



مدرسة مايوور الخاصة ذ.م.م.
Mayoor Private School L.L.C.



MAYOOR PVT. SCHOOL
ABU DHABI

Child Protection Policy





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TO WHOMSOEVER IT MAY CONCERN

This is to state that Mayoor Private School, Abu Dhabi is in compliance with all the points stated in the ADEK policy and circular.

Best Regards,

A.S. Pagdiwalla

Principal,
Ms. Annahita Pagdiwalla.





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Purpose

Mayoor Private School Abu Dhabi, is concerned about the welfare and safety of all its students and attempts to create an environment in which students feel secure, valued listened to and taken seriously.

Aims

We aim to safeguard and promote the welfare of children at the school in compliance with local requirements (ADEC, HAAD, Social Welfare institutions and Police Department)

As per the recommendations given in the ADEC Child Protection Policy, the appointed Child Protection Officer (CPO) along with the Principal will take lead responsibility for safeguarding students within and outside the school premises.

Child Protection Policy

- The school is fully responsible for the care and protection of students whilst they are in the school's care, or travelling to and from the School using School-provided transportation means, and while moving between all activities organized by the School.
- The school has an appointed Child Protection Officer who has responsibility for implementing child protection in all areas of school life.
- Child abuse is an extremely sensitive area and whilst it is rare or non-existent at Mayoor Private School, it is its rarity that might make it more likely that individual cases are not detected in the early stages. Vigilance is therefore vital.
- The School's Principal shall accept in the position of a Parent / Guardian responsibility for all students whilst they are in the School's care, including travelling to and from the School using School-provided transportation means, and while moving between, waiting for, and taking part in all activities organised by the School.
- Parents have a right to expect that the school has taken steps to have in place guidelines for all staff to maintain an ongoing Child Protection regime. All staff,





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both residential (teacher from UAE) and non-residential (teachers from outside UAE), have a duty to care for the students.

- All teaching and ancillary staff should report suspected abuse either directly to the Principal or the Child Protection Officer, using a referral form. The CPO (Child Protection Officer) will thoroughly investigate and report the situation to the Principal of the School who will in turn inform ADEC about the incident. The school counselor and social worker is also available in the school at all times to provide support to the students.

Reporting of incidents

The Child Protection Officer will thoroughly investigate the incident reported by the school staff and report it immediately to the Principal, who will inform ADEC/HAAD(Health Authority Abu Dhabi)/Social Welfare institutions and Police departments with the clear findings within 24 hours of all incidents of abuse which students may face including exploitation, violence and/or any physical harm, sexual abuse or any emotional threat or harm of any kind.

It is mandated to report using the telephone hotline (116111) and the electronic reporting link, available on the ADEC website

(<https://www.adec.ac.ae/ar/Pages/childabusereportingabu-dhabiedusector.aspx>)

The information submitted electronically through the above mentioned link are directly transferred to the Ministry of Interior- Child Protection Centre.

If a child is in immediate danger (risk of serious harm, the police should be called using the 999 service, followed by reporting to the Ministry of Interior- Child Protection Centre, within 1 hour upon discovery.

School staff must inform the Principal immediately when they suspect the exposure of any student to any form of abuse or neglect.

The PSQA Division in ADEC in collaboration with the Ministry of Interior's-Child Protection Centre, shall provide guidance to school staff for further immediate actions,





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taking into account confidentiality and privacy of the students and families affected; as per the laws, regulations and procedures, relevant to the incident.

Training for the staff and dissemination of knowledge regarding all health, safety and prevention matters so that all school staff know what is expected of them and what to look out for with respect to the protection and safety of students.

The school staff must raise the awareness of students of the importance to report any suspected case of student abuse or neglect inside or outside the school, that becomes known to them.

Where the school uncovers a case of severe abuse to a student outside of school, the matter should be taken seriously and follow up is done by the Child Protection Officer. School management takes the necessary steps to protect the student, including by communicating with the Parent/Guardian to discuss the matter, or by forwarding the case to relevant official entities in the UAE (Social Support Institutions)

Child abuse is listed under one of five categories

I. Physical injury - Corporal Punishment

II. Sexual abuse

III. Emotional abuse

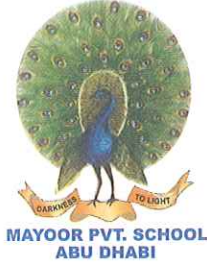
IV. Neglect

Roles and Responsibilities

Principal

- Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all school staff and leaders





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- Ensure that all staff and administrators targeted for student protection training attend and participate in all training sessions
- Establish a positive ethos which supports and values children and contributes to their welfare and general protection
- Ensure all staff are aware of the Child Protection Policy to protect students from any kind of abuse and neglect and comply with the provision of the policy.
- Immediate report of any case of potential abuse and/or neglect of students as stated by the policy
- Immediate suspension of any staff member who is suspected of an offense involving student abuse and / or neglect on a temporary basis until the suspicion is adjudicated.

Staff Responsibilities

- All adults who are in charge of children have a responsibility to ensure that children are not harmed and are properly cared for.
- School management ensure the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours.
- It is essential that where children with a problem choose to speak to a member of staff, the member of staff takes the child's description seriously and avoids either interrogating the child, or silencing the child by indications of disbelief.
- Procedural Action Guidance for all employees is prominently displayed in the staffroom, (copy attached to this policy)
- All staff have a duty to be familiar with the child protection procedures, and implement them promptly when there is a suspicion of child abuse.
- While staff should be considerate and sensitive to children, they should never give guarantees of confidentiality.





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Parents/Legal Guardians

- Cooperate with the school administration and staff, answer all inquiries related to the student's behaviour, academic performance and respond to their feedback and guidance.
- Attend all scheduled school parent meetings
- Communicate any concerns, observations or changes in their child's behaviour to the school administration or to the concerned school staff.

Child Protection Officer

- Co-ordinate support within the establishment for children requiring Child Protection
- Ensure inclusion of personal safety issues and action against abuse strategies
- Co-operate on behalf of the establishment with inter-agency Child Protection Support Plans
- Liaise with other establishments and external agencies

Recognising Child Abuse – When to be concerned

- It is important that all members of staff including visiting staff both paid (School appointed staff) and unpaid (e.g. shadow teachers appointed for parents for SEN students) should be aware and alert to possible outward signs of abuse or neglect.

These signs may include one or more of the following:

- An injury that is not typical of the bumps and scrapes associated with everyday activities, or an injury that is not consistent with any explanation given.
- Frequent injuries even when apparently reasonable explanations are given.
- Sudden changes in behaviour, performance or attitude.
- Anxiety or low self esteem.
- Knowledge of sexual matters beyond what would normally be expected, or sexual behaviour that is unusually explicit or inappropriate to the child's age.
- Disclosure of an experience in which the child may have been significantly harmed.

- Dealing with a Disclosure





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- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but do not make promises which it might be impossible to keep.
- Do not promise confidentiality, as it might be necessary to refer the case to the Parents, Management, Social Welfare organisation, Police and ADEC.
- Reassure the child that what has happened is not their fault and stress that it was right to talk.
- Listen and ask open ended questions instead of direct questions.
- Explain to the student what will be the next step of action (incident will be reported to relevant authority, School Management, Parents, ADEC, Social welfare Department and Police so that the student will be safeguarded)

Allegations Involving School Staff

- Allegations against staff, volunteers or the Designated Person should be reported to the Principal.
- Any member of staff who has reason to suspect that a child may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Principal. A record of the concerns must be made, including a note of any witness to the incident or allegation.
- If the member of staff is deemed unsuitable after an internal investigation, then the school reports it to ADEC immediately and ADEC approval will be taken away and all necessary actions to end the staff member's ability to work in the UAE will be taken.





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Data Confidentiality

Students data are strictly confidential. The identities of the student subject to the alleged abuse or neglect, the alleged perpetrator, and the person reporting the alleged case must be kept confidential. The data should be shared only with authorised individuals from the PSQA division in ADEC and the Ministry of Interior's - Child Protection Centre and Social support centre authorised staff. School staff are strictly prohibited from discussing active or closed cases with the media, or any third parties or other staff, unauthorised ADEC staff, with the exception of investigative and judicial authorities and within the legal responsibilities.

Assessment and Record Keeping

- Make notes as soon as possible after the conversation.
- Do not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Record statements and observations, not interpretations or assumptions.

UAE Regulations and Support

The Child Protection Policy is strongly enforced by the UAE Federal Law No. 3 of 2016 on Child Rights, Federal Law No. 3 of 1987 on Penal Code and other relevant UAE laws and Child Protection Policy of 2014.

Failure to comply with this Policy

Failure to comply with this policy is subject to legal accountability and administrative penalties, stipulated in accordance with ADEC's regulations, policies and requirements, in addition to the UAE Federal Law No. 3 of 2016 on Child Rights, Federal Law No. 3 of 1987 on Penal Code and other relevant UAE laws effective at the time of the incident.





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Procedural Action Guidance

Recognise any sign of child abuse such as physical, emotional, sexual and neglect



Report case to the Ministry of Interior - Child Protection Center using telephone hotline 116111 and the electronic reporting link available on ADEC website
<https://www.adec.ac.ae/ar/Pages/childabusereportingabu-dhabiedusector.aspx>
Case reference number and date of reporting to be recorded



Inform the Principal and Child Protection Officer when suspect case of abuse / neglect



Ensure confidentiality and privacy of reported cases and to co-operate with the Ministry of Interior-Child Protection Center by implementing the required measures

