



Child Protection and Safeguarding Policy

Rationale

The purpose of the Safeguarding Policy is to provide clear direction to children, staff and any visitors to Arcadia School about expectations, procedures and practice in relation to all safeguarding matters. All adults working at the school are aware of their responsibility to safeguard and promote the welfare of every pupil and there is a positive commitment to ensure the satisfactory development and growth of every child. This policy makes explicit the commitment to the development of good practice in order that all safeguarding issues may be handled sensitively, professionally and in ways that support the needs of the child.

Aims and Objectives

We are committed to:

- Supporting the children and adults of Arcadia School to feel safe at all times
- Ensuring all adults who have contact with pupils have received appropriate checks and have been adequately trained and recruited using safe recruitment methods
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Safeguarding procedures are understood and adhered to at all times by everybody in school
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils in school who may be a victim of abuse
- Establishing a safe environment in which children can learn and develop

Arcadia School believes in keeping children safe at all times which is achieved by high-quality leadership and management that makes safeguarding a priority across all aspects of a school's work. We ensure that we have designated members of staff for child protection who have received appropriate training and support for the role and we have a nominated Governor for Safeguarding.

We will ensure that:

- Stringent vetting procedures are in place for staff and other adults to ensure suitability to work with children including robust arrangements for site security, background checks of all adults working in school and appropriate procedures expected of all visitors
- Safeguarding practice and procedures are in place to ensure that child protection arrangements are known and accessible to everyone, allowing pupils and adults aware of who they can talk to if they are worried and which procedures they should take
- Maintain thorough communication systems with up-to-date information records that can be accessed and shared by those who need it, adhering to confidentiality where expected
- A high priority is given to staff training in all safeguarding areas, extending expertise widely and building internal capacity to handle sensitive issues and situations
- Teachers deliver a curriculum that promotes safeguarding, teaching pupils how to protect themselves from harm and how to take responsibility for their own and others' safety. Pupils will take part in health education lessons to help learn how to keep themselves safe.

We expect courteous and responsible behaviour by the pupils, enabling everyone to feel secure and well-protected and have developed well thought out and workable day-to-day arrangements to



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protect and promote pupils' health and safety. The school will maintain rigorous monitoring of child absence with appropriate follow-up actions to ensure that pupils attend regularly and are monitored accordingly.

The school will support its pupils through:

- The content of the curriculum
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- School policies, which are aimed at supporting vulnerable pupils in the school. The school will ensure that pupils know that certain types of behaviour are unacceptable.

Staff Roles and Responsibilities

The Designated Safeguarding Lead (DSL) at Arcadia School is:

Mary Donnelly - Principal of Arcadia School



Email: mary.donnelly@arcadia.sch.ae

Phone number: 0508995257

The Deputy Designated Safeguarding Lead and EYFS Safeguarding Lead (DDSL) (EYFSSL) at Arcadia School is:

Tia Neale - Head of Arcadia Foundation Stage



Email: tia.neale@arcadia.sch.ae

Phone number: 0562165709

The Designated Safeguarding Lead Governor is:

Navin Valrani,



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Email: navin.valrani@arcadia.sch.ae

Phone number: 0566440410

The DSL will:

- Update his/her training every two years
- Ensure the school's Child Protection Policy is updated and reviewed annually, working with the designated Governor for child protection
- Keep confidential, detailed, accurate, secure written records of referrals /concerns
- Make themselves known to all staff, volunteers and governors (including new starters and supply teachers)
- Ensure each member of staff has access to and is aware of the school's Child Protection & Safeguarding Policy and associated procedures. This is also essential in respect of any members of staff who work part time or work with more than one school, such as peripatetic music teachers
- Act as a source of advice
- Ensure prompt and appropriate contact is made as required with child care agencies and police as necessary
- Ensure the curriculum and assemblies include teaching about safeguarding, e-safety
- Ensure that any new or key messages are passed to other staff, volunteers and governors

School Environment

The risk of the physical environment of the school must be considered and everything possible done to minimise the risk to children.

Social Media

Staff should read and abide by the staff code of conduct at all times. Staff may not communicate with students via social media and must be aware of UK regulations on 'breach of trust' and that relationships with any students are not permitted.

Children who may be particularly vulnerable



Some children are more vulnerable to abuse and neglect than others. Several factors may contribute to that increased vulnerability, including prejudice and discrimination, isolation, social exclusion, communication issues, a reluctance on the part of some adults to accept that abuse can occur, as well as an individual child's personality, behavior, disability, mental and physical health needs and family circumstances.

To ensure that all of our students receive equal protection, we will give special consideration to children who are:

- Disabled or have special educational needs.
- young carers.
- Affected by parental substance misuse, domestic abuse and violence or parental mental health needs.
- Asylum seekers.
- Vulnerable to being bullied, or engaging in bullying behaviors.
- Living in temporary accommodation.
- Living transient lifestyles.
- Living in chaotic and unsupportive home situations.
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality.
- At risk of child sexual exploitation (CSE).
- At risk of being drawn into extremism.

This list provides examples of vulnerable groups and is not exhaustive. Special consideration includes the provision of safeguarding information and resources in community languages and accessible formats for children with communication needs.

Early Help

The school recognises that providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life. All school staff are trained to notice any concerns about children which may help to identify that they would benefit from early help.

The school is committed to working in partnership with children, parents and other agencies to:

- Identify situations in which children and/or their families would benefit from early help.
- Undertake an assessment of the need for early help; and provide targeted early help services to address the assessed needs of a child and their family, developing an action plan that will focus on activity to improve the child's outcomes.

The school will be particularly alert to the potential need for early help for any child who:

- Is disabled and has specific additional needs;
- Has special educational needs;
- Is a young carer;
- Is showing signs of engaging in anti-social or criminal behavior;
- Is in a family whose circumstances present challenges for the child, such as adult substance abuse, adult mental ill health, domestic abuse;
- Is showing early signs of abuse and/or neglect; and/or
- Is particularly vulnerable in any of the ways identified in paragraph 6 above.

Careful consideration should be taken regarding who to involve in the 'Early Help' process. The process



should involve the child and family as well as all the professionals who are working with them. However, if by doing so this puts the child at further risk, relevant best interests decisions should be made, in consultation with UAE inter-agencies. The school will keep the needs and circumstances of children receiving early help under constant review. If the child's situation does not improve and/or the child's parents and/or the child do not consent to early help being initiated, the school will make a judgement about whether, without help, the needs of the child will escalate. If so, a referral to Children's Social Care may be necessary.

Helping children to keep themselves safe

The UAE School Inspection Framework stipulates governing bodies and proprietors to ensure that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a 'broad and balanced curriculum.'

Children are taught to understand and manage risk through our advisory and Moral Education lessons, and through all aspects of school life. Our approach is designed to help children to think about risks they may encounter and, with the support of staff, work out how those risks might be reduced or managed. Discussions about risk are empowering and enabling for all children and promote sensible behavior rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about online safety, the risks of sharing content and images online and tackling bullying, including cyber bullying procedures. The school continually promotes an ethos of respect for children and students are encouraged to speak to a member of staff of their choosing about any worries they may have. The school promotes 'Toot Toot' as an online communication tool for children who may not feel comfortable talking face to face.

Support for students, families and staff involved in a child protection issue

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support students, their families, and staff by:

- Taking all suspicions and disclosures seriously.
- Nominating a link person (*usually the DSL*) who will keep all parties informed and be the central point of contact.
- Where a member of staff is the subject of an allegation made by a student, separate link people will be nominated to avoid any conflict of interest.
- Responding sympathetically to any request from students or staff for time out to deal with distress or anxiety.
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- Storing records securely.
- Offering details of helplines, counselling or other avenues of external support.
- Following the procedures laid down in our child protection, whistleblowing, complaints and disciplinary procedures.
- Cooperating fully with relevant statutory agencies.



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Complaints procedure

Our complaints procedure will be followed where a student or parent raises a concern about poor practice towards a student that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a student or attempting to humiliate them, bullying or belittling a student or discriminating against them in some way. Complaints are managed by the Principal, other members of the senior leadership team and governors. An explanation of the complaints procedure is included in the class information presentation for parents and students.

Complaints from staff are dealt with under the school's feedback and complaints policy: [Feedback and Complaints Policy](#)

Complaints which escalate into a child protection concern will automatically be managed under the school's child protection procedures.

Whistle blowing if staff have concerns about a colleague

Staff who are concerned about the conduct of a colleague - including visiting professionals and volunteers - towards a student are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood a situation and they will wonder whether a report could jeopardise a colleague's career. All staff must remember that the welfare of the child is paramount.

The school's whistleblowing policy enables staff to raise concerns or allegations, initially in confidence, and for a sensitive enquiry to take place.

Staff are expected to report all concerns about poor practice or possible child abuse by colleagues - including what may seem minor contraventions of the school's [Code of Conduct](#) - to the Principal, to facilitate an early intervention in order to maintain appropriate boundaries and a safe culture that protects children and reduces the risk of serious abuse in school.

Concerns or complaints about the Head of Primary - Mary Donnelly, should be reported to:

Giles Pruett - Executive Principal of Arcadia



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Email: giles.pruett@arcadia.sch.ae

Phone number: 0564331763

Concerns or complaints about the Executive Principal - Giles Pruett, should be reported to:

Navin Valrani,



Email: navin.valrani@arcadia.sch.ae

Phone number: 0566440410

Allegations against staff

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to students and we must act on every allegation.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.

Suspension is not the default option and alternatives to suspension will always be considered. However, in some cases staff may be suspended where this is deemed to be the best way to ensure that allegations are investigated fairly, quickly and consistently and that all parties are protected. In the event of suspension, the school will provide support and a named contact for the member of staff.

As stated above, all allegations against staff should be reported to the DSL. Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites.



Allegations concerning staff who no longer work at the school or historical allegations will be reported to the police.

In accordance with the safeguarding policy, the school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Staff training

It is important that all staff have training to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern.

New staff who will have direct contact with children and volunteers will receive an explanation during their induction which will include:

- The school's child protection and safeguarding policy.
- Signs and symptoms of abuse and neglect.
- Responding to disclosure of abuse or neglect by a child.
- Reporting and recording arrangements.
- The [Code of Conduct](#)
- Details of the DSL.

NB. All of the above will be explained before a new member of staff, governor or volunteer that has direct contact with children in school. The school's Safeguarding and Child Protection Policy and [Code of Conduct](#) will be shared as part of the safeguarding training received before their first day at work and they will then be asked to sign to a confidentiality and non disclosure agreement to confirm that they have read and understood both policies and undertake to comply with them. All staff, volunteers and governors will receive appropriate and regularly updated safeguarding and child protection training and thematic updates as required (at least annually) during professional development days and regular discussions at staff meetings, to provide them with the requisite skills and knowledge to safeguard children effectively in line with UAE guidance and any requirements of Arcadia School.

The DSL and DDSL will attend training for newly appointed DSLs/ DDSLs and refresher training every two years delivered by BSME. That training will include up to date information about inter-agency procedures. In addition, the DSL will update their knowledge and skills at least annually to keep up with any developments relevant to their role and will be supported to access inter-agency training as part of their continuing professional development. All staff will be made aware of the increased risk of abuse to certain groups, including children with special educational needs and disabilities, looked after children, young carers and risks associated with specific safeguarding issues including child sexual exploitation, extremism.

In addition, the headteacher (and/or other school leaders as appropriate) and at least one governor will attend safer recruitment training and the school will ensure that HR has attended safer recruitment training within the past three years.

Supply staff and other visiting staff will have access to the [safeguarding for visitors leaflet](#) and the [safeguarding pocket guide for visitors](#) This is also available with Divisional Secretaries and front reception.



Staff Recruitment

In order to protect children, Arcadia has strict procedures for appointing staff. These are contained in a separate policy: [Safer Recruitment Policy Final 2021](#), which is regularly reviewed and updated. All local staff undergo a local police check.

All expatriate staff have to provide a police check from the country they are coming from as well as a DBS check. Staff should be aware of the guidance from the DfE on disqualification by association with effect from February 2015.

Our school endeavours to ensure that we do our utmost to employ 'safe' staff and allow 'safe' volunteers to work with children.

Safer recruitment means that all applicants will:

- Complete an application form which includes their employment history and explains any gaps in that history.
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children.
- Provide evidence of identity and qualifications.
- If offered employment will be subject to vetting and barring checks relevant to their country of origin.
- If offered employment, provide evidence of their right to work in the UAE.
- Be interviewed by a panel of at least two school leaders, if shortlisted.

The school will:

- Ensure that every job description and person specification for roles in school includes a description of the role holder's responsibility for safeguarding.
- Verify the preferred candidate's mental and physical fitness to carry out their work responsibilities.
- Obtain references for all shortlisted candidates, including internal candidates.
- Carry out additional or alternative checks for applicants who have lived or worked outside the UAE.
- Ensure that applicants for teaching posts are not subject to a prohibition order issued by the country of origin.

All new members of staff and volunteers will undergo an induction that includes familiarisation with the school's Child Protection and Safeguarding Policy and code of conduct.

All staff are required to sign to confirm they have received a copy of the Child Protection and Safeguarding Policy and [Code of Conduct](#)

The school obtains written confirmation from supply agencies and third party organisations that they have satisfactorily undertaken all appropriate checks in respect of individuals they provide to work in the school that the school would have undertaken if they were employing the individual directly.

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.



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The school maintains a single central record of recruitment checks undertaken and ensures that the record is maintained.

Governors

All governors will be the subject of enhanced police checks.

Volunteers

Volunteers will undergo checks commensurate with their work in the school and contact with students. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

Supervised volunteers

Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role, in accordance with the school's risk assessment process and statutory guidance.

Contractors

The school checks the identity of all contractors working on site and requests police checks where appropriate. Contractors who have not undergone checks will not be allowed to work unsupervised or in regulated activity.

Safeguarding Procedures

Safeguarding procedures following an allegation: **RECORD & REPORT using the Incident Reporting Form** [Copy of Incident report template 2021.docx](#) and/or via email:

DSL: Mary Donnelly, mary.donnelly@arcadia.sch.ae

DDLS: Tia Neale, tia.neale@arcadia.sch.ae



- **Make a note immediately** of what has been said or observed, date, time and sign using pen
- Later this can be added to the My Concern portal but original notes should be kept
- DO NOT use prompts or ask leading questions. Ideally try to have a second person listening in if a person/child is making a disclosure. (Never promise a child to keep a secret).
- **Report** the incident to the designated safeguarding lead in school (the Head of Primary) using My Concern
- Share with school nurse in order to keep health records up to date, if appropriate
- Where appropriate, share your actions with the child and parent. A team around the child meeting may be helpful involving all of the support available.
- If the allegation is made about a member of staff, parent or anyone else follow the procedure
- If the allegation is made about the Head of Primary, report to a member of the school board

If a child arrives with a bruise or injury of any kind this should always be documented and school nurse informed. **Record:** time noticed, child's explanation, exact area, appearance of injury (factual colours, size), a body form can be completed, if appropriate school nurse to contact parents, in some situations home safety advice given.

Be child centered! Always keeping the child's safety in mind throughout this procedure is paramount.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect

Physical abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse



Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions taken from *Working Together to Safeguard Children* (HM Government, 2015).

Indicators of abuse

Physical signs define some types of abuse, for example bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For those reasons it is vital that staff are also aware of the range of behavioral indicators of abuse and report any concerns to the Designated Safeguarding Lead.

It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries;
- show signs of pain or discomfort;
- keep arms and legs covered, even in warm weather;
- be concerned about changing for PE or swimming;
- look unkempt and uncared for;
- change their eating habits;
- have difficulty in making or sustaining friendships;



- appear fearful;
- be reckless with regard to their own or other's safety;
- self-harm;
- frequently miss school or arrive late;
- show signs of not wanting to go home;
- display a change in behavior – from quiet to aggressive, or happy-go-lucky to withdrawn;
- challenge authority;
- become disinterested in their school work;
- be constantly tired or preoccupied;
- be wary of physical contact;
- be involved in, or particularly knowledgeable about drugs or alcohol; and/or
- display sexual knowledge or behavior beyond that normally expected for their age and/or stage of development.
- acquire gifts such as money or a mobile phone from new 'friends' or adults recently acquainted with the child's family

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw and each small piece of information will help the DSL to decide how to proceed.

It is very important that staff report all of their concerns, however minor or insignificant they may think they are – they do not need 'absolute proof' that the child is at risk.

Impact of abuse

The impact of child abuse, neglect and exploitation should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

Conduct and Discipline of Students:

Arcadia adheres to all KHDA guidelines in regards to student conduct expectations and discipline. Physical punishment of any kind is never used on students. Staff working with young children should avoid holding children, picking children up unless they are distressed and avoid being alone in a closed room with a child. Physical intervention / restraint must only be used by staff members as a last resort. All measures of restraint must use the minimum force necessary, in order to prevent harm or injury to the child. [Restraint Policy 2021.docx](#)

Staff must be mindful of the nature in which they use verbal or non-verbal communication. Discipline measures should always be handled in a manner that protects the child's dignity and self-esteem. (See the Behaviour policy)

Any inappropriate measures of conduct or discipline that results in harm to a child, by a member of staff, that constitutes any form of abuse, will result in disciplinary action.



Taking Action

Any child in any family in any school could become a victim of abuse. Staff should always maintain an attitude of “It could happen here”.

Key points for staff to remember when taking action are:

1. Teacher/ member of staff identifies concern and documents reason for referral
2. The concern will then be communicated to the DSL*immediately if there is evidence of physical or sexual abuse and certainly by the end of the day
 - Do not start your own investigation
 - Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
 - Seek support for yourself if you are distressed or need to debrief

If a member of staff or volunteer is concerned about a student’s welfare

There will be occasions when staff may suspect that a student may be at risk but have no ‘real’ evidence. The student’s behavior may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress or physical but inconclusive signs may have been noticed. In these circumstances, staff will try to give the student the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example a parent has moved out, a pet has died, a grandparent is very ill or an accident has occurred. It is fine for staff to ask the student if they are OK or if they can help in any way. Staff should report these concerns to the DSL as per any other concern about a child's welfare. Concerns which do not meet the threshold for child protection intervention will be managed through the Early Help process and the DSL will discuss this with the relevant staff that come into contact with the child if needed.

If a student discloses to a member of staff or volunteer

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual. Their abuser may have threatened what will happen if they tell. They may have lost all trust in adults. Or they may believe, or have been told, that the abuse is their own fault. Sometimes they may not be aware that what is happening is abusive. If a student talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the student know that they must pass the information on – staff are not allowed to keep secrets. The point at which they tell the student this is a matter for professional judgement. If they jump in immediately the student may think that they do not want to listen but if left until the very end of the conversation, the student may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with students staff will:

- Allow them to speak freely



- Remain calm and not overreact – the student may stop talking if they feel they are upsetting their listener
- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’
- Not be afraid of silences – staff must remember how hard this must be for the student
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the student’s mother think about all this (however, it is reasonable to ask questions to clarify understanding and to support a meaningful referral if that is required, e.g. when did this happen, where did this happen?)
- At an appropriate time tell the student that in order to help them, the member of staff must pass the information on
- Not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused
- Avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but may be interpreted by the child to mean that they have done something wrong
- Tell the student what will happen next
- Let them know that someone (either you or another named person, e.g. the DSL) will come to see them before the end of the day
- Report verbally to the DSL
- Write up their conversation as soon as possible
- Seek support if they feel distressed or need to debrief

Notifying parents

The school will normally seek to discuss any concerns about a student with their parents. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will be sought first from relevant UAE agencies.

Making a referral to Children’s Social Care

The DSL will make a referral to UAE agencies, and the police, if it is believed that a student is suffering or is at risk of suffering harm. The student (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child or create undue delay.

Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a



disastrous effect on a child's well-being and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our anti-bullying procedures. All students and parents receive a copy of the procedures on joining the school and the subject of bullying is addressed at regular intervals in advisory/transformation and discovery time.

If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the headteacher and the DSL will consider implementing 'early help' or child protection procedures.

Please also refer to issues in relation to children who are sexually harmful or abusive towards other children below.

Children with sexually harmful or inappropriate behavior

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures as above where necessary. However, there will be occasions when a student's behavior warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

Abusive behavior by one child towards another will not be tolerated, minimised or dismissed as 'banter' or 'part of growing up'.

When dealing with abuse of students by other students, staff will be mindful of the potential for prejudice-based bullying; racist, disability, homophobic and transphobic abuse; gender-based violence and teenage relationship abuse. Whilst mindful of the particular vulnerability of women and girls to violence, it is also recognised that boys as well as girls can be abused by members of the opposite as well as the same gender group.

Members of staff who become concerned about a student's sexualised behavior, including any known online sexualised behavior, should record their concerns and report them to the DSL as soon as possible, as with any other safeguarding concern.

The management of children and young people with sexually harmful behavior is complex and the school will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behavior may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

Any instances of sexual harm caused by one student to another and any situation where there are concerns about power imbalance, coercion or force will be discussed with UAE agencies, and potentially the police.

In responding to cases involving children or young people who have committed sexually abusive behaviors or where a child displays sexualised inappropriate behavior but evidence of sexual harm towards other children is not clear cut, the school may seek consultation and advice from the Lighthouse Foundation.

In deciding the most appropriate response, relevant considerations will include:



- The nature and extent of the inappropriate/abusive behaviors. In respect of sexual abuse, it is necessary to distinguish between normal childhood sexual development and experimentation; and sexually inappropriate or aggressive behavior
- The context of the abusive behaviors
- The child/young person's development, family and social circumstances
- The need for services, specifically focusing on the child/young person's harmful behavior as well as other significant needs; and/or
- The risks to self and others, including other children in the school, household, extended family, peer group and wider social network.

The school is committed to participating in plans both to provide students who are at risk from other children and those students who may present a risk to other children with appropriate services to address any concerns and, wherever possible, to facilitate ongoing access to education in school for all children concerned, subject to appropriate risk assessments and risk management plans.

Youth produced sexual imagery ('sexting')

All incidents of youth produced sexual imagery (YPSI) will be dealt with as safeguarding concerns. The primary concern at all times will be the welfare and protection of the young people involved. Young people who share sexual imagery of themselves or their peers are breaking the law. However the school believes it is important to avoid criminalising young people unnecessarily. The school will therefore work in partnership with external agencies with a view to responding proportionately to the circumstances of any incident. All incidents of YPSI should be reported to the DSL as with all other safeguarding issues and concerns. Staff will not make their own judgements about whether an issue relating to YPSI is more or less serious enough to warrant a report to the DSL. What may seem like less serious concerns to individual members of staff may be more significant when considered in the light of other information known to the DSL, which the member of staff may not be aware of. If staff become concerned about a YPSI issue in relation to a device in the possession of a student (e.g. mobile phone, tablet, digital camera), the member of staff will secure the device (i.e. it should be confiscated).

Staff will not look at or print any indecent images. The confiscated device will be passed immediately to the DSL (see 'Viewing the imagery' below).

The DSL will discuss the concerns with appropriate staff and speak to young people involved as appropriate. Parents/carers will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm.

If, at any point in the process, there is concern that a young person has been harmed or is at risk of harm, a referral will be made to UAE Agencies and police.

The police will always be informed when there is reason to believe that indecent images involve sexual acts and any child in the imagery is under 13 years of age.

The DSL will make a judgement about whether a reported YPSI incident is experimental as in Section 11 above or aggravated.



Aggravated incidents involve criminal or abusive elements beyond the creation, sending or possession of sexual images created by young people. These include possible adult involvement or criminal or abusive behavior by young people such as sexual abuse, extortion, threats, malicious conduct arising from personal conflicts, or creation or sending or showing of images without the knowledge or against the will of a young person who is pictured.

Review of what response is necessary will facilitate consideration of whether:

- There are any offences that warrant a police investigation
- Child protection procedures need to be invoked
- Parents/carers require support in order to safeguard their children
- A multi-agency sexual exploitation (MASE) meeting is required
- Any of the perpetrators and/or victims require additional support.

Examples of aggravated incidents include:

- Evidence of adult involvement in acquiring, creating or disseminating indecent images of young people (possibly by an adult pretending to be a young person known to the victim)
- Evidence of coercing, intimidating, bullying, threatening and/or extortion of students by one or more other students to create and share indecent images of themselves
- Pressure applied to a number of students (e.g. all female students in a class or year group) to create and share indecent images of themselves
- Pressurising a student who does not have the capacity to consent (e.g. due to their age, level of understanding or special educational needs) or with additional vulnerability to create and share indecent images of themselves
- Dissemination of indecent images of young people to a significant number of others with an intention to cause harm or distress (possibly as an act of so-called 'revenge porn', bullying or exploitation)
- What is known about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage or are violent
- Sharing of indecent images places a young person is at immediate risk of harm, for example the young person is presenting as suicidal or self-harming

The DSL will make a judgement about whether or not a situation in which indecent images have been shared with a small number of others in a known friendship group with no previous concerns constitutes an aggravated incident, or whether the school is able to contain the situation in partnership with all parents of the students involved, arrange for the parents to ensure that all indecent images are deleted and that the young people involved learn from the incident in order to keep themselves safe in future.

In the latter instance, the DSL will usually consult with the police to check that no other relevant information is held by those agencies and to ensure an agreed response is documented before proceeding.

Viewing the Imagery - adults should not view youth produced sexual imagery unless there is good and clear reason to do so. Wherever possible, the DSL's responses to incidents will be based on what they have been told about the content of the imagery.

Any decision to view imagery will be based on the DSL's professional judgement. Imagery will never be viewed if the act of viewing will cause significant distress or harm to a student.

If a decision is made to view imagery, the DSL will be satisfied that viewing:



- Is the only way to make a decision about whether to involve other agencies (i.e. it is not possible to establish the facts from the young people involved)
- Is necessary to report the image to a website, app or suitable reporting agency to have it taken down, or to support the young person or parent in making a report
- Is unavoidable because a young person has presented an image directly to a staff member or the imagery has been found on a school device or network

If it is necessary to view the imagery then the DSL will:

- Never copy, print or share the imagery; this is illegal
 - Ensure viewing is undertaken by the DSL or Deputy DSL with delegated authority.
 - Ensure viewing takes place with another member of staff present in the room, ideally the DDSL or a member of the senior leadership team. The other staff member does not need to view the images
 - Wherever possible ensure viewing takes place on school or college premises, ideally in the headteacher or DSL's office
 - Ensure wherever possible that images are viewed by a staff member of the same sex as the young person in the imagery
 - Record the viewing of the imagery in the student's safeguarding record, including who was present, why the image was viewed and any subsequent actions; and ensure this is signed and dated and meets the wider standards set out by Ofsted for recording safeguarding incidents
- Deletion of Images - if the school has decided that other agencies do not need to be involved, then consideration will be given to deleting imagery from devices and online services to limit any further sharing of the imagery.

Sexual exploitation of children

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people. Victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs, alcohol and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to the trafficking of children.

The school teaches children about consent and the risks of sexual exploitation in the PSHE and SRE curriculum. A common feature of sexual exploitation is that the child often does not recognise the coercive nature of the relationship and does not see her/himself as a victim. The child may initially resent what she/he perceives as interference by staff but staff must act on their concerns, as they would for any other type of abuse.

All staff are made aware of the indicators of sexual exploitation of children and all concerns are reported immediately to the DSL. The DSL will consider the need to make a referral to UAE agencies, and the police. Parents will be consulted and notified as above.

Radicalisation and Extremism

Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse.



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Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. The government defines extremism as vocal or active opposition to fundamental UAE values.

Even very young children have been exposed, in rare circumstances, to extremism at home and elsewhere including online.

As children get older, they look for adventure and excitement and they may start to ask questions about their identity and belonging. During that stage of their development they are vulnerable to extremist groups that may claim to offer answers, identity and a social network apparently providing a sense of belonging. Many of those extremist groups make sophisticated use of the internet and social media to target young people and spread their ideology, making young people more vulnerable to being influenced by extremist ideas.

The school has defined responsibilities to ensure that children are safe from terrorist and extremist material when accessing the internet in school.

During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. The school is committed to preventing students from being radicalised and drawn into any form of extremism or terrorism. The school promotes the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs by providing students with opportunities through the curriculum to discuss issues of religion, ethnicity and culture and learn how to discuss and debate points of view; and by ensuring that all students are valued and listened to within school.

School staff receive training that provides them with both the information they need to understand the risks affecting children and young people in this area, and a specific understanding of how to identify individual children who may be at risk of radicalisation and how to support them. Staff are trained to report all concerns about possible radicalisation and extremism to the DSL immediately as they would any other safeguarding concern.

The school recognises the importance of providing a safe space for children to discuss controversial issues, and building their resilience and the critical thinking skills they need in order to challenge extremist perspectives.

The school will discuss any concerns about possible radicalisation identified in school with a child's parents/carers as with any other safeguarding or child protection issue unless there is reason to believe that doing so would place the child at risk, and will also support parents/carers who raise concerns about their children being vulnerable to radicalisation.

The school expects all staff, volunteers, governors, visiting professionals, contractors and individuals or agencies that hire school premises to behave in accordance with the school's Staff Behavior Policy (Code of Conduct), will challenge the expression and/or promotion of extremist views and ideas by any adult on school premises or at school events and, when necessary, will make appropriate referrals in respect of any such adult.

Parents and staff may find the website www.educateagainsthate.com informative and useful. The website is designed to equip school and college leaders, teachers and parents with the information, tools and resources they need to recognise and address extremism and radicalisation in young people and how best to support them. The website provides information on training resources for teachers, staff and school and college leaders.

Staff reporting directly to child protection agencies



Staff should ordinarily follow the reporting procedures outlined in this policy. However, any staff member can refer their concerns directly to UAE agencies, or the police if:

- The situation is an emergency and the DSL, the deputy DSL, the headteacher and/or the chair of governors are all unavailable
- They are convinced that a direct report is the only way to ensure the student's safety, or
- For any other reason they make a judgement that a direct referral is in the best interests of the child.

In any of those circumstances, staff may make direct child protection referrals and share information without being subject to censure or disciplinary action. However, staff should inform the DSL and/or headteacher at the earliest opportunity that they have done so unless in their judgement doing so would increase the risk of harm to the child.

Involvement of outside agencies:

Useful Numbers

- Emergency services: **999**
- Arcadia Primary School: **04 552 2600**
- School Nurse: **050 899 2063**/Clinic extension **223**
- Child Protection Agency Dubai/Social services: **800 2121/ 04 429 988**
- Emergency referrals social services: **800 988**
- UAE Ministry of Interior: **+971 2 333 3999**, Email: childprotection@moi-cpc.gov.ae

Dubai Foundation for Women and Children (DFWAC)

This is the first licensed non-profit shelter in the UAE for women and children who are victims of domestic violence, child abuse and human trafficking. It was established in July 2007 by His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, to offer victims immediate protection and support services in accordance with international human rights obligations. The Foundation provides a helpline, emergency shelter, and support services to women and children victims. DFWAC aims to protect physically, sexually and emotionally abused women and children, prevent ongoing abuse and the escalation of violence and promote social awareness through education and outreach.

DFWAC provides:

- A safe shelter
- Case management
- Medical care
- Psychological support
- Counselling
- Legal, consular and immigration assistance

Helpline 800 111 or email help@dfwac.ae



•	Website	–	www.dfwac.ae
Dubai Police Human Rights Department 24/7 Duty Officer 056 6862121 Latifa Hospital Child Welfare Unit			
Tel:	04		2193000
Fax:	04		3241717
PO Box	4115	Dubai,	UAE
Working Hours:		24	Hours
Community Development Authority (Centre)			

Any child in Dubai who needs help, protection from abuse, or advice can pick up the phone and dial 800-988 any time. Four social workers and psychologists at the Child Protection Centre in Al Barsha are on standby to assist residents under 18 years of age to ensure their rights are protected and upheld. The recently opened centre under the Community Development Authority (CDA) is part of CDA's comprehensive strategy to make Dubai the most secure and ideal environment for children to live. It is tasked with rehabilitating, providing counselling, visiting and assisting children in need.

Al Ameen Reporting (Dubai & Federal Police) www.alameen.ae/en/
The Al Ameen Service officially launched in September 2003. Using this service, the people of Dubai can communicate confidentially with the authorities to keep abreast of developments in Dubai, and on issues that concern them.

Related safeguarding portfolio policies

- **Policy Links:**
- **Code of conduct** [Code of Conduct](#)
- **Behaviour** - [Behaviour and Anti-Bullying Policy](#)
- **Intimate care** - [Intimate Care Policy - Arcadia 20/21](#)
- **Complaints procedure** - [Feedback and Complaints Policy](#)
-
- **Counselling** - [Counselling Policy](#)
- **Equality and Diversity** - [Equality and Diversity Policy](#)
- **E - Safety** - [Online Safety Policy](#)
- **Safer recruitment** - [Safer Recruitment Policy 2021](#)
- **School clinic policies** - [School Clinic Policies - AY 2020 - 2021](#)
- **Attendance and lateness** - [Attendance and Lateness](#)
- **Whistle blowing? Seperate policy????**



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Policy **Implemented:** **September** **2016**
Policy Responsibility: Kephren Sherry, Head of Primary

Policy **Review** **Date** **(1):** **September** **2017**
Policy Review Date (2): September 2018
Policy Review Date (3): October 2019

Policy Review date (4) : August 2020
Policy Review Date (5): August 2021
Policy Responsibility: Mary Donnelly
Board Approval/Review: August 2021



Appendix (i) Incident Reporting Form

The form is used to report any child protection concerns or accident/injury cases if My Concern is not accessible (incidence should be accurately reported and shared with the Designated Safeguarding Lead).

Child's Name	
Class	
Reported by	
Date	
Details of the Incident or Concern	
Present at Time	
Reported to	
Level of Concern	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 1 - High concern, immediate action required 2 - Concern/incident to be monitored 3 - One off incident

Action Taken	
Signature	
Date	



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Appendix (ii) Safeguarding legislation and guidance

The Arcadia policy is derived from UK legislation which includes the following documents:

- Keeping Children Safe in Education (2016).
- Working Together to Safeguard Children (2015).
- What to do if you are worried a child is being abused (2015).
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2015).

The law and guidance set within the UAE is as follows:

- UAE Federal Law No. 3 of 2016 on children's rights (Wadeema's Law).
- UAE Department for Health, School Health Guidelines for Private Schools 2011.
- UAE School Inspection Framework 2016, Section 5 The protection, care, guidance and support of students