



Safeguarding Policy

Policy Statement

In a school context the term safeguarding has been defined as *‘the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care - that enables children to have optimum life chances and enter adulthood successfully.’ (i)*

This policy has been developed in- accordance with UK guidance and best practice, (c.f. UK Department for Education *“Working together to Safeguard Children 2013”* and *“Keeping Children Safe in Education 2018”*) however, it is sensitive to the schools context in Qatar and recognises some of the limitations in addressing child protection issues whilst subject to Qatari law and customs.

Safeguarding goes beyond implementing basic child protection procedures and applies to all school sections, including the Early Years Foundation Stage.

The Newton Group of schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and school community.

In accepting that children have the right to protection from neglect, physical, emotional and sexual abuse, the Newton Group recognises its responsibility for:

- *Educating staff and pupils in such issues*
- *Protecting pupils*
- *Reacting to any child protection issue that may be suspected, reported or disclosed.*

We acknowledge that listening to children is an important and essential part of safeguarding them against abuse and neglect. We will seek to ensure that the child is informed not only about the action the school will take but also the length of time that will be required to try to resolve the issue. Members of staff who have day-to-day contact with pupils are well placed to observe possible signs of abuse and to report them to the relevant school Counsellor.

Policy Purpose

The purpose of this policy is to provide clear direction to all staff, about expected codes of behaviour in dealing with child protection matters and aims to provide a framework for dealing with these concerns in a sensitive, professional manner.

Policy Aims

- Support pupils' development in ways that will foster security, confidence and independence
- Provide an environment in which pupils feel safe, secure, valued and respected, and know how to approach adults if they are experiencing difficulties
- Raise awareness of all teaching and non-teaching staff to the need to safeguard pupils and of their responsibilities in identifying and reporting possible cases of abuse
- Provide a systematic way of monitoring pupils known or thought to be at risk of harm, and ensure the school contributes to the assessment of need and support for affected pupils
- Emphasise the need for effective communication between all members of staff
- Develop a structured procedure for dealing with cases of abuse
- Ensure that all adults who have substantial access to children, have been suitably vetted
- Ensure all staff have been appropriately trained to undertake their safeguarding responsibilities effectively, this includes attending initial and on-going refresher workshops on child protection matters.

Procedures

- Our school procedures for safeguarding pupils will ensure that we have designated members of staff trained in Child protection across the school
- We will ensure that our selection and recruitment of staff meets safe recruitment requirements.
- All new members of staff will be issued with a copy of the schools Child Protection Policy.

Responsibilities

Our school counsellors keep written records of all incidents and ensure that all such records are kept confidentially and separately from pupil records.

Supporting pupils

Our school will support pupils by:

- Providing the best possible pastoral care for all pupils
- Recognising the needs of the pupil are paramount and underpin all our child protection work and pastoral care
- Encourage development of resilience, self-esteem and assertiveness through providing opportunities that extend pupils, while promoting fundamental values of tolerance, respect, understanding and empathy for others.

Safeguarding Information for Pupils

All pupils within the school are aware that staff, including the Counsellors are available to talk to regarding safeguarding issues. When an issue becomes a serious concern for the welfare of the child, the staff member involved will encourage the child to talk to the relevant school Counsellor. If the child refuses the staff member will make the child aware that what the child says must be passed on to the relevant Key Stage coordinator.

All staff must be aware that they have a professional responsibility to share information with the school counsellor in order to safeguard pupils.

Safeguarding Information for Parents

The Newton Group is committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy and equally. We respect parents' rights to privacy and confidentiality and will not share personal sensitive information about their child or home life unless we have their permission to do so.

Parent complaints

We encourage parents to discuss any concerns they may have with the school informally, if they remain dissatisfied they are invited to follow the Newton Group Parent Complaints procedure. We make parents aware of our Safeguarding policy and policies related to this, during enrolment and at Parent Information Events. Relevant policies are also made available on the school website.

Allegations against staff

We are aware of the possibility of allegations being made against members of staff, whilst children are in school. If an allegation is made against an adult in a position of trust, whether they are members of staff, visitors or trades people, this will be brought to the immediate attention of the relevant Head teacher. This will result in an immediate investigation, with all allegations taken seriously.

All staff are best advised to adopt safe working practices when working with pupils

- Be visible if you are in a situation where you are working alone with pupils – staff should exercise caution in situations where they are alone with children
- Avoid any form of physical contact that could be misinterpreted, no matter how well intentioned
- Maintain appropriate communication with pupils both in and out of school, staff should be particularly careful regarding any communication with a pupil via mobile phone, email or social media
- Staff should not have pupils as friends on any social media or social networking site.

Supporting staff

We recognise that staff working in the school who have become involved with a pupil which has suffered harm, may find the situation distressing. The school will support such staff by providing an opportunity to talk through their anxieties and to seek further support as appropriate.

Whistleblowing

All staff have a duty to raise their concerns about the management of child protection, which may include the actions of colleagues. If necessary they should speak with a member of the Senior Management Team.

Public shows of affection

Inappropriate public displays of affection between pupils must not be allowed. Pupils are expected to conduct themselves respectfully at all times.

Site Security

The school aims to provide a secure site, benefitting from comprehensive CCTV coverage, an interlinked emergency alarm system and 24 hour G4S Site security, but recognises that the building is only as secure as the people who use it. Therefore, all staff and visitors must adhere to the rules, which govern its use:

- Smoking is not permitted anywhere on site
- Vehicles moving around the internal staff car park are governed by a 5 km speed limit and must reverse park. Disable parking bays are provided with wheel chair access and lifts at the Main site
- All delivery personnel must report to security
- School gates are opened at 06.00am, to provide pupils with a safe place to wait, rather than have pupils wait unsupervised in the busy school access roads.

Collection of children during the school day

- Pupils are not permitted to leave the school site during school hours unless permitted to do so, by the Principal. A parent wishing to take a child out of school early, must complete a 'Leave Request Form', giving a valid reason.
- Visitors to the school may only enter through the main entrance and must provide valid ID before being issued with a visitor's badge. To ensure the safety of the children, it is the schools policy that Primary aged children can only be collected by adults/carers with parental responsibility or when confirmed permission has been received in advance.

Access to clean drinking water

Cooled drinking water is available through-out the building as well as in the School canteen.

Canteen Cleanliness & Food Hygiene

- The school canteen is inspected weekly to ensure standards of hygiene are being maintained.
- Food samples are also taken weekly by the school nurse in-accordance with Ministry of Health regulations.
- The school ensures that food and drink available across the school day reinforces the healthy lifestyles

Fire Drills

Termly fire evacuation drills are practiced at all sites and each drill evaluated by staff and the Health and Safety committee.

School Buses

All Newton Group schools use the services of a private bus company. The buses have a 'nanny' on board, who is there to ensure the safety of the children. Children must listen to both the bus driver and the nanny, if children put their own or other's safety at risk when on the bus they will be immediately suspended from using the service.

All buses are equipped with First Aid boxes and a Fire extinguisher and the driver carries details of each child's parent contact numbers, in the event of the bus being delayed or breaking down.

Allergies

At the beginning of the school year, parents will be given a "Health Form" to complete for each child enrolled. The information notifies the school of any pre-existing health problems or allergies.

At the beginning of each academic year and at specific points through - out the year all staff members will be given an updated copy of pupils with medical issues or allergies. All staff will be made aware of where this information can be found if an incident occurs or how to access the information before taking children out on school trips.

Medicine administration

This will only be administered by the school nurse. Parents are responsible for ensuring the nurse is briefed re:

- The time the medicine must be taken.
- The dosage that needs to be administered.
- The ailment being treated

First Aid

The school nurse and various other members of staff are trained in First aid. First Aid kits are situated around the school in various locations and the names of First aiders, Fire marshals and corridor sweepers are displayed in Reception, along with site evacuation maps in every classroom and communal spaces.

Preventing Radicalisation and Violent Extremism

The UK Counter-Terrorism and Security Act 2015 place a duty on educational providers offering the National curriculum to have regard to the need to protect people from being drawn into terrorism. ("the Prevent Duty"). Young people can be exposed to extremist influences or prejudiced views, via the internet and other social media. The school has a duty to protect children from extremist and violent views in the same ways they help to safeguard them from drugs, alcohol and gang violence.

Use of Photographs / Video imagery

At the time of enrolment all parents are invited to sign an agreement allowing pictures of their children to be used in school publications and on the school website. Staff members understand that no images of children may be published on personal internet media sites.

The Design of the Curriculum

The curriculum deals with safeguarding in a variety of ways:

- In subjects such as Citizenship, children are able to discuss issues such as healthy living, bullying and how to show feelings appropriately. Children are taught about their right to be listened to and also who to talk to if they have concerns or issues they would like to discuss confidentially.
- Philosophy for Children provides opportunities for children to discuss and debate a range of subjects including lifestyles, choices and human rights issues.
- The curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Science practical's. Children are also taught about playground safety and why it is important to follow the school rules. E-safety is also taught recognising this is a safeguarding issue not an ICT issue.
- When the curriculum is being delivered outside of the school site, for example, during school trips, appropriate and agreed pupil/adult ratios are always maintained. The lead adult is responsible for taking into consideration risk assessments during visits and trips to ensure children are safeguarded and protected from harm.
- Activities and assemblies are organised to promote an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing, including emotional wellbeing and mental health.

Attendance

The school considers attendance as a safeguarding issue and so in-accordance with the schools Attendance Policy, absences are rigorously pursued and recorded. The Attendance Policy identifies how individual cases are managed and how we work pro-actively with parents to ensure they understand why attendance is important.

Supporting Policies

We recognise that safeguarding is not just about protecting children from deliberate harm. It includes such things as pupil safety – including physical factors such as building safety, bullying in whatever form it takes, and protecting personal information. Therefore this Safeguarding policy links to other Newton Group policies namely:

- Child Protection Policy
- Behaviour policy
- Health, Safety and Well-being Policy
- Parent Complaints Policy
- Attendance Policy

Policy Review

This policy will be updated whenever new guidance or legislation within the remit of Safeguarding is issued. As a minimum the policy will be reviewed annually, to ensure it is kept up-to-date with current legislation and best practice.

References:

(i) Safeguarding Children / Ofsted 2018 - [Safeguardingchildren.org.uk](https://www.safeguardingchildren.org.uk).

Reviewed November 2023