



# **SAFEGAURDING POLICY**

*Reviewed in September 2023*

## **JSSPS Vision Statement on Wellbeing**

At JSS Private School (JSSPS) we promote, develop, equip and prepare healthy learners for life. We are committed to making it our mission to promote resilience, positive wellbeing and mental health for all our pupils and staff. We understand wellbeing to be a state of being comfortable, healthy and happy. We aim to drive this message forward, and to ensure that mental health and well-being is “**everyone’s business**” across the whole school community. We strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We put Wellbeing at the heart of our school to ensure successful learning, and commit to our policies reflecting this practice.

## **JSSPS Vision Statement on Inclusion**

At JSSPS, we adopted a legislative frame work for inclusive education based on UAE Federal Law No.(29), 2006 & Law No.(2) 2014. The implementation and impact of the standards included within Dubai Inclusive Education Policy Framework (2017) are monitored and regulated by the Knowledge and Human Development Authority (KHDA). We understand that a diversity and inclusion plan will be effective only when founded on a ***true belief in and understanding of the value of diversity and inclusion***. Therefore, we aspire to create a school culture that reflects appreciation for diversity and inclusion at all levels. We know that our mission of driving personal and economic growth through learning and our vision of becoming the best community will only be achieved by hiring and retaining the best people possible while creating a school community that is reflective of the diverse audiences we serve.

JSSPS recognizes that the vibrancy of our community is enhanced by **diversity**, which we define as the range of human differences. We believe a culture of **inclusion** puts diversity into action by creating an environment of involvement, respect and engagement – where a multiplicity of beliefs, interests, experiences, and viewpoints are harnessed to accomplish our goals.

We work to achieve diversity and inclusion by:

- Delivering services in a culturally sensitive manner.
- Fostering an environment in which students and staff embrace and promote inclusion and understanding of the value of diversity as demonstrated through interactions with one another.
- Integrating diversity into strategies, decisions, and teaching-learning processes.
- Aligning diversity and inclusion efforts with strategic imperatives.
- Increasing effectiveness and accountability of efforts by developing measurable goals.

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## **1. INTRODUCTION**

JSS PS takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. It is recognised that JSS PS staff are particularly important in the safeguarding & child protection process as they have regular contact with the students in their care and are in a position to identify concerns early. They are able to provide direct help and support to the children and should prevent an escalation of events

JSS Private School recognizes its responsibilities for safeguarding children and protecting them from harm.

This Child Protection and Safeguarding Policy will be reviewed by the Governing Body.

## **2. AIMS AND OBJECTIVE**

An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

There are three main elements to our child protection policy:

- a) Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils.
- b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) Support to pupils who may have been abused.

This policy applies to all pupils, staff, governors, volunteers and visitors to JSSPS. This school recognises it is an agent of referral and not of investigation.

JSS Private School safeguarding policy applies to all staff, administrators and assistants working at the school and takes into account statutory guidance provided by the KHDA, DHA and local guidance issued by the Local authorities concerning Children Safeguarding.

We will ensure that all parents/carers are made aware of our responsibilities with regard to child protection and safeguarding procedures and how we will safeguard and promote the welfare of their children through the publication of this Safeguarding Policy.

### 3. ROLES AND RESPONSIBILITIES

#### 3.1 SLT

All adults working with or on behalf of children have a responsibility to protect and safeguard them. There are, however, key people within the school who have specific responsibilities under safeguarding & child protection procedures. The names of those carrying out these responsibilities for the current year are listed in this document.

It is the role of the Safeguarding & Child Protection Lead (head of Inclusion Department) to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals if practicable.

It is the role of the Designated Safeguarding & Child Protection Lead (head of Inclusion Department) to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

The Board of Governors and the Principal are responsible for ensuring that the school follows safe recruitment processes. The role of the Principal and SLT is to ensure that the school has an effective policy, 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.

#### Key Contacts

Role	Name	Contact Details
Vice Principal	Ms. Bindhu Rajeev	<a href="mailto:viceprincipal@jsspsdubai.com">viceprincipal@jsspsdubai.com</a>
Health and Safety officer	Mr. Subodh Dhyani	<a href="mailto:healthandsafetyofficer@jsspsdubai.com">healthandsafetyofficer@jsspsdubai.com</a>
Safeguarding & Child Protection Lead (head of Inclusion Department)	Mr. Andaleeb	<a href="mailto:andaleeb@jsspdubai.com">andaleeb@jsspdubai.com</a>
School doctor	Mr. Fateema	<a href="mailto:clinic@jsspsdubai.com">clinic@jsspsdubai.com</a>

#### 3.2 THE STAFF

- Establish and maintain a positive and welcoming environment where children feel secure, are encouraged to talk and are listened to.
- Ensure that children know that there are trusted adults in the school with whom they can talk.
- Work to establish effective and positive relationships with parents, carers and colleagues from other agencies, to improve the safeguarding of learners.

- Include opportunities in the curriculum for children to develop the skills they need to recognize and stay safe from abuse.
- Take measures to ensure any risk of harm to children's welfare is reduced.
- Promote students' health and safety through learning environments.
- Provide first aid and meet the health needs of children with medical conditions, based on the sharing of information with colleagues.
- Ensure the school site is secure.
- Recognize that a duty of care remains when outside the 'school' environment, including school trips, activities and placements.

## **4. PROCEDURE**

### **4.1 GENERAL**

All action is taken in line with the following guidance:

Staff is kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However, the Principal will ensure they are aware of the school's policy and the identity of the Child Protection Officer. Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation, or suspects that abuse may have occurred, must report it immediately to the Child Protection Lead, or in her absence, the matter should be brought to the attention of the Principal/SLT.

The Child Protection Lead will immediately refer cases of suspected abuse or allegations in accordance with the procedures outlined within this policy.

The school will always undertake to share an intention to refer a child with the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions' advice will be taken. Parents can obtain a copy of the school child protection policy on request from the school.

### **4.2 TRAINING AND SUPPORT**

The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training annually. All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook.

### **4.3 PROFESSIONAL CONFIDENTIALITY**

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Child Protection Officer and may require further investigation by appropriate authorities. Staff will be informed of relevant information in respect of individual cases

regarding child protection on a “need to know basis” only. Any information shared with a member of staff in this way must be held confidentially to themselves.

#### **4.4 RECORDS AND MONITORING**

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken. These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place by the Child Protection Lead. In the same way notes must be kept of any pupil who is being monitored for child protection reasons. If a pupil transfers from the school, these files will be copied for the new establishment and forwarded to the pupil’s new school marked confidential and for the attention of the receiving school’s Child Protection lead.

#### **4.5 SUPPORTING PUPILS AT RISK**

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn. This school will endeavour to support pupils through:

- a) The curriculum to encourage self-esteem and self-motivation.
- b) The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- c) The implementation of the school’s behaviour management policies.
- d) A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but she/he is valued.
- e) Regular liaison with other professionals and agencies who support the pupils and their families.
- f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child’s best interest to do so.
- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

This policy should be considered alongside other related policies in school. These are the policy for the teaching of Moral Education and Class talk, the policy for the management of pupils’ behaviour, including our policy on anti-bullying and the health and safety policy.

#### **4.6 SAFE SCHOOL, SAFE STAFF**

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse. Only authorised agencies may investigate child abuse allegations (currently, in Dubai this would mean the Police only). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not. If for any reason it is decided that a referral is not appropriate, it will be necessary to address matters in accordance with the school's complaints/disciplinary procedures.

#### **4.7 USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where services or activities are provided separately by another body, using the school premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

### **5 STEPS TOWARDS SAFEGARUDING**

- Putting children at the centre of a system where we listen.
- Ensuring that every individual within school will play their part, including working with professionals from other agencies, to keep children safe.
- Taking opportunities to teach children about important safeguarding issues in a way that is age appropriate and relevant.
- Providing a safe environment and vigilant culture where children and young people can develop, learn and be protected.
- Responding to safeguarding issues with appropriate, timely action.
- Encouraging staff to liaise with the designated safeguarding lead, where necessary.
- Ensuring that, when a child is identified as being in immediate danger, there is no delay in a member of staff reporting their concerns.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting students who have been abused or harmed in accordance with their child protection plan.
- Raising awareness of the safeguarding of children, child protection processes and equipping children with the skills needed to keep them safe.

### **6 SUPPORTING CHILDREN**

JSS Private School will endeavour to support students through:

- The content of the curriculum.



- A school ethos which promotes a positive, supportive and secure environment and ensures that students feel valued.
- The school Behaviour Policy.
- Liaison with other agencies that support students.
- Ensuring that, where a pupil leaves and is subject to safeguarding concerns, their information is transferred to the new school without delay and that the relevant individuals/agencies are informed. Evidence of this transfer will be obtained.
- Ensuring that children with special educational needs and or disabilities are recognized and catered for appropriately.

## **7 LINKS WITH OTHER POLICIES:**

The Safeguarding Policy has various links (which can be produced as per the demand) with the wider Safeguarding agenda and staff and trustees/governors should always be aware of the impact this policy has on other, related issues. For example, when agreeing or reviewing a policy in this area, links should be made with a range of other guidelines and procedures, such as: -

- Positive Behavior policy
- Complaint Procedure policy
- Risk Assessment Policy
- Accident and Incident Reporting Policy
- Anti-Bullying Policy
- Child Protection Policy
- E-Safety Policy
- Health, happiness and Safety Policy
- Environmental Policy
- Extra-Curricular Policy
- Sex Education Policy
- ICT Policy
- Transport Policy
- Hazardous waste management as per Dubai Municipality requirements
- Medical waste storage and disposal (Ref – School clinic policy)
- Incident reporting (Ref – School clinic policy)
- Infection control measures
- Laundry services (Ref – School clinic policy)
- Managing Hasana system (Ref – School clinic policy)
- Managing student health records (Ref – School clinic policy)
- Medication management (Ref – School clinic policy)
- Monitoring and maintenance of medical, electrical and mechanical equipment (Ref – School clinic policy)
- Parent notification (Ref – School clinic policy)
- Readiness plan/Emergency response (Ref – School clinic policy)
- Referral criteria and patient transfer (Ref – School clinic policy)
- Safe use of chemicals used for infection control

- Service description and scope of services (Ref – HR Policy and School Clinic Policy)
- Staffing plan, staff management and clinical privileging
- Stay at home if unwell
- Student medical assessment criteria (Ref – School clinic policy)
- Student confidentiality and privacy (Ref – School clinic policy)
- Student health education, communication and informed consent (Ref – School clinic policy)
- Vaccination (Ref – School clinic policy)
- Bullying Prevention
- Reprocessing of reusable equipment (Ref – School clinic policy)
- Sterilization policy (Ref – School clinic policy)
- SOD accommodation policy (Ref – Inclusion policy)

### **Additional Information**

This policy, should be read alongside and in conjunction with other policies regarding the safety and welfare of children, including:

- 1- Child Protection Policy
- 2- E-Safety Policy

## **8 SUMMARY**

JSS Private School recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children.

- It is everyone’s responsibility to safeguard children.
- Everyone who comes into contact with children and families has a role to play.
- Everyone working with children maintains an attitude of ‘it could happen here’ and is not complacent.
- Schools can contribute to the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs.
- Children need to **be** safe and **feel** safe in school.

### **JSS Private School will fulfil local and national responsibilities as laid out by KHDA and DHA all the time including Pandemic.**

As the coronavirus pandemic has progressed, JSS Private School has adapted the way of working to support children and young people.

This briefing pulls together guidance from DHA and KHDA on how we as education settings can keep children safe during the pandemic. It covers key topics including:

- Safeguarding and child protection

- remote education
- supporting children and young people’s wellbeing
- Coronavirus protective measures.

## 9. REVIEW OF POLICY

The Safeguarding policy will be reviewed by SLT on an annual basis.

<b>Policy Details</b>	
Version date	May 2021
Last review	September 2023
Next review	September 2024
Responsible SLT	Subodh Dhyani

## 10 APPENDIX

Appendix 1	Child Protection Policy
Appendix 2	E-Safety Policy

Reviewed and Approved by

Mr.Govindarao Naik  
Chief Executive Officer

Mrs Chitra Sharma  
Principal

Date: 22-09-2023