



1. Policy Statement

At the DBS, we are committed to safeguarding and promoting the physical, emotional and moral safety and welfare of each child in our care and we expect all staff and volunteers to share this commitment. We recognise our duty as a safeguarding agency and seek to form positive working relationships with partner agencies and Local Safeguarding Children Boards where our pupils live and to intervene at an early stage when concerns about a child are identified.

This Safeguarding Policy is available to all parents and pupils via the school website and printed copies are available upon request from the School Office. Safe recruitment procedures operate and the Principal, Vice Principal and Head of Head of school are trained in L1 & 2 Safeguarding and Safer Recruitment.

2. Scope of Policy

This policy is applicable to the whole school community, including the Principal, Governors, teaching staff, non-teaching staff, volunteers and temporary non employed staff.

When considering safeguarding issues, regard should also be given to linked policies: Recruitment; Health and Safety; Anti-Bullying; Educational Visits; Complaints, Data Protection; Child Protection; Digital Learning; and Behaviour Policy.

3. Aims of Policy

The aims of this policy are to:

- Ensure that all staff know that safeguarding is everyone's responsibility.
- Provide pupils, parents and staff with clear guidance concerning procedures when safeguarding concerns are raised and know who to speak to should a pupil disclose to them an allegation of abuse.
- Emphasise the importance of early help and intervention including inter-agency working in order to support children and families, making use of such procedures.
- Ensure staff are aware that any member of staff may raise a concern under exceptional circumstances.
- Raise awareness that safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in school.
- Raise awareness and provide guidance about different types of abuse.



- Ensure that there is a clearly understood procedure, following an allegation being made against the Principal or a member of staff.
- Foster an open environment in which all members of the community should feel free to raise concerns in good faith and be assured that such concerns will be responded to in an appropriate manner.
- Ensure that the curriculum includes activities and opportunities which equip our pupils with the skills they need to stay safe from abuse, including e-safety, and to know to whom to turn for help, if necessary.

4. Introduction

This policy should be read together with the following school policies where more detailed safeguarding arrangements and risk assessments specific to these areas are detailed:

- Anti-Bullying Policy
- Attendance Policy
- Digital learning Policy
- E Safety Policy
- Recruitment Policy

This policy follows UK & Qatar national guidance

In line with the Every Child Matters (ECM) agenda in the UK we aim to ensure that every child:

- is safe
- is healthy;
- has the opportunity to enjoy and achieve;
- makes a positive contribution; and
- achieves economic well being.

When one or more of the above outcomes for children are unmet children may become vulnerable. We seek to promote these outcomes as an integral part of our responsibility to ensure the safeguarding and protection of all those entrusted to our care. Staff should be mindful of these outcomes and must be prepared to refer concerns.



There are three main elements to our safeguarding:

- a) **Prevention** (eg positive school atmosphere, a school culture where staff refer any concern at an early stage, where safeguarding has a high priority, effective PSHE, E- safety and pastoral support available to pupils and effective safeguarding 'umbrella' policies)

The School regularly informs its pupils about safeguarding, including online, through the curriculum and PSHE. Depending on the age group different areas are taught. Our aim is to help children to adjust their behaviours in order to reduce risks, including the safe use of electronic equipment and access to the internet.

- b) **Protection** (eg by following agreed procedures, ensuring staff are trained and supported appropriately and sensitively in safeguarding matters and ensuring the school has robust recruitment procedures)
- c) **Support** (to pupils and staff)

5. Policy Review

The Governing Body undertakes an annual review of the School's Safeguarding Policy and Procedures and of the efficiency with which the related duties have been discharged. The Nominated Governor with Responsibility reviews the safeguarding files and the efficiency of implementation of the policy. The school will ensure that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay once identified.

6. Recruitment and Selection

The school has a separate Recruitment Policy, which expands on its safer recruitment policies. Disclosure and Barring Service (DBS) checks are provided by staff coming directly from the UK as well as an ARCO police clearance check. Staff not from the UK are required to have a police check similar to ARCO and DBS from their home country. These checks must be attested to prove authenticity. Persons moving to DBS from places other than their home country need to provide police clearances from their home county and the countries they have been resided in.

Safeguarding induction is carried out for all new staff/volunteers and all staff are required to undergo Child Protection training which is updated regularly in line with UK and Qatar requirements.

7. Key Personnel

All disclosures of abuse must be discussed with the Designated Safeguarding Lead or a Designated Person. Pupils, staff and parents should feel at ease to discuss any concerns relating to the welfare of a child with one of the Designated Persons no matter how trivial they may appear.

| Name | Job Title | Area of school concerned with | Contact details |
|-----------------------|--|-------------------------------|--------------------------------------|
| Mr. T. McGuire | Designated Safeguarding Lead | Whole school | 4019 8000 |
| Mr J McDonald | Deputy Safe Guarding Lead | Whole school | 4019 8000 |
| Mrs K. Cliffe | Primary Lead (HoS) | Primary AK | 4019 8000 |
| Ms M. Lowe | Designated Person (Deputy Head of Primary School) | Primary AK | 4019 8000 |
| Mrs F. Kelly | Designated Person (Head of EYFS) | Primary AK | 4019 8000 |

| | | | |
|------------------------|------------------------------------|-------------------|--------------------------------------|
| Mrs D. Longmore | Designated Person (Head of KS1) | Primary AK | 4019 8000 |
| Mr J. Latham | Designated Person (Head of KS2) | Primary AK | 4019 8000 |

| | | | |
|--------------------------|--|-----------------------------------|--------------------------------------|
| Mrs M. Pitman | Designated Person (School nurse) | Primary & Secondary AK | 4019 8000 |
| Mrs B. Stevens | Primary Lead AW | Primary AW | 4019 8000 |
| Mrs N. Khan | Deputy Lead AW | Primary AW | 4019 8000 |
| Mr S. Shelton | Secondary Lead (HoS) | Secondary | 4019 8000 |
| Mrs S. Moyes | Designated Person (Head of Sixth Form) | Secondary | 4019 8000 |
| Mr K. Bloomer | Designated Person (Assistant Head - Pastoral) | Secondary | 4019 8000 |
| Mrs A. Kuit | Designated Person (School Counsellor) | Secondary | 4019 8000 |
| Mrs M. Al Naimi | School Governor with Safeguarding oversight | Governor | 4019 8000 |
| Mrs N. S. Abdulla | Chair of Governors | Governor | 4019 8000 |
| Mr C. Whittle | Deputy Chair of Governors | Governor | 4019 8000 |



8. E-Safety

Most of our pupils will use mobile phones tablets and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The School's e-safety policy explains how we try to keep pupils safe in School. Cyber-bullying by pupils, via texts and emails, is treated as seriously as any other type of bullying and is managed through our anti-bullying policy.

Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in school.

Some pupils will undoubtedly be 'chatting' on mobiles or social networking sites at home and we provide regular guidance through IT lessons, PSHCEE lessons and assemblies. All Esafety incidents are logged and investigated.

9. Records

a. Child Protection Records

Designated persons will keep accurate and up to date records of child protection concerns and ensure the security of information. The Designated Persons will hold in the safeguarding file, notes on all incidents relating to child protection cases for children at the school. Electronic versions of the Referral forms can be found on the StaffPublic areas of the server in a folder named 'SAFEGUARDING' once these have been completed electronically they are to be emailed to james.mcdonald@dohabritishschool.com

The chronology and all associated documents are maintained on CPOMS and hard documents are stored in the Child Protection file which is kept locked and secure at all times.

The child protection files are confidential and are not accessible by pupils, parents or staff. The DSL, Designated Persons or the Principal are the only staff who have access to the locked filing cabinet in which safeguarding records are kept. When accessing these records the chronology at the front of each record must be completed.

These records may be made available to the safeguarding Governor to enable him to carry out his annual review. In addition such records are also made available to the Independent Schools Inspectorate when inspecting the school for regulatory compliance.



b. Welfare Concerns

Welfare concerns are raised by any staff and are an essential part of the early identification of safeguarding concerns and unmet needs.

Serious concerns about pupils will be discussed at weekly SLT meeting (Principal, Vice Principal & HoS)

The HoS writes to the Head Teacher of any school from where a pupil transfers, to specifically request that the school is alerted to any child protection issues relating to a pupil. This is to ensure that records are not lost and concerns are passed on upon transfer between schools. The Registrar will alert the DSL to concerns and where no reply has been received from a feeder school, arrangements will be made to confirm if such a file about a child exists.

In all cases where records are transferred a receipt of records will be issued when records are received or will be requested when records are transferred.

10. Attendance and School Roll

Class Teachers and Form Tutors (Secondary) are required to monitor attendance closely and contact parents where attendance is a cause for concern. Such cases would normally be raised with the Progress Leader at the weekly meeting with the Head of Key stage Leader or Line manager. Cases of truanting must always be taken seriously in recognition that children become vulnerable when they are not in school and such cases must always be referred to the DSL and HoS.

The admission register must contain:

- Full name;
- Sex;
- Name and address of parents;
- Telephone number of parents;
- Date of birth;
- Date of admission and readmission
- Name of last school attended



11. Visitors, Identity Checks and ID Badges

All visitors during the school day are required, on arrival, to sign in at the security office. Visitors will be issued with an appropriate visitor's badge. Visitors should remain under the supervision of a member of staff at all times and be escorted back to the Security Office where the badge must be returned.

Any person who is visiting the school to work directly with young people on a 'one off' activity should have his/her identity checked or verified by the person hosting the event and may not be left unsupervised with children.

All staff on the DBS campus wear ID badges. In the case of a forgotten badge a temporary badge should be signed out from the School Office.

12. Third party groups

The Safeguarding Policy will be brought to the attention of organisers of third party groups using the School facilities and applies to them. Voluntary sector groups that operate within the School, provide off-site services to our pupils, or use the School facilities, will be expected to adhere to the DBS Safeguarding Policy

13. Practical safeguarding procedures for staff

The following procedures must be followed in all cases:

It is important to remember that:

- **it is not a member of staff's responsibility to carry out any form of investigation.**
- **any person can make a referral to social care should the need arise and this policy should not constrain a person from exercising such judgement**

a) **If you have a concern about a Pupil from DBS**

Such a concern must be reported to the Designated Safeguarding Lead

b) **If you have a general welfare concern about a pupil**

A general welfare concern can be defined as being where a pupil is failing to achieve one or more of the outcomes for children as outlined by the ECM agenda and where



child protection is unlikely to be an immediate issue. It includes where a child may be failing to achieve at school owing to an unmet learning need.

Staff must be prepared to report concerns no matter how small these concerns may appear because providing early help is more effective in promoting the welfare of children than reacting later. Serious concerns about pupils will be discussed at weekly meetings of the Senior Safeguarding Team - the DSL, Deputy DSL, Senior Nurse and Principal - and a course of action decided upon accordingly.

Concerns may also be discussed at the weekly meeting of the Senior Pastoral Group. Such a welfare concern may result in an early help assessment and staff should be aware that children may be at increased need of early help if they are a 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 behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence;
- has returned home to their family from care and/or
- is showing early signs of abuse and/or neglect.

The school adopts the following approach when dealing with each welfare referral:

- **Welfare referral form submitted** – attached to the child protection policy
- **Assessment** by safeguarding lead
- **Resolution** (No action, continued monitoring or contact made with Qatari authorities)
- **Monitoring** (until it is deemed that the referral can be closed).

Usually welfare issues are resolved quickly and sensitively through discussion with the pupil and/or parent.

c) If a child makes an allegation of abuse

- i. If a pupil volunteers information to you about abuse, the most important aspect of your response is to be willing to listen to and to believe what the child is saying.

- ii. Staff are advised that interviews with pupils should take place in rooms with visual access.
- iii. You may ask if the pupil wishes to have someone else present. If the child insists on speaking with you alone then let a colleague know that the interview is taking place.
- iv. It is important that you do not ask questions which might convey to the pupil your own ideas about what might have happened (eg 'Did he/she do x to you?'). The only questions which you should ask are: 'What do you wish to say to me?' and 'Is there anything further you wish to say to me?'
- v. It is also important that you explain with sensitivity that action may be required, that other adults (eg the Designated Person) will need to be informed and that you are not able to promise that your conversation with the pupil will be confidential to you and to them.
- vi. You should immediately make a written note of the discussion, using the actual words of the child where possible. These notes should record date, time and place and should be given to the Designated Person as soon as possible.
- vii. If referral is considered appropriate, the Principal will be informed and such referral will be made in line with Qatari law
- viii. Before such a referral is made, the parents of the pupil would usually be informed; it must also be explained to them their consent for referral is **not** being sought. In the case of suspected sexual abuse, fabricated or induced illness, or when a child is believed to be in danger of significant harm the parents **must not be informed** that a referral is being made. In the case of serious harm the police will be informed from the outset.
- ix. If an incident occurs outside of school hours, but while the pupil is in the care of the school (eg a school trip), then the Designated Safeguarding Lead should be contacted as soon as possible.

14. Allegations against a member of staff, volunteer or the Principal

- i. When allegations arise against a person working with children (including volunteers) the school must follow the following procedures. The procedures should be used when an allegation is made that an adult has:
 - Behaved in a way that has harmed, or may have harmed a child;



- Possibly committed a criminal offence against, or related to a child; or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- ii. Allegations of abuse may involve a member of the school staff or a volunteer. In these circumstances the allegation must be reported to the Principal or, in the absence of the Principal, the Vice Principal.
- iii. Where the allegation is against the Principal, it must be reported directly to the Chair of Governors and without notifying the Principal.
- iv. In case of serious harm the Police will be informed from the outset.
- v. The School will not undertake its own investigation of allegations without prior consultation with the police so as not to jeopardise statutory investigations.
- vi. Where the allegation is against a former member of staff, it will be referred directly to the police.
- vii. Discussions will be recorded in writing, and communication with both the individual and the parents of the child/ children agreed.
- viii. School will consider carefully whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place. School will give due weight to the views of the police when making a decision about suspension.
- ix. Where an investigation leads to the dismissal of a member of staff because s/he is considered unsuitable to work with children or where someone resigns in circumstances where s/he would have been dismissed, the school will promptly make a report, including as much evidence about the circumstances of the case as possible.
- x. If there has been a substantiated allegation against a member of staff, the school will work with the local authorities to determine whether there are any improvements to be made to its procedures or practice to help prevent similar events in the future.
- xi. Allegations found to be malicious will be removed from personnel records. Records will be kept of all other allegations but any that are not substantiated, are unfounded or malicious will not be referred to in employer references.



15. Training

All staff and volunteers are reminded of their responsibilities and procedures relating to safeguarding issues at the September staff meeting each year and at suitable times throughout the year, for example, if there is a change to procedure.

Training certificates are placed in personnel files.

The Designated Persons will receive training in child protection. It is updated at least every two years although in practice they are encouraged to receive training each year. The whole staff will receive regular safeguarding training in line with BSO and CIS regulations.

New staff, including temporary staff and volunteers, will receive induction training on safeguarding issues from a Designated Person before they have contact with pupils. Such training must include:

- a) The school's safeguarding policy;
- b) The staff code of conduct;
- c) The identity of the designated persons;

16). Management and Accountability for Safeguarding and Child Protection at DBS

The Principal is the Designated Safeguarding Lead and has delegated responsibility for all safeguarding and child protection matters across the school. In his absence the Deputy Designated Safeguarding Lead (Vice Principal) or the Designated Persons will deputise for him.

The nominated School Governor with responsibility for monitoring safeguarding is **Mrs M. Al Naimi**. She receives and interrogates the annual report on safeguarding matters from the Designated Lead in which no names of pupils are disclosed, enabling it to review how effectively the school is fulfilling its obligations.