

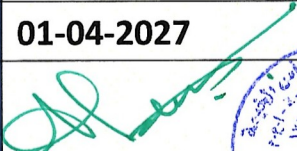


INDIAN SCHOOL

RAS AL KHAIMAH

Child Protection & Safeguarding Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	Abdullah Kutty
Role	Principal
Date of Publication	11-05-2022
Date of First review	11-04-2023
Date of Second review	11-04-2024
Date of Third review	11-04-2025
Date of Fourth review	06-04-2026
Version	5.0
Date of next review	01-04-2027
Signature	



CHILD PROTECTION & SAFEGUARDING POLICY

1. POLICY STATEMENT

Indian School, Ras Al Khaimah is fully committed to safeguarding and promoting the welfare of all children. The school recognizes that safeguarding is the responsibility of all adults working with children.

We ensure that:

- All students are protected from harm, abuse, and neglect
- Safe, supportive, and inclusive learning environments are maintained
- All staff understand their safeguarding responsibilities and act promptly on concerns
- Child protection procedures are consistently followed in line with UAE laws

This policy operates in conjunction with the school's Online Safety, Behaviour, Anti-Bullying, and Staff Code of Conduct policies.

2. BACKGROUND

This policy is guided by UAE legislation and national priorities, including:

- UAE Federal Law No. 3 of 2016 (Wadeema's Law – Child Rights Law)
- UAE School Inspection Framework (Student Protection, Care, Guidance and Support)
- UAE School Health Guidelines

The UAE places strong emphasis on protecting children from all forms of abuse, ensuring their rights regardless of nationality, religion, or background.

3. SCOPE

This policy applies to:

- All students of school going age
- All school staff, leadership, volunteers, and visitors
- All school-related activities, including off-site trips and online learning environments

Safeguarding responsibilities extend to:

- School premises
 - Transportation
 - Extracurricular and external activities
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4. DEFINITIONS

Child

Any person under the age of 18.

Safeguarding

Actions taken to promote the welfare of children and protect them from harm.

Child Abuse

Any act or failure to act that results in harm or risk of harm to a child. It includes:

- **Physical Abuse:** Causing physical injury (e.g., hitting, burning)
 - **Emotional Abuse:** Persistent emotional harm (e.g., humiliation, intimidation)
 - **Sexual Abuse:** Involvement in sexual activity, including exploitation or exposure
 - **Neglect:** Failure to meet basic physical or emotional needs
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5. SAFEGUARDING STRUCTURE

Child Protection Leads (CPO)

- Principal: Mr. Abdullah Kutty
- Vice Principal: Mrs. Sreelaja Madhu

Child Protection Team

- School Counsellor
- Designated teachers
- School Nurse

External Contacts

- RAK Police Child Protection: 07 235 6666
 - Al Ameen Service: 800 4888
 - Ministry of Interior: 11611
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6. PROCEDURES

6.1 Recognising Concerns

Staff must be alert to:

- Physical injuries or signs of neglect
- Sudden behavioural or emotional changes

- Withdrawal, fear, or distress
- Poor attendance or reluctance to go home

No concern is too small—staff do not need proof to report.

6.2 Responding to Disclosure

If a child discloses abuse:

- Stay calm and listen carefully
 - Do not interrupt or ask leading questions
 - Reassure the child they did the right thing
 - Do not compromise confidentiality
 - Record the information accurately (use child's words)
 - Report immediately to the CPO
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6.3 Reporting Concerns

- All concerns must be reported to the CPO **immediately or within 24 hours**
 - In emergencies, act to protect the child and inform leadership
 - Staff must not investigate independently
 - Maintain confidentiality (need-to-know basis only)
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6.4 Role of the CPO

The CPO will:

- Assess and document concerns
 - Gather relevant information
 - Monitor and support the child
 - Liaise with parents (where appropriate)
 - Refer cases to external authorities when required
 - Coordinate with counsellors and healthcare professionals
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6.5 Referral to External Agencies

Referral is made when:

- A child is at risk of harm
- Abuse is suspected or confirmed

Parents will be informed unless doing so increases risk to the child.

6.6 Early Help

The school promotes early intervention by:

- Identifying emerging concerns
 - Providing counselling and support
 - Working with families to improve outcomes
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7. STAFF RESPONSIBILITIES

All staff must:

- Read and follow this policy
- Attend safeguarding training regularly
- Maintain accurate, dated records
- Promote a safe and respectful environment
- Report concerns promptly

Staff must:

- Not promise secrecy
 - Not investigate allegations
 - Not delay reporting
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8. SAFER RECRUITMENT

The school ensures:

- Background and police clearance checks
 - Verification of references
 - Supervised access for visitors
 - Mandatory ID for all adults on campus
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9. CONFIDENTIALITY & RECORD KEEPING

- Records must be factual, dated, and securely stored
 - Information is shared only when necessary to protect the child
 - Child protection records are transferred securely when a student leaves
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10. ALLEGATIONS AGAINST STAFF

- All allegations must be reported immediately to senior leadership
 - Cases are handled fairly, quickly, and confidentially
 - External authorities are involved where required
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11. SAFEGUARDING IN PRACTICE

The school ensures:

- Safe learning environments
 - Supervision during all activities
 - Risk assessments for trips and external providers
 - Parental consent for photography
 - Strong anti-bullying and online safety measures
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12. WHISTLEBLOWING

Staff must report concerns about colleagues' conduct to leadership.

Failure to report may compromise student safety.

13. POLICY REVIEW

- Reviewed annually by the Senior Leadership Team
 - Updated in line with UAE regulations and best practice
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Key Action Steps for Staff

1. **Recognise** signs of abuse
 2. **Respond** calmly to disclosures
 3. **Record** facts accurately
 4. **Report** immediately to CPO
 5. **Refer** (by CPO) to authorities if needed
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APPENDIX A: CHILD PROTECTION CONCERN REPORT FORM

1. Student Details

- Name: _____
 - Grade/Class: _____
 - Date of Birth: _____
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2. Person Reporting Concern

- Name: _____
 - Role: _____
 - Date: _____
 - Time: _____
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3. Nature of Concern

(Please tick)

- Physical Abuse
 - Emotional Abuse
 - Sexual Abuse
 - Neglect
 - Other (specify): _____
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4. Details of Concern

(Provide factual information only. Include dates, times, observations. Use child's exact words where possible.)

5. Disclosure (if applicable)

What did the child say? (verbatim as far as possible)

6. Observations

(Behaviour, injuries, emotional state, attendance, etc.)

7. Immediate Action Taken

- None
- First Aid
- Informed CPO
- Emergency services contacted
- Other: _____

Details:

8. Signature

Name: _____

Signature: _____

Date: _____

APPENDIX B: DISCLOSURE RECORD FORM (DETAILED)

Child's Name: _____

Date & Time of Disclosure: _____

Location of Disclosure: _____

1. What the child said (exact words):

2. Questions asked (if any):

(Only open-ended questions should be recorded)

3. Child's emotional state:

4. Action taken:

5. Reported to (CPO Name):

6. Staff Signature: