safeguarding team is not taking their concern seriously then this must be escalated to the Principal (or the Safeguarding Board Governor if the Principal is a member of the safeguarding team).
- If a member of the safeguarding team feels a decision made by another professional in another agency is not in the child's best interests, they must discuss this further. In the first instance, this takes place directly with the professional involved to allow the opportunity for decision-making to be discussed and clarified. (Pre-escalation)
- If pre-escalation fails to resolve the issues identified, the members of the safeguarding team should escalate within their own organization (to the Principal if they are not in this role). The issue is then escalated to the professional's line manager.

At all school divisions, records should be kept.

## Worried About the Actions of An Adult Who Works/Volunteers with Children

You may be worried about the actions of an adult who is working/volunteering with children because you have seen or heard something which makes you feel uncomfortable. You may be concerned that the adult's actions are contravening the school's staff professional code of conduct.

All concerns must be reported following the steps below: -

### Step 1

- If you are concerned that a child might be in immediate danger or at risk of significant harm, you must act immediately.
- Report your concerns directly to the Safeguarding Lead or Deputy Safeguarding Leads (if the Safeguarding Lead is unavailable). The Safeguarding Lead will inform the Principal if needed.

### Step 2

- Record your concerns as soon as possible on CPOMs.
- Remember to record the full date and time, your name and role, and keep your record as factual as possible.
- If you are unable to record on CPOMS complete a concern/disclosure form, handwritten notes can be made on a piece of paper. (This must be retained, even if the notes are subsequently written up onto a form).

### Step 3

- Record what action you are taking, for example, record the name of the member of staff you have reported to.
- The original concern form should be passed to the Principal if the concern/allegation involves the Safeguarding Team. The original concern form should be passed to the Director if the concern/allegation involves the Principal. Copies should not be retained by you.



## What happens once a report about an adult working/volunteering with children is reported?

### Step 1

- The Safeguarding Lead will consider the information in the report and initial consideration will be given as to whether this indicates that the person will pose a risk of harm if they continue to work in close or regular contact with children in their present position or in any capacity.
- This will be done by assessing whether there is evidence to suggest that:
  - the person has behaved in a way that has harmed a child, or may have harmed a child;
  - the person has possibly committed a criminal offense against or related to a child; or
  - the person has behaved towards a child or children in a way that indicates that he/she may pose a risk of harm to children

### Step 2

- The Safeguarding Lead may need to complete their own inquiries to establish whether any further action is required e.g., additional training for adults involved, additional staff supervision required, risk assessment required. Written records must be made of the subsequent decision-making process and reasons for decision-making, together with actions and outcomes. The Principal will be informed as required.

### Step 3

- If it is decided that there is evidence to suggest the concern meets one or more of the above criteria, the Safeguarding Lead should inform the Principal and Director and should contact authorities.

Where an allegation is substantiated, this will be referred to in any reference provided by the school for the individual when they apply for new positions. If the adult is employed by an external agency, a copy of these records will be given to the organization's senior lead.

Employers have a duty of care for their employees. The Safeguarding Lead must put in place support for the adult at the center of the concern/allegation.

## Specific Safeguarding Themes and Issues

### Additional Actions Which May Need Considering

**Neglect** is defined as:

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 occur during pregnancy because of maternal substance abuse, including exclusion from home or abandonment, including the use of inadequate caregivers. Once a child is born, neglect may involve a parent or caregiver failing to:

- provide adequate food, clothing, and shelter
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision; or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.' What are the indicators of neglect?

The following is a summary of some of the indicators that may suggest a child is at risk of or being neglected:

Physical indicators of Neglect:

- Constant hunger and stealing food
- Poor personal hygiene
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated

Behavioral indicators of Neglect:

- Constant tiredness
- Frequent unexplained absence from school or persistent tardiness
- Missing medical appointments
- Isolated among peers
- Peer on Peer Abuse
- Frequently unsupervised
- Stealing
- Destructive tendencies

We recognize that children can abuse other children. We understand that the child who is perpetrating the abuse may also be at risk of harm. We will make every effort to ensure that the perpetrator is also treated as a victim and supported appropriately.

**Peer on peer abuse** can take the form of: -

### 1. **Bullying (including Cyberbullying)**

- 'Cyberbullying': involves sending inappropriate or hurtful text messages, emails or instant messages, posting malicious material online (e.g., on social networking websites) or sending or posting offensive or degrading images and videos
- Racist and Religious Bullying: A range of hurtful behavior, both physical and psychological, that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their color, ethnicity, culture, faith community, national origin or national status.
- Sexual and Sexist Bullying: includes any behavior, whether physical or non- physical.
- Disablist Bullying: targets a young person solely based on their disability, this can include manipulative bullying where a perpetrator forces the victim to act in a certain way or exploit a certain aspect of the victim's disability.

As a school we consider 'hurtful' to mean in the perception of the person on the receiving end of the bullying.

### **What action is taken in response to concerns about bullying?**

Children who attend our school have the right to learn in a safe environment. We do not tolerate bullying of any kind and will challenge derogatory language and behavior towards others.

Any allegations of bullying are reported to, dealt with, and recorded by members of the senior leadership team. Allegations of bullying are recorded on the school behavior log on Powerschool. Classes hold reflection time and Wellbeing Workshops to highlight and address the causes of bullying.

### 2. **Child Sexual Exploitation**

Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age

of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. Department of Education (DfE, 2017)

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.”

It is important to remember that there are different models of CSE, including peer on peer sexual exploitation. Many children are not aware of exploitation as they have a genuine belief that they are loved by the perpetrator or are acting in accordance with their peers. They are often recruited into exploitation by those whom they trust, of a similar age and with similar hobbies.

### **What action is taken in response to concerns that a child might be being sexually exploited by a peer?**

Our normal safeguarding procedures will be followed here, and a referral made to the appropriate authorities (including support for the child who is deemed to be 'perpetrating' the abuse.)

### **3. Harmful Inappropriate Behavior**

Harmful inappropriate behavior is when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude pics', 'rude pics' or 'nude selfies'. Pressuring someone into sending a nude picture may occur in any relationship and to anyone, whatever their age or gender. However, once the image is taken and sent, the sender has lost control of the image and these images could end up anywhere. By having in their possession, or distributing, indecent images of a person under 18 on to someone else, children are not even aware that they could be committing a criminal offense.

#### **Responding to an incident of harmful inappropriate behavior:**

##### **Step 1**

- If a device is involved, endeavor to secure the device and switch it off. Report immediately to the DSL or deputy DSL.

##### **Step 2** - The DSL / deputy will consider the following:

- Significant age difference between the sender/receiver involved
- If staff recognize the child as more vulnerable than is usual
- If the situation is not isolated and the image has been more widely distributed
- If other knowledge of either the sender/recipient may add cause for concern (i.e., difficult home circumstances)

##### **Step 3**

- A record of the incident will be made using the school's safeguarding incident form, including actions taken / not taken and the justification for these decisions (linked to the points above).
- No copies of the evidence/photos should be taken by the person reporting or the DSL.

#### 4. Domestic Abuse

What action is taken in response to concerns that a child might be subject to or witnessing domestic abuse?

Where a member of staff or regular volunteer/visitor has a concern about a child in this situation or where a disclosure has been made to an adult working in the school, the school's normal safeguarding and child protection procedures will be followed.

#### Additional support for children

##### Students of Determination

As a school, we recognize that children who have special education needs (SEN), and disabilities can face additional safeguarding and child protection challenges. These can include:

- assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration
- children with SEN and disabilities can be disproportionately impacted upon by things like bullying, without outwardly showing any signs
- communication barriers and difficulties in overcoming these barriers

##### Supporting children with mental health issues

Some children can be more vulnerable than others to issues such as depression, anxiety, self-harm or eating disorders. In school we need to be particularly vigilant about students who have experienced abuse, bullying, bereavement or have learning difficulties, as these circumstances can impact on their mental health.

Signs of possible mental health issues include: -

- noticeable weight loss or gain
- physical injuries
- change in personality e.g. mood swings
- frequently missing lessons
- social isolation
- lethargy and disinterest
- tearfulness or appearing anxious
- lack of focus in class
- change in educational performance

As a school, we recognize that students with mental health issues can require a highly personalized approach. We use a range of strategies such as referrals to Lighthouse Arabia, 1-1 sessions with a school-based member of staff, or group workshops and/or interventions. We recognize that any concerns about mental health must be shared with the child's parents and sometimes recommendations to visit healthcare professionals may be appropriate.

##### Intimate Care

Intimate care includes any tasks that involve dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Further information can be found in our Intimate Care policy.

## Behavior and attendance

As a school we recognize that there can be links between safeguarding and: -

- incidents of disruptive and challenging behavior
- poor attendance

Both aspects can be indicators that a child may be experiencing one or more forms of abuse.

### Behavior

Disruptive/challenging behavior is recorded in the school's designated recording platform.

See also the school's student behavior policy.

### Attendance

As a school we recognize the importance of students attending school regularly. Any unexplained absence is followed up on the first day of absence by our Reception team contacting the parents.

Children's attendance is monitored. This is done regularly by the Assistant Principals and Grade Leaders and followed up by them. We recognize that children with poor attendance or missing from education may be more vulnerable and potentially are exposed to higher degrees of risk. Attendance information is therefore considered within the wider remit of safeguarding and child protection. Staff are aware that episodes of unexplained absence could indicate safeguarding concerns.

## PART 2 – POLICY

It is important that the policy and procedures within this document remain live throughout the year. The procedures are re-visited through staff training and updates. Our staff induction program includes a safeguarding section and new staff are asked to read the policy and procedures. Visitors, volunteers, and external staff who visit our school are asked to read the policy as well.

Records are kept to document staff and visitor commitment to working in line with these procedures.

### How do we ensure parents and caregivers understand the school's role in safeguarding children?

This school is committed to helping parents/caregivers understand its responsibility for the welfare of all children and our duty of care.

The policy and procedures are available to parents and caregivers via the school website and a paper copy can be requested by contacting the school office.

During induction meetings for parents and caregivers' information will also be discussed about the school's safeguarding responsibilities.

### Roles and responsibilities of the governing body

The Board of Governors will ensure that school meets its statutory duties regarding safeguarding and protecting children. Including procedures in place to manage safeguarding concerns, or allegations against staff (including supply staff and volunteers) that might indicate they would pose a risk of harm to children.

### The Board of Governors will:

1. Challenge the school's senior leadership team on the delivery of this policy and monitor its effectiveness
2. Ensure procedures are in place to ensure the health, safety, and wellbeing of staff and students
3. Review the school's policy every year and may amend and adopt it in accordance with any new legislation or guidance or considering their quality assurance of the delivery of this policy.

4. Ensure that a staff professional code of conduct is in place as well as policies covering acceptable use of technologies, staff/student relationships and communication, and staff use of social media.
5. Ensure that systems are in place in order that the school responds effectively to children who go missing from education, particularly on repeat occasions to help identify the risk of abuse and neglect and exploitation. The school will make the greatest effort to hold more than one working emergency contact number for each student.
6. Appoint a representative from the Board of Governors to champion safeguarding issues and liaise with the Director and the Designated Safeguarding Lead on child protection and safeguarding matters

The role of the nominated Governor for Safeguarding is to ensure that the school has an effective policy and systems in place ensuring that the guidelines are complied with and to support the school in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

In doing the above, neither the Board of Governors nor individual governors have any role in dealing with individual safeguarding cases, except in the discharge of their functions in dealing with an allegation against the Director.

The Board of Governors and school leadership team are responsible for ensuring that the school follows safe recruitment processes (refer to Safer Recruitment Policy). As part of the school's recruitment and vetting process, all possible external agencies and intelligence checks will be sought on all staff that have substantial and unsupervised access to children

The Designated Safeguarding Lead and the Director provide an annual report for the Board of Governors detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

### **Roles and Responsibilities within school**

It is the role of the Director and Principals in partnership with the Safeguarding Team to ensure that all duties regarding safeguarding and child protection are fulfilled. The school completes an annual audit of safeguarding. Where weaknesses or areas for development are identified, the Safeguarding Team monitors the implementation and impact of identified actions to address these issues. The Director and Principals have a responsibility to ensure this policy and set of procedures are fit for purpose and known to all staff and regular volunteers.

Where external organizations use the school premises, both within the school day and outside of school hours, the manager of school operations has a responsibility to:

- seek assurance that the body concerned has appropriate policies and procedures in place regarding safeguarding students
- ensure that the appropriate level of safer recruitment checks have been completed on staff working for the organization

### **Record-keeping**

- Any member of staff, visitor or volunteer who has a concern about a child's welfare or receives a disclosure of abuse will make an accurate record, as soon as possible, noting what was said or seen, putting the event into context and giving the full date, time and location. This must be recorded onto CPOMs. If you are unable to access the online system, this will be noted on the school's safeguarding and child protection concern form.

- If injuries or marks have been observed that cause concern, these should be recorded on a body map outline, giving an indication of the size and whether there is a defined shape to the mark or injury by the doctor.
- Staff should not take photographs.
- Any handwritten notes will be retained, even if they are subsequently written up.
- Records of concern or disclosures will be kept (even if there is no need to make a referral immediately). These records are stored confidentially in our Safeguarding designated reporting system. They do not form part of the child's educational records and are stored separately. Confidentiality will be maintained and information relating to individual children or families is shared with staff on a need-to-know basis.

### **Individual children's files**

Once a concern or disclosure has been reported an individual file will be established for the child through the online system of CPOMS. This will be organized clearly and include a chronology.

The chronology will be kept up to date and reviewed at regular intervals. All 'significant events' are captured on this chronology, including attendance at meetings, phone calls, and emails in relation to safeguarding and /or child protection matters. This chronology also captures headline information about what action has been taken and the outcome of this action. The outcome should focus, where possible, on the child and indicate whether the situation is improving. This will be reported in our Safeguarding designated reporting system.

### **Case file review**

Safeguarding and child protection files for individual children are re-visited regularly to ensure any risk is being reduced and appropriately taken. Following good practice, this full review takes place on a term basis.

### **Transfer of records when a child moves to a new school**

When a child moves school, safeguarding / child protection documentation will be passed as soon as possible and confidentially to the receiving school, separate from academic records. The receiving school is asked to sign to confirm receipt of the information and this confirmation is stored on file.

These will be stored confidentially in line with the best practice procedures.

### **Safer Recruitment Procedures**

Please refer to the Safer Recruitment Policy.

### **Online safety**

#### **What are the school's responsibilities around online safety?**

Teachers should ensure that children are taught about safeguarding, including online safety.

This school recognizes: -

- the increasing role technology must play in education and children's daily lives
- the wide range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks
- the importance of delivering a broad and relevant online safety curriculum which provides progression across year groups
- that delivery of this curriculum must be provided via regular lessons, which take place throughout each term
- the importance of keeping up to date with the tools, apps and devices children are using so that the curriculum which is offered is meaningful.

### What our online safety curriculum offers

- Key online safety messages which are reinforced at every opportunity across the curriculum
- Children are taught in all lessons to be critically aware of the materials and content they access online and understand that not everything they see online is true
- Children are supported in building resilience. A safe environment is provided for debating controversial issues and helping them to understand how they can influence and participate in decision-making.

### Filters and monitoring

At UAS, filters are set by our IT manager and are monitored and enforced by staff from the IT department.

### Use of mobile technology

Children are expected to use mobile devices in line with the devices for learning guidance. School iPads are used under close supervision and children are taught how to use them safely, including how to report inappropriate use.

Staff should not use personal mobile devices for personal reasons at any time whilst working with children and should not use social media platforms to communicate with students or former students under the age of 18.

### Safeguarding supervision

All staff working in this school have a responsibility to safeguard the children in their care. Staff can only achieve this effectively if they: -

- are clear about what is expected of them
- have the skills, knowledge, behaviors, values and attitudes to carry out their role
- are fully supported in their role and managed effectively Safeguarding supervision is available for any member of staff as required.

### Whistleblowing

This school expects the highest standards of conduct from all employees and governors and will treat seriously any concern raised about illegal or improper conduct. The law provides protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by the employee who has a reasonable belief that one of the following is being, has been, or is likely to be, committed:

- a criminal offense
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any legal obligation
- a concealment of any of the above

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be committed, a reasonable belief is enough. The employee has no responsibility for investigating the matter; it is the school's responsibility to ensure that an investigation takes place.

Staff and volunteers are encouraged to raise concerns to the Safeguarding Lead about poor or unsafe practice and potential failings in the school's safeguarding policies/practices outlined in: -

- the staff handbook
- the staff code of conduct



## Training for Adults Working in School

We are committed to ensuring staff and volunteers know and understand: -

- the signs and symptoms of abuse;
- how to identify students who may benefit from early help;
- their responsibility for referring concerns to the designated safeguarding lead / deputy;
- the procedures for reporting safeguarding /child protection concern about adults working with children (allegations)

### Formal training

Safeguarding and child protection training is provided on a regular basis to all staff twice yearly to enable them to carry out these requirements.

All volunteers and regular visitors are given an induction which includes a summary of information regarding our child protection and Safeguarding procedures. Governors are all required to complete Basic Awareness training. Also, an annual Safeguarding audit is conducted to determine if any revisions need to be made to the policies and procedures.

### Updates

In addition to formal training, all staff receive regular opportunities to update their knowledge and understanding. These are delivered by staff meetings, scenarios, newsletters and online training.

### Additional training for Designated Safeguarding Leads and deputy DSLs

The statutory requirement for DSLs and deputy DSLs is to renew training every 2 years. We work in line with this requirement. Our deputy DSL has completed advanced training to the same level as the DSL, in line with the requirements of best practice.

### Reading requirements

All staff are required to read: -

- the school's safeguarding policy and related policies
- the school's staff professional code of conduct in the staff handbook
- the student behavior policy

Staff are asked to sign a document to confirm their understanding and accept responsibility for following up any questions or queries they have arising from reading this document (with a member of our safeguarding team).

## APPENDIX 1 – Definitions of Abuse (taken from Working Together July 2018)

### Physical Abuse

A form of abuse which 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 or caregiver fabricates the symptoms of, or deliberately induces, illness in a child.

### Neglect

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 occur during pregnancy because of maternal substance abuse.

Once a child is born, neglect may involve a parent or caregiver failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Emotional Abuse

The persistent emotional maltreatment of a child is such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone."

### Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males.

Women can also commit acts of sexual abuse, as can other children.

## APPENDIX 2 - Prompt sheet

### Safeguarding Prompt sheet

This form is intended to be used to support staff with the recording of safeguarding and child protection concerns/incidents.

Have you remembered to include? -

- 1. What is it that you have seen/heard/noticed which concerns you?** *Remember if you have noticed a mark on the student, it is important to complete an attached body map, giving an indication of the shape, size and location of the mark.*
- 2. Clear and information about what you have seen/heard/noticed?** *If you have included your opinion in your report, have you made it clear that this is your opinion?*
- 3. Full names of those involved and where possible, reference to staff roles?**
- 4. Why what you have seen/heard/noticed concerns you?** *What are you worried will happen if this concern/incident is not responded to?*
- 5. Any actions you have already taken?**
- 6. Whether you have spoken to parents/caregivers about the concern/incident?** *Remember, you may need to seek advice from a member of the safeguarding team if you are unsure about whether speaking to the parent may increase the risk to the student. If the parent is the alleged perpetrator, you must always seek advice from the safeguarding team before speaking to the parent/caregiver.*



## Safeguarding Reporting Procedures

Action to take if you are concerned a child/young person is at risk\*  
\*Risks include physical injury, emotional abuse, sexual abuse, and neglect.

