



Child Protection & Safeguarding Policy

Version 5.0

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Responsible person: Child Protection Officer (CPO)

Document reference:

OUR VISION

“Creating an Inclusive Learning Community of Open Minds, Happy Hearts, Sharp Intellect and Sound Character.”

OUR MISSION

- Lead children on a journey of independent learning by providing an environment that supports inquiry and research
- Equip students with the skills and abilities required to thrive in a technology driven, globalized world
- Accept differently abled children in order that the school community is an inclusive, cohesive unit
- Reinforce ethics, values and morals at school so children assume their part early in life in the universal responsibility of caring for the less fortunate or privileged
- Nurture happiness in minds in an environment that promotes diversity and tolerance, in keeping with the rich cultural values and traditions of the U.A.E

OUR CORE VALUES

Creating an Inclusive Learning Community of Open Minds, Happy Hearts, Sharp Intellect and Sound Character.

- Individual Liberty
- Mutual Respect and Tolerance
- Democracy
- Rule of Law
- Compassion
- Resilience
- Innovation
- Honesty
- Respect
- Collaboration



Declaration:

TBAC thrives to protect & safeguard every child under its roof, and is ready to cooperate with the [Ministry of Social Affairs-Child Protection Center \(MoSA CPC\)](#) and [Ministry of Education Interior-Dubai Police](#) to eliminate any type of child abuse.

All staff members, mainly **TEACHERS** are urged to report any type of abuse (that can be witnessed) whether *physical* (bruises, injuries...) & or /any type of *neglect* (physical/emotional) to their Section Principal who will contact the Child Protection Officer at school. The CPO will contact the child's parents and inquire about the issue, then treat each case accordingly.

Introduction

A teacher who works with very young children has many roles to play to help **protect, nurture, teach & safeguard** her students.

TBAC has a comprehensive '**Child Protection Policy**' available to all **staff members (old & new)** with clear procedures on how to handle abused children & who to report to when such **abuse is evident**.

The most important thing is not to ignore any sign and help the child by removing him/her from any **risky or dangerous situation**. This is a collaborative effort by the school management & the intervention of the **Ministry of Social Affairs (MoSA)** / & or **Ajman Police**.

Our **strategic plan** indicates that staff members know how to handle little children, by getting proper training on **what abuse is** and the many forms which it might appear in, whether:

1. **Physical** (deliberate injury or failure to prevent injury /suffering)
2. **Emotional** (emotional ill treatment causing fear, exploitation or corruption of children)
3. **Sexual** (forcing/enticing a child to take part in sexual activity)
4. **Neglect** (persistent failure to meet a child's different needs whether intentional or unintentional)

Teachers know that children have **rights**, most importantly **the right to be safe from danger, happy and respected**; the right to **parental guidance not negligence**, freedom of expression, of thought, conscience & religion, protection from all forms of violence, good health & health services, the right to education, leisure, play & culture; ALL children have these rights even those with **disabilities** have rights.... TBAC is working towards putting these rights **into practice** in

a warm & loving environment which comprises of every staff member. At TBAC, teachers know the **proper procedures** to **seek help** for any abused/or neglected child, and can respond to abuse using the proper means.

Children's rights were specified by the **United Nations in 1989** which acknowledges fundamental



rights to which all children are entitled for their proper development.

UNCRC United Nations Convention on the Rights of the Child has 4 underlying principles, namely;

1. Principle of the **best interest of a child**
2. Principle of **survival & development**
3. Principle of **non-discrimination**
4. Principle of **respect for the view of a child**

As to the rights of children, there are **immediate rights** which cover **civil & political** rights; as well as **progressive rights** that cover **economic, social, & cultural** rights. The simplified version of the UNCRC has been signed by 192 countries including **UAE** which comprises of 54 articles which indicate that **everyone under the age of 18 has ALL these rights of a child as an international legal document.**

TBAC is working towards a full commitment with the below stated **purpose, vision, & mission. MoI CPC** did its best to develop & implement all the internationally recognized 'best practices' in the protection of **children living in & visiting the UAE.**

Purpose: aimed at providing **safety, security, & protection** to all children living & visiting the UAE (the law states that anyone under 18 is considered a child)

Vision: To have the UAE as one of the most secure & safest country in the world

Mission: To work effectively towards enhancing the quality of life for everyone in the UAE community by providing security, traffic, reform & residency services, and ensuring safety of lives & properties

Themes:

1. **Protection:** work as a team to reduce child victimization & improve child personal safety
2. **Prevention:** preventing child abuse & neglect and the risk of any other harm by raising awareness, delivering campaigns aimed at deterring offences against children, ensuring the robust enforcement of legislation & policies developed
3. **Partnerships:** **MoI CPC** will coordinate local, regional & global efforts in the area of child protection through collaboration with international bodies, government entities, non-government entities, industry, and professionals in the field
4. **Attention & Care:** **MoI CPC** is committed to caring about children & families. In this respect it will act with compassion, integrity, & honesty in all situations and will listen with respect & empathy



Values

1. Justice & Human Rights
2. Leadership & Spirit of Teamwork
3. Innovation & Excellence
4. Fairness
5. Honesty
6. Loyalty
7. Social Responsibility
8. Confidentiality & Anonymity

Functions

1. Development of child protection strategies, policies and practice
2. Compliance & Regulation
3. Community Outreach
4. Support Services

Membership & Collaboration: Mol promotes coordination of global efforts in the area of child protection through collaboration with international bodies, government entities, non-government entities, industry & professionals in the field

Strategy

1. Child Abuse Investigation
2. Prevention of Physical Abuse & Exploitation
3. Child Protection on Roads & Transport
4. Child Protection in Buildings
5. Child Protection in Crisis & Disaster
6. Child Protection in Public Venues
7. Child Protection on the Internet
8. Child Protection Against Known Dangerous Persons
9. Child Protection in Schools & Education
10. Child Protection Against Bullying & Peer Abuse
11. Child Protection in Troubled Families

The most important thing for a teacher to do is first to **directly report the incident to the school management, document it** (page 10), and write down all her **observations** and **speculations**.

TBAC management has a major role in protecting ALL the children that attend school even if it



means protecting them from their own parents by following clear procedures & being consistent in following up with the child & his/her family.

The **school management** will assume the responsibility of reporting the incident to the **Ministry of Social Affairs** if the case is child **neglect** (hygiene- food...etc...); and to **Ajman Police** if the case is either **physical** or **sexual** abuse (marks, bruises...).

The **school's strategic plan indicates** that the whole **team** that works with children (teacher, assistant, nanny, nurse, administrator, etc...) should get proper training on recognizing any type of abuse and reporting it to the school management. Every adult surrounding the child shares the responsibility of preventing child abuse in any form. These adults are mainly his parents, but if one or both of them are posing a threat & endangering the life &/or wellbeing of the child, then the **Mol-CPC** & the **Police** will protect this child even from his/her own parents. Every child has a natural right to survive in a healthy, happy, & safe environment.

TBAC will ensure having a "**Child Protection Officer**" who assumes the responsibility of being fully committed to safeguarding & promoting the welfare of all children of all ages. In addition to that, TBAC has a list of policies that also contribute to the child's care & welfare, namely: BULLYING Policy; BEHAVIOR Policy; HEALTH & SAFETY Policy.

The role of the designated "**Child Protection Officer**" is that:

1. All staff members at the beginning of each academic year are informed of the name of each **CPO** in each section of the school, and that they have an individual responsibility of reporting any child protection concerns that they might come across; as well as inform the staff members of the child protection procedures of the school
2. All staff members need to be alert to the signs of abuse and how to respond to a student who may tell or speak out about being abused
3. Ensure that the parents have a clear understanding of the responsibility placed on the school & staff in relation to child protection (**Parents Orientation Day, memos, parents meetings, and school website...**)
4. **CPO** will provide a training session for all staff members
5. **CPO** will develop effective links with local agencies & cooperate as required with their inquiries on child protection procedures & matters
6. **CPO** will keep written records of concerns about children (noting the date, event & action taken), even when there is no need to refer the matter or take it further
7. When there is a cause to take the matter further, the **CPO** must ensure that the case is discussed with all relevant parties & that there are set procedures for reporting & following-up concerns
8. Ensure that the written records are kept in securely-locked locations in the respective sections of the school. These records are updated when new incidents occur.
9. **CPO** should adhere to the procedures set by the section Principal when allegations are made against a staff member



10. **CPO** must meet each term with TBAC CPC to discuss child protection within the school & to review policies & share best practices
11. **CPO** will liaise/guide & support ALL staff members (through communicating with TBAC CPC members) within their respective sections of the school to ensure that students have the **correct information with regards to “Child Protection”** & are aware of the many **adults** that are ready to **provide support & advice** when it is needed
12. **CPO** will ensure that **designated notice boards** are found all around the school, that display the names & telephone numbers of “Child Protection Officers” & related persons who can be contacted in case of emergency or if any child or staff member feels the need to raise a concern or seek help

Supporting Students **at-RISK**:

TBAC recognizes that children who are abused or witness violence may find it difficult to develop a sense of self-worth & to view the world as a safe place. They may feel helpless, humiliated, & might blame themselves for any mishaps or violence in their direct environment. The school may be the only **secure, stable, and predictable element** in the lives of **children at-risk**. Nevertheless, when at school, their **behavior** might be **challenging & defiant**, and they may be **withdrawn**. **TBAC** will support these children through:

- a. The content of the **curriculum** which encourages self-esteem, motivation & self-regulation
- b. The school **ethos** which promote a positive, supportive & secure environment & give students a sense of value
- c. The school’s **behavior policy** which emphasizes the need to support students. All staff members agree on a consistent approach which focuses on the behavior of the child, in order not to damage the student’s sense of self worth
- d. Keeping **records** & notifying the Director-General & any other relevant parties in case of a recurrence of a concern
- e. If the child at-risk will move to another school, TBAC will transfer the information to the next school.



Police Clearance (CGC): TBAC requires:

1. Any therapist (**Speech, OT, ABA**) who requests to visit our school to observe any student from K-12, should provide **Ms Ms.Mishal Syed (Head of Inclusion)** or **Ms.Shibini (CPO)** with a copy of his/her **work permit/ license**. If that therapist **does NOT work in a center** (a freelancer), then he/she should provide us with a **Police Clearance**.
2. All shadow-teachers of SEND students are required to provide **Ms.Mishal. Syed (Head of Inclusion)** or **Ms.Shibini. (CPO)** with a copy of all her **certificates + Police Clearance** before actually starting to accompany the child at school.
3. Any **student-trainee- Dr.Nuha Saluddin** (even if she is a mother of one of our students), who requests to spend a few weeks of training at any of the school sections, must provide the section principal with a copy of her **Police Clearance**.
4. All **visitors, workshop conductors & inspectors** who would visit our school, need to provide us with a copy of their **Emirates ID** or their **passport**.
5. After-school clubs: all **coaches & trainers** need to provide **Ms.Mishal Syed or Ms .Shibini** with a **police clearance** before the training sessions take place. (attached please find the trainers/ coaches policy)
6. All **exhibitors** in any school event (career fair/ university open day) have to provide **Ms.Shahnaz Aboobakr / or Ms.Shibini** with a copy of their **Emirates ID or passport**, and no last minute change in names is allowed without informing **Ms / Ms** prior to the event and providing them with a copy of their Emirates ID or passport.



TBAC Documenting Abuse Incidents

Child's Name: _____

Age: _____ Class: _____ Date of Disclosure: _____

Child's EXACT WORDS describing the incident:

Questions & Answers:

Teacher's/ CPO observations on the child's behavior/body language while talking about the incident

Teacher/ CPO name

Signature:
