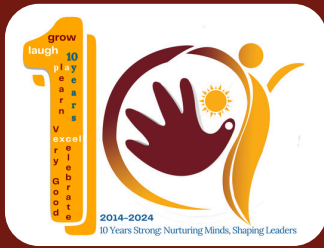


# CREDENCE HIGH SCHOOL

## CHILD PROTECTION & SAFEGUARDING POLICY



**PROTECT A CHILD  
PROTECT THE FUTURE**



# CREDENCE HIGH SCHOOL

## CHILD PROTECTION & SAFEGUARDING POLICY



<b>FUNCTION</b>	<b>To protect children and youth</b>
<b>STATUS</b>	<b>Implemented</b>
<b>REVIEW SCHEDULE</b>	<b>Annual</b>
<b>REVIEWED BY</b>	<ul style="list-style-type: none"><li>• <b>School Counsellor Dr. Subhadra</b></li><li>• <b>Primary School Counsellor Ms. Anupama</b></li></ul>
<b>LAST REVIEWED ON</b>	<b>March 2025</b>

## **CREDENCE HIGH SCHOOL, DUBAI**

### **CHILD PROTECTION & SAFEGUARDING POLICY**

#### **OUR VISION**

To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to the society in the field of their choice.

#### **OUR MISSION**

**T**ailor an inclusive and supportive campus that offers a sense of belonging, happiness, physical safety and intellectual freedom to all of our students.

**H**arvest the innate talent of each child to build a school community of individual achievement and collective excellence

**I**nstill an acute sense of values and ethics in each of our students so they may be always known for their personal integrity and probity.

**N**urture an international cross-section of students so they may learn to live in a globalized world and contribute to building a united, tolerant, caring society.

**K**indle and keep alive the spark of curiosity in our students through the provision of ICT facilities and resources that support research-oriented, independent and inquiry-based learning.

#### **PURPOSE**

The whole-school child protection & safeguarding policy has been developed to provide clear direction to staff and other members of the school community about expected behaviour when dealing with child protection issues. It ensures that child protection concerns, referrals and monitoring must be handled sensitively, professionally and in ways which support the needs of the child. It is an effective policy that also makes explicit the school's commitment to the development of good practices and sound procedures.

#### **RESPONSIBILITY**

- i. Principal: Mrs. Deepika Thapar Singh
- ii. Vice Principal: Mr. Shivender Kumar
- iii. Counselors: Dr. Subhadra Prabhu and Ms. Anupama Nair

- iv. Phase Supervisor
- v. Teacher/ other staff members of the school community

### **SCHOOL POLICY**

We recognize that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Our school will therefore:

- Establish and maintain an environment where students feel safe and secure and are encouraged to talk and are listened to.
- Ensure that students know that there are adults within the school whom they can approach if they are worried or are in difficulty.
- Include activities and opportunities for Personal Social and Emotional Development (PSED), in the curriculum, which equip students with the skills needed to stay safe from abuse.
- Organize periodic in-service training for all staff on Child Protection issues and establish procedures to handle the same.

### **FOCUS AREAS OF OUR CHILD PROTECTION & SAFEGUARDING POLICY**

- a) Creation of a positive school atmosphere through provision of quality pastoral care practices and practicing zero tolerance for bullying.
- b) Protection by ensuring that well-trained staff follows agreed procedures and responds appropriately to child protection concerns.
- c) Providing support to students who may have been abused.

**CHILD PROTECTION & SAFEGUARDING POLICY**

**MONITORING AND SUPERVISION**

- All hallways and common areas are under staff supervision to prevent bullying and abuse incidents among the students.
- There will be no outside workers or individuals allowed into the school property unless accompanied by a staff member or with prior notice and approval.

**GUIDELINES FOR STAFF:**

- Do not let suspicion, disclosure or allegations of abuse go unreported or unrecorded.
- Do provide access for students to talk to you about any concerns they may have.
- Plan activities that involve more than one other person being present, or are at least within sight or hearing of others.
- If it is necessary to speak to a child alone, always inform another member of staff where you are. It is advisable not to close the door of the room.
- Recognise that caution is required in sensitive moments of counseling on matters such as bullying, bereavement or abuse.
- Avoid situations that compromise your relationship with students and are unacceptable within a relationship of trust.
- During coaching of sport or instrumental teaching, where a degree of physical contact may be inevitable, staff must be particularly aware that this should only be used to develop skills/techniques or to treat or prevent injury.
- Staff are advised to avoid transporting a single child in a vehicle except in case of an emergency.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.
- Do not have inappropriate physical or verbal contact with students. Avoid suggestive remarks or gestures, even in fun.
- Do not jump to conclusions about students/other staff members without checking the facts.

## **ESTABLISHED PROCEDURES**

### **What to do on disclosure?**

#### **Stay calm**

(Don't over-react, however shocked you may be)



#### **Listen, hear and believe**

(Listen carefully, take it seriously)



#### **Give time for the person to say what they want**

(Don't make assumptions and don't offer alternative explanations, ask questions beginning with Tell me about... Explain... Describe... Avoid 'who, what, when, where' questions)



#### **Reassure and explain that they have done the right thing in telling.**

(Do not promise confidentiality; explain that only those professionals who need to know will be informed)



#### **Record in writing as near verbatim as soon as possible in the Incident Report/ Counseling referral Form**

(Use the child's own words, make your record as soon as possible after the event, so that you don't forget anything, and include information about what action was taken afterwards).



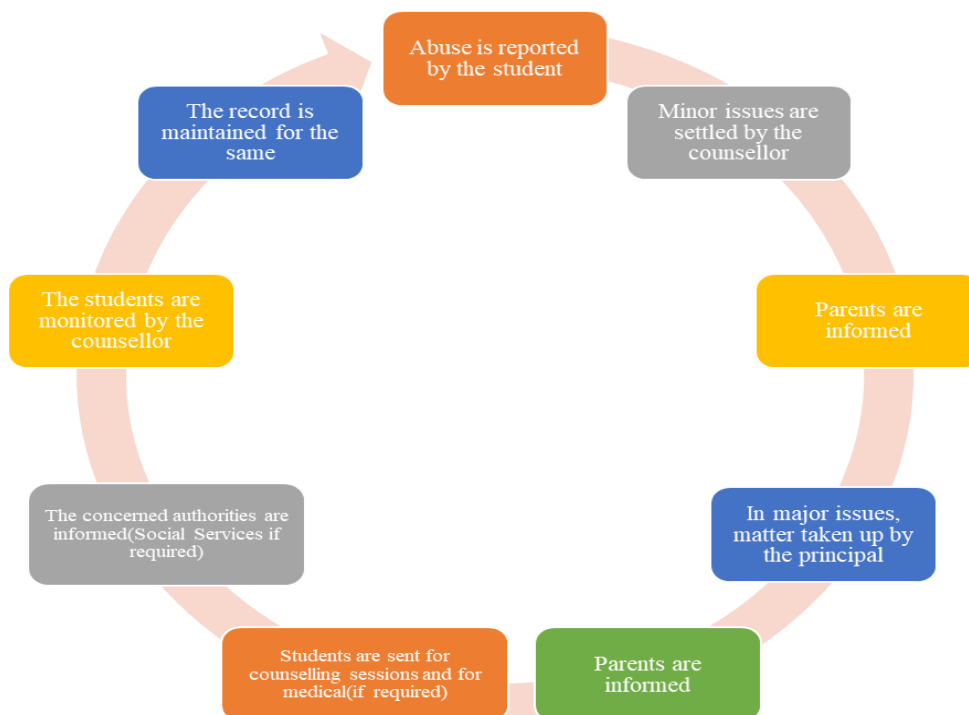
#### **Report to the Supervisor/ Counselor/Principal**

Discuss the incident and submit the Incident Report/ Counseling Referral Form.

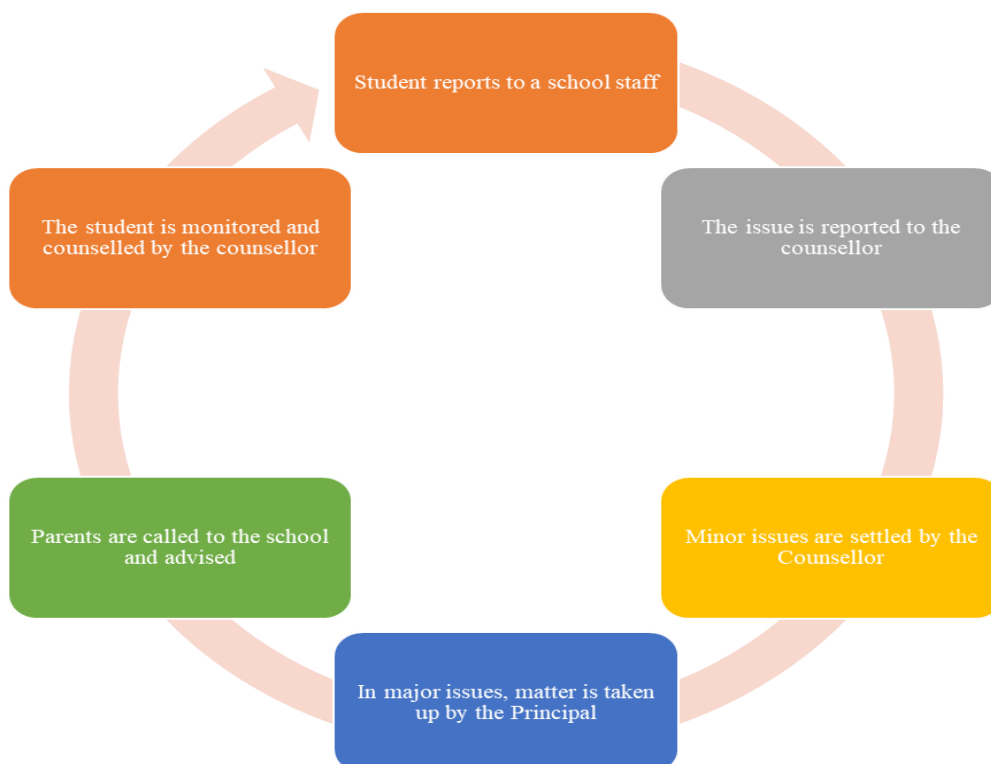
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**Abuse by a student:**

Minor issues are resolved by the Supervisor and if required referred to counselor.  
Major issues taken to counselor and reported to principal.

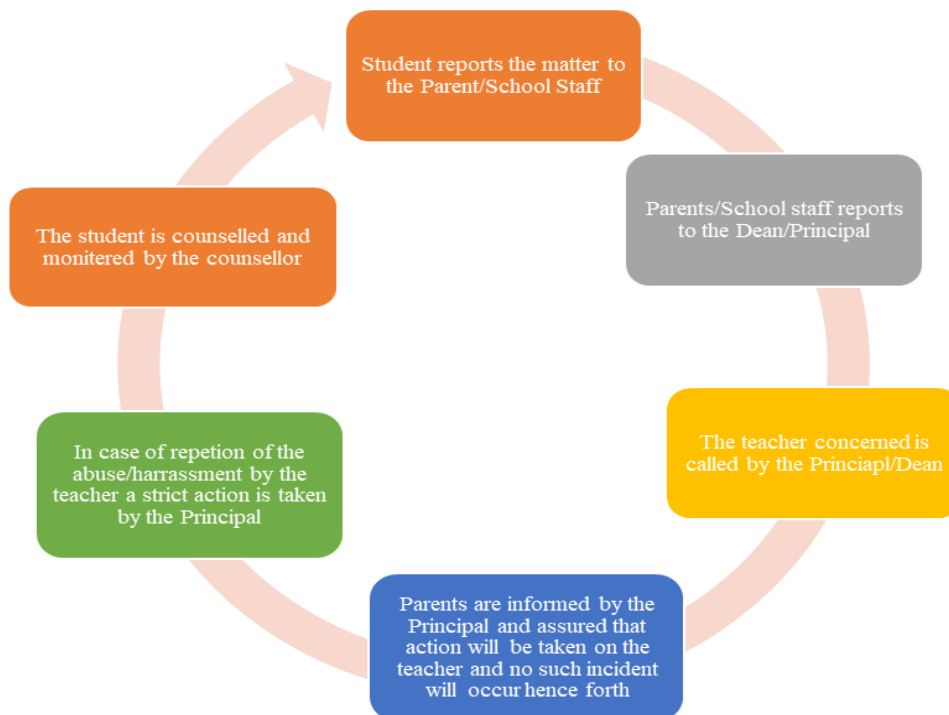


**Abuse by the parent:**



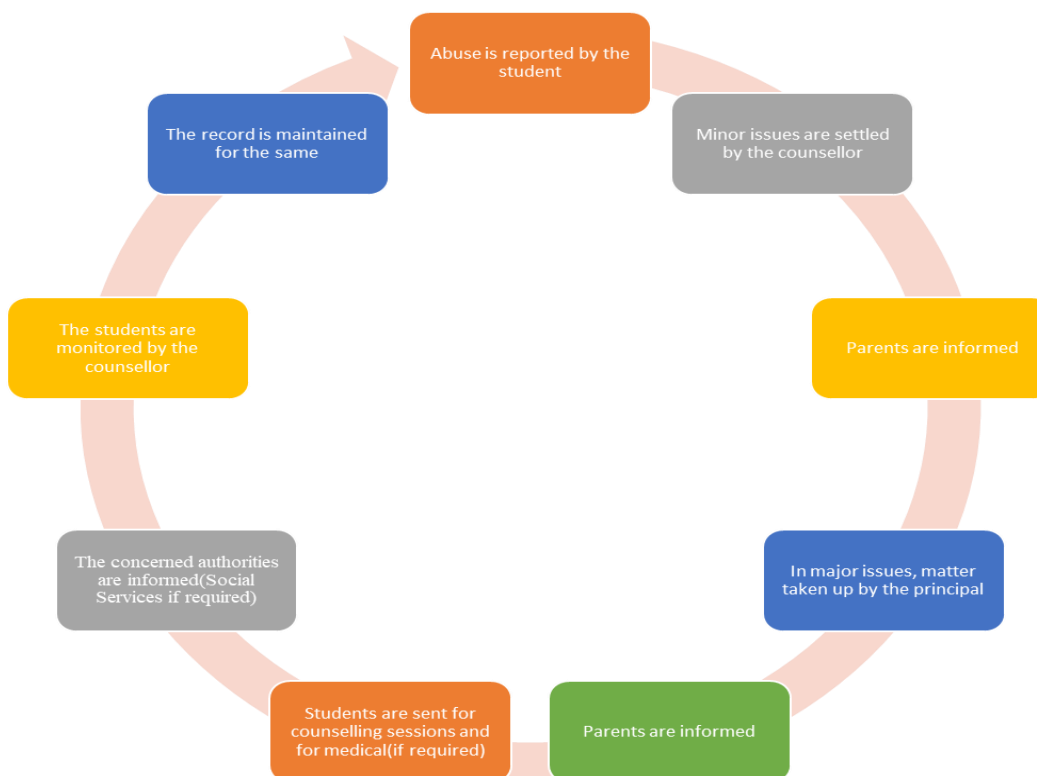
**\*School staff – Phase Supervisor/Teacher/Support Staff**

**Abuse by the teacher:**



**\*School staff – Phase Supervisor/Teacher/Support Staff**

**Abuse by Others (Support staff, Relatives, Outsiders)**



**\*School staff – Phase Supervisor/Teacher/Support Staff**



**Depending on the severity of the case, the matter will be reported to MoI**

The concerned will report the child abuse to MoI through the hotline number 116111 or through the MoI's Child Protection Centre's website and the 'Hemayati' (Arabic for protect me) app. Other channels include:

- Community Development Authority- CDA on hotline: 800988
- EWAA Shelter for Women and Children on hotline: 8007283
- Dubai Foundation for Women and Children on 800111
- Child protection Centre in Sharjah on toll-free helpline number 800 700
- Hemaya Foundation for Children and Women - Ajman on hotline: 800 Himaya (800446292)
- Aman Centre for Women and Children through RAK Police – 07-2356666

Contact the Ministry of Education on hotline: 80051115 for any issues that affect the students' learning process negatively.

**Hotlines**

Schoolchildren can use the hotline number 80051115 to communicate directly with the Ministry of Education regarding any issue that may affect their learning process. Education specialists supervise the hotline.