

NEWTON INTERNATIONAL ACADEMY LUSAIL

<https://newtonschoools.sch.qa/campuses/newton-international-academy-lusail/>

An International community of learners striving for excellence and celebrating success



Newton International Academy Lusail Safeguarding and Child Protection Policy

2026 - 2027



Last Review: August 2026

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Reviewer: Policy Committee

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Safeguarding and Child Protection Policy

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VISION

An international community of learners, striving for excellence, and celebrating success.

MISSION

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

RATIONALE

Safeguarding and promoting the welfare of children is a fundamental responsibility of Newton International Academy Lusail. The school is committed to providing a safe, supportive and child centred environment in which the welfare and best interests of every pupil are paramount.

Safeguarding is everyone's responsibility. All staff, irrespective of their role or responsibilities, have a duty to remain vigilant, recognise potential safeguarding concerns and take appropriate action when they are concerned about a pupil's safety or welfare. Safeguarding is embedded within the culture, procedures and daily practice of the school and is not the responsibility of the safeguarding team alone.

For the purposes of this policy, safeguarding and promoting the welfare of children includes protecting children from maltreatment, abuse, neglect and exploitation; preventing impairment of children's physical and mental health or development; ensuring that children are provided with safe and effective care; and taking appropriate action to enable all children to achieve the best possible outcomes.

NIA Lusail has regard to current safeguarding guidance and international best practice, including Keeping Children Safe in Education 2026, while operating within the legal, regulatory and cultural context of Qatar and the safeguarding procedures of the Newton Group of Schools.

The school adopts a child centred approach to safeguarding. Pupils should feel safe, listened to and confident that concerns will be taken seriously. All safeguarding decisions and actions should consider the pupil's welfare, voice, individual circumstances and best interests.

POLICY STATEMENT

NIA Lusail is committed to safeguarding and promoting the welfare of all pupils and expects all staff, volunteers, visitors and those working on behalf of the school to share this commitment.

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The school will maintain a safeguarding culture in which:

- The welfare and best interests of the pupil are central to safeguarding decisions and actions.
- All pupils are treated with dignity and respect and are provided with appropriate opportunities to express concerns and be heard.
- Safeguarding concerns are recognised, reported, recorded and acted upon promptly.
- Staff understand their individual safeguarding responsibilities and know how and to whom concerns must be reported.
- Appropriate support is provided to pupils where concerns about their welfare, safety or wellbeing are identified.
- Safeguarding information is handled confidentially and shared only with those who need the information to protect and support the pupil.
- Safer recruitment, appropriate professional conduct, staff training and clear reporting procedures contribute to a safe school environment.
- Safeguarding practice is monitored and reviewed to ensure that procedures remain effective and are consistently implemented across the school.

POLICY AIMS

This policy aims to:

- Establish a clear and consistent whole school approach to safeguarding and child protection.
- Ensure that all staff understand their responsibility to safeguard pupils, recognise potential concerns and respond appropriately.
- Ensure that pupils know how and where to seek help and feel confident that concerns will be listened to and taken seriously.
- Provide clear procedures for reporting, recording, assessing, monitoring and escalating safeguarding concerns.
- Identify pupils who may require additional support or protection and ensure that appropriate action is taken at the earliest opportunity.
- Ensure that safeguarding concerns and disclosures are managed in a timely, child centred and confidential manner.
- Maintain effective communication and information sharing between relevant staff, safeguarding leaders, parents and external agencies where appropriate.
- Ensure appropriate procedures are followed when concerns or allegations relate to adults working with pupils.
- Promote safe recruitment practices, appropriate professional conduct and effective safeguarding training and induction.
- Support a school culture in which safeguarding is understood as a shared responsibility and pupils' welfare remains central to decision making.

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DESIGNATED SAFEGUARDING LEAD AND DEPUTY DESIGNATED SAFEGUARDING LEADS

NIA Lusail has appointed a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) across the different phases of the school to ensure appropriate safeguarding leadership and effective cover.

The safeguarding team is:

- Designated Safeguarding Lead: Mr. Dewaldt Meyer, Deputy Principal.
- Deputy Designated Safeguarding Lead, EYFS: Ms. Hannah Green, Head of EYFS.
- Deputy Designated Safeguarding Lead, Primary: Mr. Johan Oberholzer, Deputy Head of Primary (Pastoral).
- Deputy Designated Safeguarding Lead, Secondary: Ms. Elizabeth Maria, Deputy Head of Secondary (Pastoral).
- Deputy Designated Safeguarding Lead, Arabic: Ms. Khadega Mohammed, Arabic Coordinator.

Central Safeguarding Email: safeguarding.nialusail@newtonschools.sch.qa

The central safeguarding email is the school's main published email address for reporting safeguarding concerns and is prominently displayed on safeguarding information and safeguarding roll up banners throughout the school. The account is accessible to the DSL and authorised Deputy DSLs to support the timely receipt, review and follow up of safeguarding concerns.

Safeguarding concerns may also be reported directly to the DSL or any Deputy DSL, either in person or through their individual school email addresses. Where a concern is urgent or there is an immediate risk to a pupil, the DSL or a Deputy DSL must be contacted directly in person, or through the quickest available means, without delay.

All members of the DSL team are trained to Level 3 safeguarding and child protection. The Deputy DSLs are trained to the same safeguarding level as the DSL and provide appropriate safeguarding cover across the school.

The DSL has overall lead responsibility for safeguarding and child protection at NIA Lusail. Safeguarding activities may be undertaken by an appropriately trained Deputy DSL; however, overall lead responsibility remains with the DSL.

The DSL and Deputy DSLs are responsible for:

- Providing advice and support to staff regarding safeguarding and child protection concerns.
- Receiving and responding to safeguarding concerns and disclosures without unnecessary delay.
- Assessing concerns and determining appropriate safeguarding actions, support, monitoring or escalation.
- Ensuring that safeguarding concerns, decisions, actions and outcomes are appropriately recorded and followed up.
- Coordinating appropriate support for pupils where safeguarding or welfare concerns have been identified.
- Working with the Principal, School Counsellor, relevant school leaders, Newton Group Higher Management and external agencies where appropriate.

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- Ensuring that safeguarding information is shared appropriately and only with those who need the information to safeguard and support the pupil.
- Supporting safeguarding training, awareness and the consistent implementation of safeguarding procedures across the school.
- Maintaining appropriate safeguarding cover so that a DSL or Deputy DSL is available during the school day to respond to concerns.

The names, roles and central contact details of the safeguarding team are communicated to staff, pupils, parents and visitors. The central safeguarding email address is prominently displayed throughout the school, including on safeguarding roll up banners positioned at the main school entrances and exits.

ROLES AND RESPONSIBILITIES

Safeguarding is the responsibility of everyone working within NIA Lusail. All staff must understand their individual responsibilities and follow the procedures set out in this policy.

All staff are responsible for:

- Maintaining a vigilant and child centred approach to safeguarding.
- Being familiar with this policy and know the identity of the DSL and Deputy DSLs.
- Recognising potential indicators of abuse, neglect, exploitation or other safeguarding concerns.
- Listening appropriately when a pupil raises concern or makes a disclosure and never promising confidentiality.
- Reporting safeguarding concerns or disclosures promptly in accordance with the procedures set out in this policy.
- Making an accurate, factual and timely written record of concerns and disclosures.
- Sharing safeguarding information only on a need-to-know basis and maintaining appropriate confidentiality.
- Maintaining appropriate professional boundaries and following the school's Staff Code of Conduct.
- Participating in required safeguarding training, updates and induction.
- Immediately raise concerns about the conduct of another adult in accordance with the procedures for allegations and low-level concerns set out in this policy.

The Principal is responsible for:

- Promoting a strong safeguarding culture across the school and ensuring that safeguarding remains a whole school priority.
- Supporting the DSL in ensuring that appropriate safeguarding procedures, resources and arrangements are in place.
- Working with the DSL in relation to serious safeguarding concerns and ensuring appropriate escalation to Newton Group Higher Management where required.
- Ensuring that concerns or allegations relating to members of staff are managed in accordance with this policy and relevant Newton Group procedures.
- Ensuring that safeguarding remains subject to appropriate leadership oversight and review.

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The School Counsellor

The School Counsellor plays an integral role in the school's safeguarding and child protection provision and works closely with the DSL, Deputy DSLs, Principal and relevant staff. The School Counsellor may receive safeguarding concerns or disclosures directly from pupils, staff, parents or other members of the school community and must ensure that these are reported and recorded in accordance with the procedures set out in this policy.

The School Counsellor contributes to the assessment and ongoing management of safeguarding concerns and may provide pastoral and emotional support, targeted intervention, monitoring and follow up for pupils. The School Counsellor has appropriate access to safeguarding records and contributes to safeguarding discussions and decision making where relevant.

SAFEGUARDING TRAINING AND INDUCTION

NIA Lusail is committed to ensuring that all individuals working with pupils have the knowledge, understanding and confidence required to recognise safeguarding concerns and respond appropriately.

All administrative and teaching staff receive safeguarding and child protection training to at least Level 1. The DSL and all Deputy DSLs are trained to Level 3 to ensure appropriate safeguarding expertise and effective safeguarding cover across the school.

Safeguarding and child protection training is completed annually during Preparation Week at the beginning of each academic year. This ensures that safeguarding responsibilities, reporting procedures, professional expectations and any changes to school procedures or relevant safeguarding guidance are reinforced before pupils begin the academic year.

As part of the school's safeguarding expectations, all staff must read Part One of the current Keeping Children Safe in Education (KCSIE) guidance in full and confirm that they have read and understood it. School leaders and staff who work directly with children should also read Annex A, which provides further information on specific safeguarding issues.

Any member of staff who joins NIA Lusail after the annual Preparation Week must receive appropriate safeguarding training and induction as part of their onboarding process and before assuming responsibilities involving pupils.

All individuals who work at NIA Lusail and who may interact with pupils, whether during the normal school day or through extracurricular activities, external clubs, enrichment programmes or other school organised activities, must have completed appropriate safeguarding training before they are permitted to work with or interact with pupils. This requirement applies to school employees as well as external coaches, instructors, activity providers and other individuals engaged to work with pupils. The school must ensure that appropriate evidence of safeguarding training is obtained or that the required safeguarding training is completed before pupil contact takes place.

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Annual safeguarding training and safeguarding induction include, as appropriate:

- The Safeguarding and Child Protection Policy.
- The identity and contact arrangements of the DSL and Deputy DSLs.
- Individual responsibilities for safeguarding and promoting the welfare of pupils.
- How to recognise potential signs and indicators of safeguarding concerns.
- The procedures for reporting and recording safeguarding concern or disclosure.
- The Safeguarding Disclosure/Concern Form and where it can be accessed.
- Expectations regarding confidentiality and appropriate information sharing.
- Professional conduct and appropriate boundaries when working with pupils.
- Procedures for raising concerns about the conduct of another adult, including allegations and low-level concerns.
- Relevant online safety and digital safeguarding expectations.

Safeguarding awareness is reinforced throughout the academic year through appropriate updates, briefings, professional development and communication. Additional training or guidance is provided where safeguarding concerns, emerging risks, changes to procedures or developments in relevant guidance indicate that this is necessary.

Staff must confirm that they have received and understood the safeguarding information and procedures relevant to their role. Appropriate safeguarding training records are maintained by the school to monitor completion and ensure that individuals required to work with pupils have received the necessary training.

RECOGNISING SAFEGUARDING CONCERNS

All staff must remain alert to signs that a pupil may require safeguarding support or protection. Safeguarding concerns may arise from a single incident, a disclosure, an observed change in behaviour or presentation, information provided by another person, or a pattern of concerns that becomes apparent over time.

The four main categories of abuse are:

- Physical abuse: deliberately causing physical harm to a child or placing a child at risk of physical harm.
- Emotional abuse: persistent behaviour or treatment that has a harmful effect on a child's emotional development, wellbeing or sense of safety and self-worth.
- Sexual abuse: involving or exposing a child to sexual activity, behaviour or material that is inappropriate, exploitative or abusive.
- Neglect: the persistent failure to meet a child's basic physical, emotional, educational or safety needs where this is likely to cause harm to the child's health or development.

Staff should also remain alert to other safeguarding concerns, including:

- Child on child abuse, including bullying, harassment, harmful behaviour and inappropriate or abusive conduct between pupils.
- Online abuse, exploitation, cyberbullying and other risks arising through digital technology, social media or online communication.

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- Exploitation, coercion, grooming or manipulation by adults or other children.
- Domestic or family circumstances that may adversely affect a pupil's safety or wellbeing.
- Significant or unexplained changes in behaviour, emotional wellbeing, attendance, engagement or academic performance.
- Repeated or unexplained injuries or other physical indicators that raise concern.
- Persistent hunger, poor hygiene, inappropriate clothing or other indicators that a pupil's basic needs may not be adequately met.
- A pupil appearing unusually fearful, withdrawn, distressed, anxious or reluctant to go home or be with a particular person.
- Concerning or unexplained patterns of absence from school.
- Any disclosure, statement, behaviour or information that causes a member of staff to have a reasonable concern about a pupil's safety or welfare.

The presence of an individual indicator does not necessarily mean that abuse or neglect has occurred. Equally, staff must not wait for definitive evidence or attempt to investigate a concern themselves. Where there is uncertainty, a pattern of indicators, or a concern about a pupil's welfare, the matter must be reported in accordance with this policy so that it can be appropriately assessed by the safeguarding team.

PUPILS WITH ADDITIONAL SAFEGUARDING VULNERABILITIES

Some pupils may face additional barriers to recognising, communicating or reporting safeguarding concerns and may therefore require increased awareness, support or professional curiosity from staff. Staff must not assume that changes in behaviour, communication, attendance or presentation are simply related to a pupil's individual circumstances or additional needs.

Pupils who may be particularly vulnerable can include:

- Pupils with special educational needs and disabilities.
- Pupils with communication difficulties or barriers that may affect their ability to express concerns.
- Pupils receiving support from the Learning Enrichment Department.
- Pupils experiencing emotional, social or family difficulties.
- Pupils experiencing bullying, discrimination, isolation or difficulties with peer relationships. Pupils with persistent or concerning patterns of absence from school.
- Pupils who are new to the school, new to the country or experiencing significant changes in their personal circumstances.
- Pupils whose home or family circumstances may increase their vulnerability.
- Pupils who have previously been the subject of safeguarding or welfare concerns.

Staff should remain alert to the possibility that safeguarding indicators may be overlooked, misunderstood or attributed to a pupil's additional needs or circumstances. Where a member of staff has a concern, the same safeguarding reporting procedures apply regardless of the pupil's individual needs, background or circumstances.

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Where additional vulnerability is identified, the safeguarding team should work with relevant staff, including the School Counsellor, Learning Enrichment Department, pastoral staff and phase leaders as appropriate, to ensure that reasonable and proportionate support, monitoring and safeguarding arrangements are in place.

RESPONDING TO A SAFEGUARDING CONCERN OR DISCLOSURE

Any safeguarding concern or disclosure must be taken seriously and acted upon promptly. Staff must not delay reporting a concern because they are uncertain whether it meets a particular threshold or because they believe another person may already be aware of it. The safeguarding team is responsible for assessing the information and determining the appropriate next steps.

If a pupil makes a disclosure or raises a concern, the member of staff should:

- Remain calm, listen carefully and allow the pupil to speak in their own words.
- Take the pupil seriously and respond in a supportive and reassuring manner.
- Avoid expressing shock, disbelief or judgement.
- Not ask leading or investigative questions. Questions should only be used where necessary to clarify what the pupil is communicating.
- Never promise confidentiality and explain, in an age-appropriate manner, that the information may need to be shared with people who can help keep them safe.
- Not confront the person who is alleged or suspected to have caused harm.
- Make an accurate and factual written record as soon as possible, including the pupil's own words where relevant.
- Report the concern or disclosure without unnecessary delay through the school's safeguarding reporting procedure.

Where there is an immediate or serious concern about a pupil's safety, the member of staff must contact the DSL or a Deputy DSL immediately. The written Safeguarding Disclosure/Concern Form must then be completed as soon as practicable. Completion of the form must never delay an immediate safeguarding response.

Staff must not investigate safeguarding concerns themselves, determine whether an allegation is true, or decide that a concern is not sufficiently serious to report. Their responsibility is to recognise, respond, record and report. Assessment, safeguarding decision making and further action are the responsibility of the DSL or an appropriately trained Deputy DSL.

If the DSL is unavailable, the concern must be reported to a Deputy DSL. The absence or unavailability of a particular safeguarding lead must never delay the reporting of a concern or action necessary to protect a pupil.

REPORTING A SAFEGUARDING CONCERN OR DISCLOSURE

NIA Lusail provides clear and accessible routes for staff, pupils, parents, visitors and other members of the school community to raise safeguarding concerns. A concern should be reported as soon as possible and must never be delayed because a person is unsure which reporting route to use.

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The central safeguarding email, safeguarding.nialusail@newtonschoools.sch.qa, is the school's main published email address for reporting safeguarding concerns. The account is accessible to the DSL and authorised Deputy DSLs and is monitored to ensure that concerns are received and followed up appropriately.

Staff may report a safeguarding concern or disclosure by:

- Completing the Safeguarding Disclosure/Concern Form available on the school Shared Drive and submitting it to the DSL, a Deputy DSL or their line manager.
- Completing a printed Safeguarding Disclosure/Concern Form available from Main Reception and submitting it to the DSL, a Deputy DSL or their line manager.
- Reporting the concern directly to the DSL or a Deputy DSL, either in person or through their individual school email address.
- Using the central safeguarding email at safeguarding.nialusail@newtonschoools.sch.qa.

Where a safeguarding concern is urgent, serious or there is an immediate risk to a pupil, the DSL or a Deputy DSL must be contacted directly in person, or through the quickest available means, without delay. Completion of documentation or sending an email must not delay an immediate safeguarding response.

Where a safeguarding concern is reported to a line manager or another member of staff, that person must ensure that the information is passed to the DSL or a Deputy DSL without unnecessary delay. Receiving a concern does not remove the responsibility to escalate it appropriately.

Pupils may raise a safeguarding concern with any member of staff with whom they feel comfortable. The member of staff receiving the concern must listen appropriately and follow the reporting procedures set out in this policy.

Parents, visitors and other members of the school community may report safeguarding concerns through any of the following routes:

- Speaking directly to the DSL, a Deputy DSL or another available member of staff.
- Emailing safeguarding.nialusail@newtonschoools.sch.qa.
- Scanning the safeguarding QR code displayed on the safeguarding roll up banners and completing the online safeguarding reporting form.

The central safeguarding email and QR code are prominently displayed on safeguarding roll up banners positioned at the main school entrances and exits.

No individual is expected to determine whether a concern is sufficiently serious before reporting it. Where there is uncertainty, the concern should be reported and the DSL or an appropriately trained Deputy DSL will determine the appropriate response.

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RECORDING, CONFIDENTIALITY AND MONITORING OF SAFEGUARDING CONCERNS

All safeguarding concerns, disclosures, decisions and actions must be recorded accurately and handled securely. Safeguarding records are confidential and must be accessible only to those who require the information to fulfil their safeguarding responsibilities.

When recording a concern or disclosure, staff must:

- Record the information as soon as practicable after the concern is identified or the disclosure is made.
- Provide a clear, factual and objective account of what was observed, heard or disclosed.
- Record the pupil's own words where relevant and distinguish clearly between fact, observation and professional opinion.
- Include the date and time of the concern or disclosure and the date and time the record was completed.
- Identify the person completing the record and any person to whom the concern has already been reported.
- Avoid speculation, assumptions or personal interpretations that are not supported by the information available.

Safeguarding disclosures and concerns are recorded on the school's confidential safeguarding recording sheet held securely on the school drive. Access is restricted to the safeguarding team, Principal and School Counsellor.

The DSL and Deputy DSLs must ensure that safeguarding records provide a clear chronology of concerns and, where applicable, subsequent decisions, actions, support, monitoring, communication and outcomes. Records must be sufficiently clear to demonstrate how a concern was considered, what action was taken and whether further follow up is required.

Safeguarding information must be shared on a need to know basis and only where this is necessary to safeguard or support a pupil. Staff must not discuss safeguarding matters with colleagues or other individuals who do not have a legitimate reason to receive the information.

Safeguarding is a standing agenda item within Wider Leadership meetings and the weekly Heads of School meetings. Relevant safeguarding matters, patterns and required actions are reviewed as appropriate while maintaining necessary confidentiality. Additional safeguarding meetings are convened where a serious concern, disclosure or developing situation requires more immediate or detailed consideration.

Open safeguarding concerns must be monitored and followed up until the safeguarding team is satisfied that appropriate action and support have been provided or the matter has been appropriately escalated. Where new information becomes available, this must be added to the safeguarding record and considered alongside the existing chronology.

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EARLY HELP AND EARLY INTERVENTION

NIA Lusail recognises that pupils may require additional support before a concern reaches the level of a serious child protection matter. Identifying concerns early and providing appropriate support can prevent difficulties from escalating and help safeguard a pupil's welfare and wellbeing.

Where a safeguarding or welfare concern is identified, the DSL or a Deputy DSL should consider whether early help or additional school based support would be appropriate. Support should be proportionate to the pupil's needs and circumstances and may involve relevant members of the school's pastoral and support structure.

Early help and intervention may include:

- Support from the School Counsellor.
- Increased pastoral support and regular check-ins with an appropriate member of staff.
- Support from the pupil's class teacher, tutor, phase leader or Head of School.
- Support from the Learning Enrichment Department where additional learning or communication needs are relevant.
- Appropriate monitoring of attendance, behaviour, wellbeing or changes in presentation.
- Communication and partnership with parents or carers where appropriate.
- A coordinated support plan where several areas of need have been identified.
- Referral or escalation to appropriate external support where the pupil's needs cannot be adequately addressed through school-based intervention.

The DSL or an appropriately trained Deputy DSL should maintain oversight of safeguarding concerns receiving early help and ensure that agreed actions are recorded, monitored and reviewed. Where support is not resulting in sufficient improvement, concerns increase, new information becomes available or the pupil may be at risk of significant harm, the safeguarding response must be reconsidered and escalated as appropriate.

Early help must not be used as a substitute for immediate safeguarding action where there is reason to believe that a pupil is at serious or immediate risk of harm.

SERIOUS SAFEGUARDING CONCERNS AND ESCALATION

Where a safeguarding concern indicates that a pupil may be at serious or immediate risk of harm, the matter must be treated as a priority and escalated without delay.

The DSL or an appropriately trained Deputy DSL will assess the information available and determine the immediate safeguarding action required. The Principal must be informed of serious safeguarding concerns and involved in the school's response, unless the concern relates directly to the Principal.

Where necessary, immediate protective arrangements must be put in place to safeguard the pupil while further action is determined. The pupil's safety and welfare must remain the primary consideration throughout the process.

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The escalation route for serious safeguarding concerns at NIA Lusail is:

- The concern is reported immediately to the DSL or a Deputy DSL.
- The DSL assesses the concern and informs the Principal.
- Where the concern is serious, Newton Group Higher Management is informed without delay.
- Where external intervention is required, the matter is referred to the relevant authority or agency in Qatar in accordance with applicable requirements and Newton Group procedures.
- All decisions, actions, communications, referrals and outcomes are recorded within the pupil's confidential safeguarding record.

Where there is an immediate risk to a pupil's safety, safeguarding action must not be delayed while waiting for a scheduled meeting, completion of routine documentation or normal internal reporting arrangements.

The DSL must ensure that serious safeguarding concerns remain under active review and that agreed actions are followed through. Where the level of risk increases, new information becomes available or the response provided is not sufficient to safeguard the pupil, the matter must be escalated further.

WHISTLEBLOWING, ALLEGATIONS AGAINST STAFF AND OTHER ADULTS

Any allegation or safeguarding concern involving a member of staff, volunteer, contractor, external provider or other adult working with pupils must be taken seriously and reported without delay. Where a member of staff has a safeguarding concern about the practice or conduct of another adult, the concern should be raised through the appropriate safeguarding, low level concern or allegations procedure set out in this policy.

All staff have a professional responsibility to raise concerns where they believe that safeguarding procedures are not being followed, a concern has not been acted upon appropriately, unsafe practice is occurring, or the conduct of an adult may place pupils at risk.

Safeguarding concerns must never be withheld because of concerns about hierarchy, working relationships or possible repercussions.

This includes concerns about conduct within or outside the school (including online) where that conduct may indicate that the individual presents a safeguarding risk to pupils.

Where the concern relates to the school's handling of safeguarding, a failure to act on a reported concern, or wider unsafe practice, the member of staff should raise the matter with the DSL or Principal. Where the concern relates to the Principal, or where the member of staff reasonably believes that the concern has not been appropriately addressed at school level, the matter should be escalated to Newton Group Higher Management through the appropriate Group reporting procedures.

Staff who raise genuine safeguarding concerns in good faith should be able to do so without fear of retaliation or disadvantage. Concerns must be handled sensitively, appropriately and in accordance with the Newton Group Whistleblowing Policy.

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An allegation may relate to an adult who has:

- Behaved in a way that has harmed a pupil or may have harmed a pupil.
- Possibly committed an offence against or related to a pupil.
- Behave towards a pupil or pupils in a way that indicates they may pose a risk of harm.
- Behaved in a way that raises serious concerns about their suitability to work with children.

Where an allegation concerns a member of staff or another adult working within the school:

- The concern must be reported immediately to the Principal.
- The DSL and Principal will consider the information available and determine the immediate safeguarding actions required.
- The HR Manager must be informed and involved as appropriately in relation to staff procedures.
- Appropriate measures must be taken to safeguard the pupil or pupils concerned while the allegation is considered.
- The individual who is the subject of the allegation must not investigate the matter or approach the pupil, family or other individuals involved regarding the allegation.
- Newton Group Higher Management must be informed where the nature or seriousness of the allegation requires escalation.
- Where required, the matter must be referred to the appropriate authority or external agency in Qatar.
- A clear and confidential record must be maintained of the allegation, decisions made, actions taken and the outcome.

Where an allegation concerns the DSL, it must be reported directly to the Principal, who will assume responsibility for ensuring that the appropriate safeguarding and staff procedures are followed.

Where an allegation concerns the Principal, it must not be managed by the Principal. The concern must be reported to the DSL or HR Manager and escalated without delay to Newton Group Higher Management.

The school must consider whether temporary protective measures are required while an allegation is being considered. Any decision regarding changes to duties, restrictions on contact with pupils or suspension must be based on the circumstances and level of risk and managed through the appropriate school, HR and Newton Group procedures. Suspension must not be treated as an automatic response to an allegation.

Safeguarding the pupil remains the priority throughout the process. At the same time, allegations must be managed fairly, confidentially and without unnecessary disclosure of information. No conclusion should be reached until the matter has been appropriately considered and investigated through the relevant procedures.

Where an allegation is substantiated, the school and Newton Group will take appropriate safeguarding, disciplinary and employment action and make any required referral or notification to the relevant authority.

LOW LEVEL CONCERNS ABOUT STAFF AND OTHER ADULTS

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Safeguarding and Child Protection Policy

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<https://newtonschoools.sch.qa/campuses/newton-international-academy-lusail/>

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NIA Lusail promotes a culture in which concerns about the conduct of adults are raised promptly and appropriately, including concerns that may not meet the threshold of a safeguarding allegation. A low level concern does not mean that the concern is insignificant. It refers to behaviour that may be inconsistent with expected professional conduct or appropriate boundaries but does not, on the information currently available, indicate that the adult has harmed a pupil or poses an immediate risk of harm.

Low level concerns may arise from observed behaviour, information shared by another person, a complaint or disclosure, or conduct that causes unease about an adult's interaction with pupils.

Staff must report low level concerns rather than attempting to determine independently whether the behaviour is sufficiently serious to warrant further action.

Low level concerns must be:

- Reported promptly to the DSL or Principal.
- Shared with the HR Manager where the concern relates to the conduct of a member of staff.
- Recorded factually and confidentially, including the nature of the concern and any action taken.
- Considered in the context of the Staff Code of Conduct, professional boundaries and safeguarding expectations.
- Reviewed alongside any previous concerns relating to the same individual so that patterns or repeated behaviour can be identified.
- Escalated through the allegations procedure where further information or a developing pattern indicates that the safeguarding threshold may have been met.

The DSL, Principal and HR Manager, as appropriate, will determine whether guidance, additional supervision, training, management action, disciplinary procedures or further safeguarding action is required.

Low level concerns must be handled sensitively and confidentially. Records must be retained securely and access restricted to those with a legitimate responsibility for safeguarding or staff management.

Where there is uncertainty about whether a concern constitutes a low level concern or meets the threshold for an allegation, the matter must be treated cautiously and referred to the DSL and Principal for consideration. The concern must not be dismissed simply because the appropriate threshold is unclear.

CHILD ON CHILD ABUSE

NIA Lusail recognises that pupils can experience safeguarding concerns and abuse from other pupils, both in person and online. This may include bullying, physical abuse, harassment, coercion, harmful sexual behaviour or other behaviour that causes or may cause harm.

Such concerns must not be dismissed as banter, joking or normal behaviour between pupils. Where behaviour between pupils raises a safeguarding concern, staff must report and record it in accordance with the safeguarding procedures set out in this policy. The safeguarding team will determine the appropriate response and support required.

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Where the behaviour also constitutes a breach of school behaviour expectations, the school's Behaviour Policy may be applied alongside the safeguarding response.

CHILDREN ABSENT FROM EDUCATION

Regular attendance is an important safeguarding consideration. Unexplained, repeated or prolonged absence may indicate that a pupil requires additional support or may be at risk of harm.

The school monitors attendance and follows up unexplained absences in accordance with the Attendance Policy.

Where a pupil is absent without explanation, appropriate and timely attempts will be made to establish the reason for the absence and the pupil's whereabouts.

Where contact cannot be established, absence becomes persistent, a pupil's whereabouts cannot be confirmed, or the circumstances otherwise raise a safeguarding concern, the matter must be referred to the DSL or a Deputy DSL.

The safeguarding team will consider the pupil's known circumstances, safeguarding history and any other relevant information and determine whether additional monitoring, parental contact, support, escalation to Newton Group Higher Management or referral to an appropriate external authority or agency is required.

Safeguarding concerns, actions and relevant attempts to establish the pupil's whereabouts will be appropriately recorded.

ONLINE SAFETY

Online safety is an integral part of safeguarding at NIA Lusail. Pupils may be exposed to safeguarding risks through the internet, social media, messaging platforms, online games and other digital technologies, both within and outside the school environment.

Any online incident that raises a safeguarding concern must be reported to the DSL or a Deputy DSL and managed through the safeguarding procedures set out in this policy. Online safety education and the appropriate use of technology are addressed through the school's curriculum, safeguarding education and relevant digital and online safety procedures.

SAFEGUARDING THROUGH THE CURRICULUM AND PUPIL AWARENESS

NIA Lusail supports pupils in developing the knowledge and confidence to recognise unsafe situations, seek help and make appropriate choices. Safeguarding themes are reinforced through age appropriate learning opportunities, assemblies, tutor provision, Character Education and P4C, online safety education and relevant areas of the curriculum.

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Pupils are regularly reminded that they can speak to any trusted member of staff if they have a concern about themselves or another pupil. Staff must listen to concerns appropriately and follow the safeguarding reporting procedures set out in this policy.

SAFEGUARDING INFORMATION AND PARTNERSHIP WITH PARENTS

NIA Lusail recognises that effective safeguarding is strengthened through appropriate partnership with parents and carers. The school aims to maintain open and constructive communication regarding pupils' welfare and to ensure that parents understand the school's safeguarding responsibilities.

Parents will normally be informed where safeguarding or welfare concerns arise and involved in appropriate support for their child. However, information may be shared or action taken without prior parental involvement where informing a parent could increase the risk to the pupil, compromise a safeguarding response or otherwise not be in the pupil's best interests.

Safeguarding information will be handled confidentially and shared only where appropriate and necessary to protect and support the pupil.

SAFEGUARDING OVERSIGHT AND GOVERNANCE

The Newton Group Board has legislative responsibility and strategic oversight for safeguarding and child protection arrangements across the school. The Principal and DSL are responsible for ensuring that safeguarding arrangements are effectively implemented, monitored and reviewed within NIA Lusail.

The Board maintains oversight of safeguarding arrangements and ensures that safeguarding policies, procedures and training are effective and appropriately implemented. In carrying out its safeguarding responsibilities, the Board has regard to current Keeping Children Safe in Education guidance and applicable requirements.

Safeguarding forms part of the school's ongoing leadership oversight and is regularly considered through relevant leadership meetings and safeguarding review processes.

Appropriate safeguarding information is provided through Newton Group governance and oversight arrangements to enable effective scrutiny while maintaining the confidentiality of individual pupils. Serious safeguarding concerns must be escalated to Newton Group Higher Management without delay where required.

Safeguarding oversight includes consideration of:

- The effectiveness of safeguarding procedures and their implementation.
- Significant safeguarding concerns and actions taken.
- Patterns or trends arising from safeguarding records.
- Staff safeguarding training and induction.
- Compliance with safer recruitment and safeguarding requirements.

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- Any safeguarding improvements, actions or additional resources required.

The Principal and DSL must ensure that safeguarding actions identified through internal review, external review or Newton Group oversight are appropriately addressed, monitored and followed through.

SAFER RECRUITMENT AND SUITABILITY TO WORK WITH CHILDREN

NIA Lusail is committed to safer recruitment practices that support the safeguarding and welfare of pupils. Appropriate recruitment, identity, qualification, reference, background and suitability checks must be completed in accordance with the Newton Group Safer Recruitment Policy and applicable requirements before an individual is permitted to undertake unsupervised work with pupils.

The school must maintain appropriate recruitment and safeguarding records and ensure that individuals appointed to roles involving pupils are suitable to work with children.

The same safeguarding principle applies, as appropriate, to volunteers, contractors, external activity providers and other individuals who may have regular access to pupils. Required checks and safeguarding arrangements must be established before access to pupils is permitted.

Detailed recruitment, vetting and appointment procedures are set out in the Newton Group Safer Recruitment Policy.

SUPPORTING POLICIES AND PROCEDURES

This policy should be read alongside other relevant NIA Lusail and Newton Group policies and procedures, including:

- Safer Recruitment Policy.
- Staff Code of Conduct.
- Behaviour Policy.
- Attendance Policy.
- Anti Bullying Policy.
- Online Safety and relevant ICT policies and procedures.
- SEND Policy.
- Health and Safety Policy.
- Communication and Complaints Procedure.
- Whistleblowing Policy.
- Safeguarding Disclosure/Concern Form and associated reporting procedures.

Where a safeguarding concern arises, the procedures contained within this Safeguarding and Child Protection Policy take priority and should be followed alongside any relevant supporting policy.

POLICY MONITORING AND REVIEW

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This policy will be reviewed at least annually and updated sooner where necessary in response to changes in safeguarding guidance, applicable requirements, school procedures or identified safeguarding needs.

The Principal and DSL are responsible for monitoring the implementation and effectiveness of the policy and ensuring that safeguarding procedures are consistently applied across the school.

The policy may also be reviewed following a significant safeguarding incident, an identified weakness in safeguarding practice, changes to Newton Group procedures, or recommendations arising from internal or external review.

Any amendments must be communicated appropriately to staff, and relevant safeguarding procedures or training must be updated where required.

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APPENDIX 1: PROCEDURE IF YOU HAVE A CONCERN ABOUT A PUPIL'S WELFARE

1. Recognise and respond

- Remain calm and listen carefully.
- Take the concern or disclosure seriously.
- Do not ask leading or investigative questions.
- Do not promise confidentiality.
- Reassure the pupil that they have done the right thing by speaking to someone.

2. Record

- Make an accurate and factual record as soon as practicable.
- Record what was observed, heard or disclosed, using the pupil's own words where relevant.
- Include the date, time and relevant circumstances.
- Complete the Safeguarding Disclosure/Concern Form available on the school Shared Drive or from Main Reception.

3. Report

- Report the concern to the DSL or a Deputy DSL without unnecessary delay. This may be done in person, through their individual school email address, or through the central safeguarding email at safeguarding.nialusail@newtonschools.sch.qa.
- A concern may also initially be reported to a line manager or another member of staff, who must ensure that it is passed to the DSL or a Deputy DSL without unnecessary delay.
- If the concern is serious or there is an immediate risk to the pupil, contact the DSL or a Deputy DSL directly in person, or through the quickest available means, immediately.
- Do not wait to complete the written form or rely solely on email where immediate safeguarding action may be required.

4. Safeguarding assessment

- The DSL or an appropriately trained Deputy DSL will review the concern and determine the appropriate safeguarding response.
- Staff must not investigate the concern themselves or attempt to determine whether the information disclosed is true.

5. Action and support

Depending on the nature and level of concern, safeguarding action may include:

- Monitoring and early intervention.
- Pastoral or School Counsellor support.
- Communication with parents where appropriate.
- Additional safeguarding measures or support.
- Escalation to the Principal and Newton Group Higher Management.
- Referral to the relevant external authority or agency where required.

6. Record and follow up

- Safeguarding concerns, decisions, actions and outcomes must be recorded on the confidential safeguarding recording sheet.
- Open concerns must be monitored and followed until appropriate action has been completed or the matter has been appropriately escalated.
- Any new or additional information must be reported and added to the safeguarding record.

IMMEDIATE OR SERIOUS RISK

If a pupil appears to be at immediate or serious risk of harm, contact the DSL or a Deputy DSL directly without delay.

Safeguarding action must not be delayed by completion of routine documentation, email communication or normal reporting arrangements.

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