



مدرسة وودلم بارك الخاصة
Woodlem Park
Private School

Child Protection & Safeguarding Policy

Approved By:

Dr. Prema Muralidhar

Date of Review:

April 2022

Next Review Date:

April 2023

Introduction

Ministry of Education (MoE) launched a 'Child Protection Unit' initiative for the benefit of students of government and private schools across the UAE. The initiative is aimed at protecting children from all forms of harm, negligence, and abuse, which they may experience at school or home and maintaining their safety with regard to their physical, psychological, and educational aspects. We, The Woodlem Park School Ajman, believe that all children have a right to be safe, protected from abuse, and able to reach their full potential. We recognize that all staff and governors have a full and active part to play in protecting our pupils from harm and that the child's welfare is our paramount concern.

The policy is intended to provide clear direction for all the stakeholders to support the school's commitment to best practice and appropriate procedures to ensure that child protection concerns are handled sensitively and professionally.

Definitions

Student	Each learner enrolled at Woodlem Park School Ajman, including those people of determination and those of special needs.
Parents	Refers to birth parents and other adults who are in a parenting role.
Guardian	The person legally responsible for the student, who enjoys the custody right over him / her or the person entrusted with taking care of him / her.
Staff	Refers to all those working for or on behalf of the school, full time or part time.
Bullying	Shall mean any form of intentional psychological, physical, verbal, electronic or digital abuse, or intimidation, or menace conducted by a student or a group of students against one student or more, or against the school staff, on frequent basis.

Sexual harassment Shall mean any word or act that suggests or has symbolic sexual connotations made by a student or staff, whether verbally, by writing, by physical contact, by looking, by eye winking, by showing sensitive parts of the body...etc.

Sexual assault Shall mean committing any sexual act against a child, juvenile or an adult, including sexual intercourse, whether with or without the victim's consent.

Cyberbullying Shall mean any unlawfully committed act, including the unauthorized access aiming at threatening or blackmailing a person, compromising his / her private life or causing defamation or harm to him / her, or having access to a private data and disposing thereof, as well as producing what may have an adverse effect on the public order or the religious values.

CPT **Child Protection Team** is one of the school management committees, which is concerned with discussing the students' issues, in protection and safeguarding and taking the proper decision in this regard, in accordance with the provisions of child rights law of U A E.

Aims

- To create awareness among the stakeholders on 'the various initiatives of U A E for the protection of children including; federal law no: 3 of 2016 (Wadeema's Law), child protection unit, federal law no: 5 of 2012 on combatting cybercrimes etc.
- To provide all staff and parents with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- To ensure that appropriate action is taken where it is alleged that a child is suspected of being abused, or is actually being abused.
- To demonstrate the school's commitment with regard to safeguarding children.

Types of Child Abuse

- **Physical Abuse:** Physical abuse means causing physical harm or injury to the child or failing to or being unwilling to prevent physical harm to the child.
- **Sexual Abuse:** Sexual abuse means forcing, attracting or enticing the child to take part in any sexual behavior, whether aware or not. It includes the practices that do not involve any physical contact, such as engaging children in watching or producing pornographic material, watching sexual intercourses or encouraging the children to act in a sexually inappropriate way.
- **Psychological Abuse:** Psychological abuse means dealing abusively with the child's psychological state, causing severe and or permanent harm and thus affecting the child's psychological growth and development.
- **Neglect:** Neglect means the failure of parents or caregivers to take the necessary measures to protect the child's life, and to provide physical, psychological, mental and moral safety against danger, and or to protect the rights of the child.

Roles & Responsibilities

A. Principal

- Provide safe and secure Educational Environment to the Students.
- Establishing an effective system to address safeguarding issues extending such system to the whole school community.
- Support the staff, students and parents with necessary education and training programs related to Child protection and safeguarding
- Ensure that the Child protection lead, and other relevant staff receive appropriate training to enable them to carry out their roles. That is relevant and regularly updated;
- Review the programs and activities developed to address abuses at regular intervals, in order to ensure that any problems have been resolved in the long term.
- Monitoring the effectiveness of the School child Protection Team in managing safety issues.

B. SLT

- Ensure that the school is having a clear and robust safeguarding procedure are in place for responding to safety issues. And it is well communicated with the whole school community
- Supervising the activities of the Child Protection Lead and other relevant staff.
- Assessing the training needs of the whole school community periodically. And, developed plans to meet the requirements.
- Supervising the reviewing and updating of the school child protection activities regularly.

C. Child Protection Team

- Develop and implement policies and programs to ensure the protection and safeguarding of students.
- To ensure that the Safety issues are addressed in order to establish a safe learning environment.
- To involve in review of school child protection and safety policies and procedures to make; up-to-date amendments to take account of any safeguarding issues
- To provide trainings for staff and thereby update staff about child protection and safeguarding so that the correct safety information can be taught or adhered to.
- To deal with the safety and security related issues in accordance to the procedures as mentioned in the school/ nation policies.
- Liaise with the child protection unit for getting updates amendments on U A E's child protection laws. And conduct awareness campaigns accordingly.

D. Child Protection Lead

- child protection lead should take lead responsibility for child protection in the school, in liaison with the head and governors.
- Meet regularly with the head and governors, working together to ensure child protection is being managed appropriately across the school.
- Attend training to respond effectively to safeguarding and child protection concerns
- Raise awareness of all forms of abuse with the whole school community
- support staff and volunteers who raise safeguarding and child protection concerns about abuse
- Involve in review and update of school safeguarding and child protection policies and procedures.

E. Social Worker

- Ensures that whole school community have access to and understand the school's child protection and safeguarding policy.
- Liaise with the head teacher or principal to keep them informed of any safeguarding of issues especially ongoing enquiries and police investigations
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies • act as a source of support, advice and expertise for staff.
- Document and report Child Protection and Safeguarding related issues. keeps detailed, accurate and secure records of concerns and referrals
- Monitoring the changes and development of children who are at risk.
- In consultation with the principal and SLT refer alleged cases of child abuse to the Child Protection Unit.

F. Student Affairs Leader

- work with the Senior Leadership Team to ensure safeguarding is at the heart of the school ethos and that all staff are supported in knowing how to recognize and respond to potential concerns.
- Administer and enforce school policies related to child protection and safeguarding
- organizing and planning of school-wide events and programs related to child protection and safeguarding
- Conducting meetings with parents/ Guardians to provide Guidance and support related to child protection and safeguarding.
- Involve in review and update of school safeguarding and child protection policies and procedures.

G. Health Nurse

- School nurses work on the front lines of child abuse detection and prevention.
- collaborative with staff, community partners, medical providers, students, and parents to promote safety and protection of children.
- Train staff to spot signs and symptoms of child maltreatment.
- create systems of support for parents and caregivers as a way to prevent child maltreatment.
- Report incidents immediately to the Authority without losing the confidentiality.

H. Online Safety Leader

- The designated Online Safety Leader Shall implement agreed policies, procedures, staff training, curriculum requirements and take responsibility for ensuring e-Safety is addressed in order to establish a safe digital learning environment.
- Promote the importance of e-safety within school as part of its duty of care to ensure the safety of their pupils and staff.
- Equip (i.e. training) children to stay safe online, both in school and outside of school.
- In line with the Prevent/radicalization strategy: Ensure teaching staff are aware of the risks posed by online activities
- Update staff about new and emerging technologies so that the correct e-safety information can be taught or adhered to.
- To proceed with disciplinary Actions against Child safety issues and involve Child Protection Unit, law or police when necessitates

I. SENDCo

- School SENDCo work on the detection and prevention child abuse among Students of Determination.
- collaborative with staff, community partners, medical providers, students, and parents to promote safety and

protection of Students of Determination

- Train staff and parents to spot signs and symptoms of child maltreatment.
- Provide training for Support staff and LSA to identify and reporting child maltreatment
- Create systems of support for parents and caregivers of students with Determination as a way to prevent child abuse.
- Report incidents immediately to the Authority without losing the confidentiality.

J. Teaching Staff & Supporting Staff

- All staff are equally responsible to identify concerns early, provide help for children, and prevent concerns from escalating.
- Inform the social worker and the vice principal/headmistress if any form of child abuse is suspected or reported.
- Keep written records of concerns, even where there is lack of evidence (records should state facts not opinions).
- Respect the confidentiality of all concerned regarding the welfare of children. Keeping the confidentiality of the matter is mandatory.
- Integrate child protection issues into relevant teaching and learning to create awareness among children.
- Staff should follow the referral process (detailed in page no: 6)

Staff must not:

- Question children.
- Suggest alternatives to what a child has said.
- Get the child to write about or depict their experience in some other way.
- Reporting to the parents directly especially in the case of sensitive issues.
- Question potential witnesses.
- Conduct medical examinations.
- Delay referral/ No Referral

K. Parents

If your child reports any type of abuse or bullying:

- Do not panic. Be as calm and natural as possible.
- Assure support to the child. Listen to what the child has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Report to the school immediately.
- Collaborate with the school's Child protection Team for further procedures.

L. Students

- Follow school policies, procedures, and rules to safeguard themselves from abuse and safety threats.
- To involve in the activities related to School child protection Program through Peer education and support.
- Report incidents of abuse safety or security related issues to the Social Worker without any delay.
- To involve in the review of school Child Protection and Safeguarding policies and procedures to make; up-to-date amendments.

Cyberbullying

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group which intended to harm others. It can take numerous forms; threats, intimidation, harassment, sexting, defamation, exclusion, impersonation, unauthorized publication of private information or images, and trolling, etc. It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

We The Woodlem Park School is using the provisions of U A E Government's 'Federal law no: 5 of 2012, 'The student behavior management policy no: 851 of year 2018' and 'Students' behavior Management in distance learning 2020 2021' to ensure the online safety of our students and to deal with the cyberbullying offenses.

Guidance for Students

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff of the school.

- Students should follow the school's code of conduct and MoE's Students' behavior Management in distance learning 2020 2021.
- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/Guardians or a member of staff at school (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal details or contact information without the permission of a parent/guardian (personal data)
- Be careful who you allow to become a friend online and think about what information you want them to see.
- Protect your password. Do not share it with anyone else and change it regularly
- Always log off from the computer when you have finished or if you leave the computer for any reason.
- Always put the privacy filters on to the sites you use. If you are not sure how to do this, ask a teacher or your parents.
- Never reply to abusive e-mails
- Never reply to someone you do not know
- The school will deal with cyberbullying in the same way as other bullying. Do not think that because it is online it is different to other forms of bullying.
- The school will deal with inappropriate use of technology in the same way as other types of inappropriate behavior and sanctions will be given in line with the MoE's Students' behavior Management in distance learning 2020- 2021.

Students must not:

Students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material. This includes:

- Distributing spam messages or chain letters.

- Accessing or distributing malicious, offensive or harassing material, including jokes and images.
- Bullying, harassing, defaming or giving offence to other people.
- Spreading any form of malicious software (e.g. viruses, worms).
- Accessing files, information systems, communications, devices or resources without permission.
- Using for personal financial gain.
- Using non-approved file sharing technologies (e.g. Torrent).
- Using for non-educational related streaming audio or video.
- Using for religious or political lobbying.
- Downloading or sharing non-educational material.

Guidelines for Parents/ Guardians

It is vital that parents/Guardians and the schoolwork together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Parents/ Guardians must play their role and take responsibility for monitoring their child's online life.

- Parents/ Guardians can help by making sure their child understands the school's policy and above all, how seriously the school takes incidents of cyber-bullying.
- Be aware of what your children are doing online.
- Ensure children are not using private areas for their online activities. Provide a space where parents can access easily.
- Parents/ Guardians should also explain to their children legal issues relating to cyber-bullying.
- If parents/ Guardians believe their child is the victim of cyber-bullying, they should save the offending material.
- Parents/ Guardians should contact the school social worker or section head as soon as possible.

School Child Protection Team

Child Protection officer

Dr. Prema Muralidhar
(Principal)

SLT

Mr. Ratnadeep Suryavanshi
(VP)
Ms. Sreekala Subhash (VP)
Ms. Jacqueline Oby Ikecha
(HM)

Members

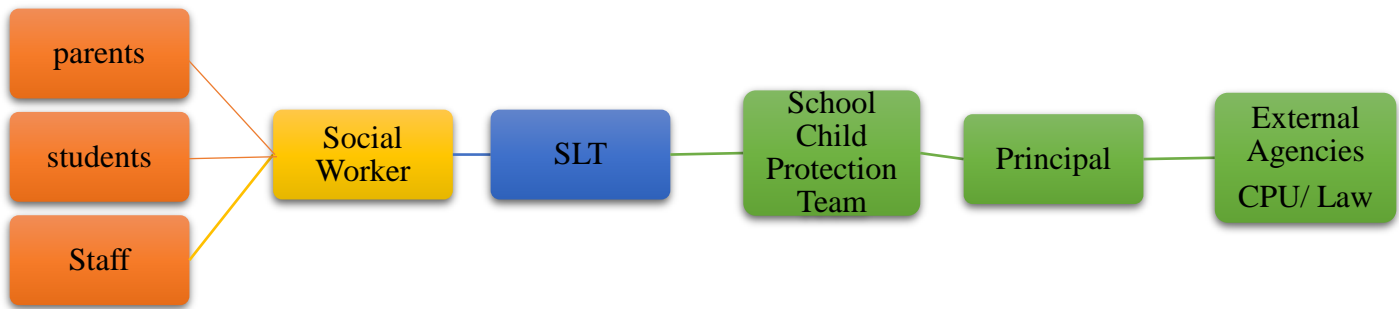
Ms. Farhath
(Coordinator Dept
of Counselling)
Social Workers
Ms. Shamna
Mariya
Ms. Nerisa D'
Souza

Staff Rep
Ms. Supriya Sugunan
(Faculty of Science)
Ms. Eugene (OSL)
Ms. Litha Baby (Nurse)
Ms. Harsha Venugopal
(SENDCo)
Mr. Shafeek (Admin)
Mr. Victor Eye (Student
Affairs Leader)

Parent Rep
Ms. Ranjini

Ms. Hessa
Riyas
Mstr.
Rubayed
(Gr: 12)

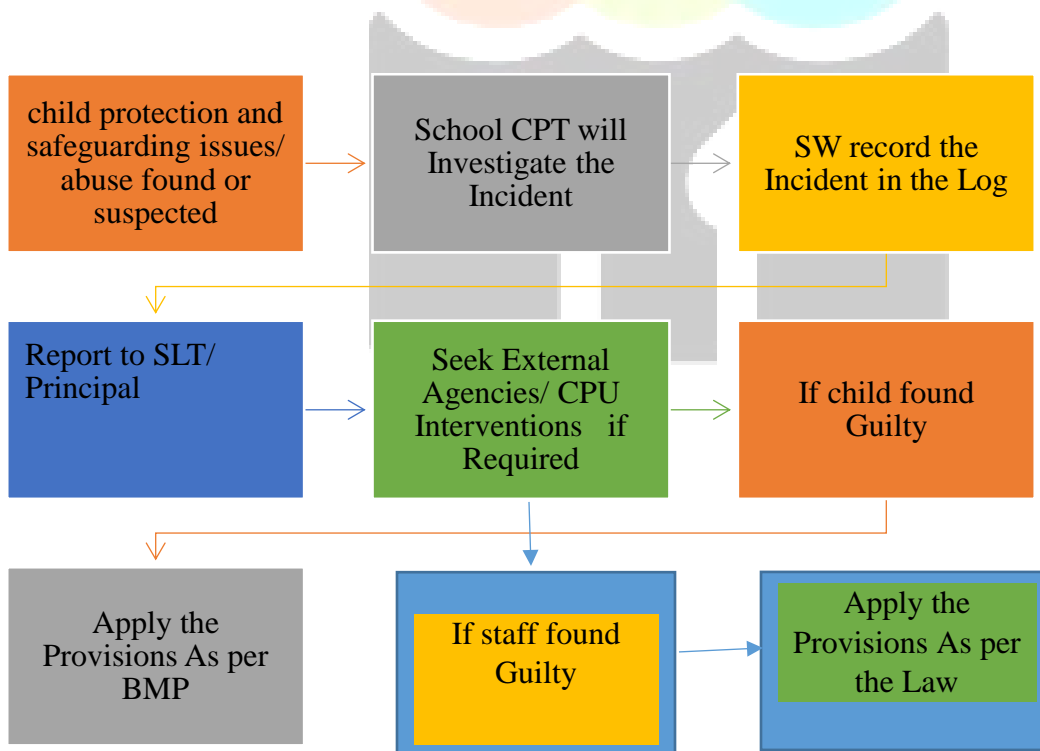
Referral process



School procedure to deal with cyberbullying

- The teachers, parents, or students should report the incident to the responsible persons of the school immediately.
- The school Child Protection Team will investigate the issue.
- If any child found guilty, the school will move with the provisions mentioned in the 'U A E Government's 'Federal law no: 5 of 2012, 'The student behavior management policy no: 851 of year 2018' and 'Students' behavior Management in distance learning 2020 2021'

Procedure Flow Chart



Contact Information:

SCHOOL

Designated Person	Name	Contact no:	Email
Principal	Dr. Prema Muralidhar	055 433 0006	Principal@woodlempark.ae
Vice Principal (Admin & Academics)	Mr. Ratnadeep Suryavanshi	054 791 3869	vp.aa@woodlempark.ae
Headmistress (primary)	Ms. Jacqueline Oby- Ikocho	054 791 3867	wps.hm@woodlempark.ae
Counselling Dept Coordinator	Ms. Farhath Kallingal	06-7409444	counselling.coordinator@woodlempark.ae
School Social Worker	Ms. Shamna Mariya	06-7409444	wps.bmc@woodlempark.ae
School Counsellor	Ms. Nerisa D'Souza	06-7409444	counsellor@woodlempark.ae

CHILD PROTECTION UNIT

Contact no:	Email	Hotline no:
04- 217666	CPU@moe.gov.ae	116111

Contact no:	Website/ Email	Hotline no:
Police	999 www.dubaipolice.gov.ae	800243
Community Development Authority	056 682011 child@CDA.gov.ae	800 988
Ministry of Interiors	+971 (0) 23 333 999 child.protection@adpolice.gov.ae/ www.ecrime.ae	116111
Dubai Foundation for Women and Children	04 6060300 info@dfwac.ae	800111.

Disclosure of Abuse Form

Name of Person Making Allegation/Disclosure: _____

Parent(s) Name and Contact Details: _____

Time and Date: _____

Nature of Disclosure: (Recording as close to verbatim as possible. Continue on separate sheet as required.)

Name and Signature:

Designation:

Date and Time:

Cross Reference

- The Whole School Policy of WPS 2022
- The Federal Decree Law No.5 of 2012, in respect of cybercrimes combat
- The Federal Law No.3 of 2016, in respect of the Law of Child's rights and protection (Wadeema's Law).
- Ministerial Resolution No.851 of Year 2018 on Code of Behavior Management for Students in the General Education Institutions
- Students' Behavior Management in Distance Learning 2020- 2021
- Ahmed Ashfaq; 10 February 2020; “One in three students, age 12 to 15 year, suffer from regular bullying worldwide”; Gulf News online.
- Robertson Fiona; January 2020; “Cyberbullying in the UAE: A Snapshot of Cyberbullying Laws in the UAE”; Al Tamimi& C0

Websites:

- www.tra.gov.ae; Telecommunications Regulatory Authority (T R A)
- www.moe.gov.ae; Ministry of Education; Child Protection Unit
- www.dubaipolice.gov.ae; Cyberbullying.

