



مدرسة الدوحة البريطانية
DOHA BRITISH SCHOOL

Child Protection Procedure



Last Review: September 2021

Next Review: June 2022

Reviewer: Policy Committee





1. Purpose

The purpose of this procedure is to ensure that all members of staff know:

- the signs and symptoms of concern;
- how to respond to a pupil who discloses abuse;
- what to do if they are concerned about a pupil.

2. Scope

This procedure applies to all schools.

Recognising Signs of Abuse

[NSPCC Guidance for professionals who work with children on how to recognise the signs of child abuse](#)

What is child abuse?

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect.

Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

General signs of abuse

Children experiencing abuse often experience more than one type of abuse over a period of time.

Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in ‘adult issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.



These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following your organisation's safeguarding and child protection procedures.

3. Practice and procedures

Policy and procedure dissemination

At Doha British School (DBS) the dissemination of the Child Protection Policy and this Child Protection Procedure is included in the induction and INSET process at the start of the academic year. If new staff (academic or administrative) arrive during the academic year then these documents are to be included in their induction.

There is a Designated Safeguarding Lead (DSL) within both the Primary and Secondary School. Their responsibilities are outlined in the Child Protection Policy. The Designated Child Protection Officers will be re-identified to staff at the start of each academic year.

All staff should be familiar with how to recognise the signs of abuse as detailed in the linked document above.

How to respond to signs or suspicion of abuse:

Things to do	Things to avoid
<ul style="list-style-type: none"> Record your concern on the Cause for Concern form (see appendix). This should be handwritten. Report your concern to the Child Protection Officer. Re-refer and challenge if the situation does not seem to be improving. 	<ul style="list-style-type: none"> Do not ignore the signs. Do not dismiss the suspicion. Do not investigate. Do not examine a pupil. Do not take photographs of injuries. Do not attempt to resolve the situation in isolation.

It may be that there is a cause for concern but it is not thought to be a child protection matter. A Cause for Concern form should still be completed and passed to the appropriate Designated Safeguarding Lead.

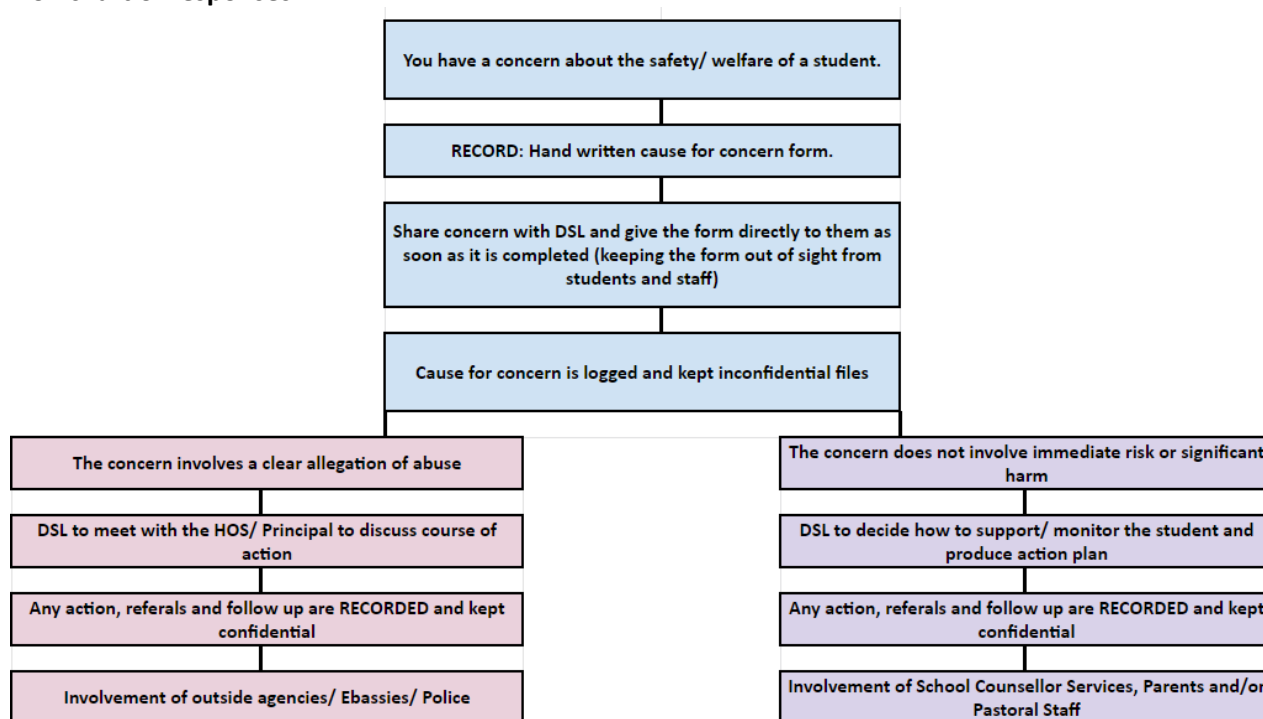
How to respond to a disclosure of abuse:

Things to do	Things to avoid
<ul style="list-style-type: none"> Take what you are being told seriously. Listen carefully – do not interrupt. Acknowledge what you have been told Reassure – tell the pupil that they have done the right thing. Tell them you will have to pass the information on and who you will be telling and why. 	<ul style="list-style-type: none"> Do not investigate or ask leading questions. Do not look shocked or distasteful. Do not probe. Do not speculate. Do not pass an opinion about the alleged perpetrator.



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| <ul style="list-style-type: none"> Record the date, time, place and exact words used. Record all subsequent meetings with the pupil. Report the incident to the Designated Child Protection Office. | <ul style="list-style-type: none"> Do not make negative comments. Do not promise to keep a secret. Do not display disbelief. Never delay getting help. Do not ask to see injuries. |
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Flowchart of responses:



Safe working practices:

All school staff should adopt safe practices when working with pupils:

- Avoid one to one situations where possible.
- Be visible if you are in the situation where you are working alone with pupils (let someone know where you are, who you are with and why, and for how long).
- Avoid unnecessary physical contact.
- Ensure all contact during lessons is appropriate, visible and in context.
- Maintain appropriate communication with pupils both in and out of school – there should be no communication with a student via mobile phone, or social media.
- Never give a personal mobile number or personal email address to a pupil.
- Staff must not have pupils as ‘friends’ or contact students via any social media or social networking site.
- Staff should not give an individual pupil a gift that is not part of the ‘Rewards Policy’.
- Adopt high standards of personal conduct.
- If you think you have done something that could be misinterpreted, then self-report.

Responding to an allegation made against a member of staff:

If an allegation of inappropriate behaviour is made directly by a pupil to a member of staff, the member of staff receiving the allegation will immediately inform one of the DSL’s.



The DSL will then work with the Head of School to investigate the allegations to establish:

- who made the allegation;
- the nature of the allegation;
- where and when the alleged incident took place;
- who was involved;
- whether there were any witnesses.

All allegations made against members of staff will be reported immediately to the Principal.

The member of staff against whom the allegations have been made may be suspended (with pay) pending investigation, in order to protect all parties involved.

If the outcome of the investigation establishes that abuse has occurred, due to failure to meet applicable professional standards, the member of staff involved shall be dealt with through the Human Resources Procedure – refer to the HR Manual.

If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the Chair of the Board of Governors who will then investigate the allegations.

In the event of an allegation against the Principal, the decision to suspend will be made by the Chair of the Board of Governors.

In all cases where the investigation establishes that a criminal offence has occurred, the Qatar police and the relevant embassy may be informed and the case handed over to them.

Whistle blowing:

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection. Concerns may include the attitude or actions of colleagues. If necessary, staff should speak with the Principal or the Chair of the Board of Governors.

Record keeping:

- All staff/volunteers have a responsibility to record their cause for concern or any disclosure of abuse.
- A cause for concern form (see appendix) should be used. This should be hand written and passed to the DSL, immediately after a disclosure or the concern has been identified.
- The DSL has a responsibility to keep these forms in the confidential, locked child protection file. These are kept separate from student records.
- The DSL should then make an indication of further record keeping on the pupil record.
- All record keeping should be completed on the **same day** as the concern/ action is taken.

Confidentiality:

- DBS abides by the principle that the welfare of the pupil is paramount. Privacy and confidentiality will be respected where possible but if doing so leaves a pupil at risk of harm then the pupil's safety has to come first.
- It is fine to share information if someone is worried about the pupil. However, only people who need to know should be told about it. This practice also respects the pupil's / family's and/or staff rights to privacy.



- DSL's will always undertake to share an intention to contact the pupil's parents with the pupil before doing so.
- The school will share an intention to contact the police in suspected criminal cases with the pupil's parents unless to do so could put the pupil at greater risk of harm, or impede a criminal investigation.

<p><u>Mental Health services for children</u></p> <p><u>Sidra CAMH's</u></p> <p>referrals -Fax copy to +974 4003 6024</p> <p>and email it to</p> <p>OPCReferrals@sidra.org</p> <p>Sidra switchboard Tel:+974 4003 3333(will direct to CAMHs)</p> <p><u>Hamad CAMH's</u></p> <p>CAMHs referral contact details Tel: +974 4032 9221/ +974 66912020</p> <p>Email-</p> <p>camhs@hamad.qa (see single point access referral form required)</p> <p><u>Safeguarding services</u></p> <p>Sidra Child Advocacy Program (S-CAP)</p> <p>Qatar Child Abuse Protection Services Tel: +974 4003 7227</p> <p>Email – SCAP @sidra.org</p>	<p>AMAN abuse hotline (919) a government agency, Protection and Social Rehabilitation Centre for women and children who are victims of violence.Additional contact details for AMAN</p> <p>P.O.Box 29292, Doha, Qatar.</p> <p>Tel: (+974) 44090999</p> <p>Fax: (+974) 44666607</p> <p><u>Emergency telephone numbers</u></p> <p>Police/ambulance service –Tel:999</p> <p>In an emergency, children can go to the A and E Department:</p> <p>Hamad Pediatric Emergency Center,C Ring Rd, Doha,Tel: 4439 6059</p> <p>or</p> <p>A and E at Sidra Medicine's Children's Emergency Department , address Al Gharrafa St, Ar-Rayyan, Tel:4003 3333</p> <p><u>Additional</u></p> <p>Hamad mental health Service Hotline: 16000 (launched during COVID 19)</p>
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Pupil Name	
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Year Group		Class		Date		Time	
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Siblings:		Year Group		Class	
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Concerns (Please state the facts not your opinion. Continue on reverse if necessary)

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Reported by		Role	
Signed		Date	

Action to be taken (Completed by Designated Child Protection Officer)

Signed		Date		Role	



Thank you