Newton International Academy, Smash

www.newtonschools.sch.qa

An International community of learners striving for excellence and celebrating success

NIA SMASH
SAFEGUARDING AND CHILD PROTECTION POLICY SUMMARY
2026–2027

Reviewed: July 2026 | Next Review: July 2027

Safeguarding and Child Protection: Essential Information for All Staff

Safeguarding and promoting the welfare of children is everyone's responsibility at NIA Smash. Every member of staff has a duty to protect children from harm, identify concerns at the earliest opportunity, and take appropriate action. Staff are often in the best position to notice changes in a child's behaviour, appearance, attendance, wellbeing or relationships, and should always adopt the attitude that safeguarding concerns can happen anywhere and to any child. If a concern arises, staff must never assume that someone else has reported it. Any concern, allegation or disclosure must be shared immediately with the Designated Safeguarding Lead (DSL) or one of the Deputy Designated Safeguarding Leads (DDSLs).

Keeping Children Safe in Education 2024 defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of
- safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding Leadership

Designated Safeguarding Lead: Stephanie Hardy. Deputy DSLs: Jonathan White, Lisa Davies and Khadija Abdelhafiz.
The DSL coordinates safeguarding practice, referrals, training, record keeping and liaison with external agencies. The SPCO supports safeguarding compliance, monitoring, and training in line with MOEHE requirements.

Creating a Culture of Safeguarding

Safeguarding is embedded throughout school life. Pupils are encouraged to speak to trusted adults; online safety is promoted, and staff remain professionally curious. The school recognises that safeguarding concerns may arise from attendance, wellbeing, behaviour, family circumstances or online activity.

Staff Responsibilities

Staff have a responsibility to identify children who may be suffering, or who may be at risk of suffering, abuse, neglect, or exploitation. This includes recognising that abuse can take place both online and offline and may be

facilitated through technology, artificial intelligence, social media, or digital devices. Staff should maintain professional curiosity and remain alert to signs that a child may require support or early help. Concerns should always be reported, discussed, and recorded, even if staff are uncertain whether a situation meets the threshold for safeguarding intervention.

Record Keeping

Accurate record keeping is an essential safeguarding responsibility. All concerns, discussions, actions, and decisions must be recorded in writing. Records should include the date, time, location, and context of the concern, together with the child's exact words wherever possible. Staff should clearly distinguish between facts, observations, allegations and opinions and ensure that any injuries or visible marks are accurately recorded. These records may be used as part of safeguarding investigations or legal proceedings and must therefore be factual and objective.

Responding to Disclosures

If a child makes a disclosure, staff should remain calm, listen carefully, and allow the child to speak freely without interruption. Open questions such as "Can you tell me what happened?" may be used to encourage the child to talk, but staff must not investigate, ask leading questions or seek additional details. Children should be reassured that they have done the right thing by speaking out and should be informed that the information will need to be shared with the DSL in order to keep them safe. The role of staff is to listen, record and report, not to investigate.

All staff must identify concerns, attend safeguarding training, maintain professional boundaries, record concerns accurately, and report concerns immediately. Staff must never assume another person has reported a concern.

Early Help and Wellbeing

The school recognises the importance of early intervention. Staff should be aware of pupils who may require additional support due to SEND, attendance concerns, family difficulties, emotional wellbeing needs, or vulnerability to exploitation. Mental health is recognised as a key safeguarding consideration.

Confidentiality

Safeguarding information is confidential and shared only on a need-to-know basis. Records must be accurate, factual, secure, and include actions taken and outcomes. Staff must not promise complete confidentiality where a child may be at risk.

Child-on-Child Abuse

The school recognises that children can abuse other children. This includes bullying, cyberbullying, sexual harassment, sexual violence, image sharing, online abuse and physical abuse. All concerns are taken seriously and managed through safeguarding procedures.

Online Safety, AI and Recording Devices

The school teaches safe and responsible technology use. Unauthorised recording using mobile phones, smart watches, smart glasses, recording earbuds, AI-enabled devices and body cameras is prohibited, particularly in safeguarding-sensitive areas.

Recognising Abuse

Staff must recognise physical abuse, emotional abuse, sexual abuse, and neglect. Indicators should always be considered within the wider context of the child’s circumstances and reported appropriately.

Visitors and Reporting Procedures

All staff and visitors must sign in, wear identification lanyards, and follow safeguarding procedures. Reporting Process: Concern Identified → Listen, Record and Reassure → Report to DSL/DDSL → Risk Assessment → Support, Monitoring or Referral → Review and Follow-Up.

Appendix– KCSIE Which sections should I read and understand:
https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_educatio n_from_1_September_2025.pdf

Summary	All Staff		Pages 4-7
Part 1	Safeguarding Information for all staff	All Staff working directly with children, Principal & SLT	Pages 8-24
Part 2	The management of safeguarding	Principal, SLT, School Nurses, DSL and Deputy DSL, SENDCo	Pages 25-55
Part 3	Safer recruitment	Principal, SLT, DSL, HR (and any staff involved in interviewing candidates)	Pages 56-91
Part 4	Allegations of abuse made against teachers, and other staff, including supply teachers and volunteers.	Principal, SLT, DSL and Deputy DSL and HR	Pages 92-110
Part 5	Child on Child Sexual Violence and Sexual Harassment	All staff in direct contact with Pupils, Principal & SLT	Pages 111-142
Annex A	Safeguarding Information for school and college staff	All staff not working directly in contact with pupils	Pages 143-147
Annex B	Further Information	All Staff working directly with Children, Principal & SLT	Pages 148-169
Annex C	Role of the designated safeguarding lead	Principal, DSL, Deputy DSL, SLT and HR	Pages 170-176
Annex D	Host families - homestay during exchange visits	Not applicable	Pages 177-179
Annex E	Statutory guidance - Regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised	Principal, DSL, Deputy DSL, SLT, Trip leaders if applicable, Head of PE	Pages 180-182
Annex F	Table of substantive changes	DSL and Deputy DSL & Principal	Pages 183