



Child Protection and Safeguarding Policy (CP&SF)

(PISJubail)

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Reviewing Committee: Senior Leadership Team, SMC
Next Review: April 2023

Policy Statement: PISJubail believes that at the core of each activity every elder is responsible to help, support and maintain a school life which prevents as much as possible the risks of having a child in a harmful or dangerous situation (to its all-possible definitions). The notion of risk is important and needs to be elaborated with a wide range of safety and precautionary measures at a deeper level of understanding of this policy and related practices and procedures.

At PISJubail we fully understand that a Child protection Policy document is reflective of our deep commitment to the school's mission and vision. We are confident that visibility on Child Protection with the help of robust tools, policies, and procedures is made possible on daily basis. We are keen in building our school community in a way that every child is safe and well protected, not only at the school premises, but also beyond the scope of this policy, reaching out for a full engagement of friends, families, and colleagues of PISJubail to ensure that each child has equitable access to personal and dynamic growth with a well-protected system of interpersonal interaction across whole school life.

We have systems in place to implement a fully robust approach to child protection policies supported by well-managed and resourced processes with the passage of time and guided by the needs.

PISJUBAIL CHILD PROTECTION POLICY

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5 KEY ASPECTS OF CP&SF AT PISJUBAIL

1. LEADERSHIP AND MANAGEMENT

1. The school complies with all legal and statutory requirements and obligations in relation to child protection for the Kingdom of Saudi Arabia.
2. The school has created a definition of child protection that School Management Council, school leaders, staff, students, parents, support staff fully understand and follow.
3. Child protection policies and procedures are regularly reviewed.
4. A dedicated team in the school serves as (e.g., child protection officers) who continuously engage themselves in overseeing child protection procedures and related school policies, a duty of the day (DOD) roster is implemented across the whole school as a step.

2. PROCEDURE AND COMMUNICATION

1. We have ensured and shall promote that the school's operational procedures support and encourage good practice leading to enhanced child protection, including:
 - a) training and support
 - b) identification and/or disclosure
 - c) reporting in line with policy.
2. Child protection policy/procedures are explained in this document and are accessible to all stake holders of PISJubail.
3. Students, staff, and support staff are aware of what to do if they feel uncomfortable or have concerns about mistreatment or abuse.
4. We closely work with the MOE and relevant school authorities, and any instructions received in this regard are strictly complied.

3.A: RECRUITMENT AND CONTACT

1. The school has initiated, and complies with, robust policies/procedures, which are required to be successfully implemented, to make sure it only employs and engages people of sound moral character.
2. The school ensures to make sure that all helpers, support staff and contract workers are people of sound moral character and are suitable to work with children.

3B: CULTURE AND EMBEDDING CHILD PROTECTION IN TEACHING AND LEARNING

1. We are constantly working towards building a culture and values by encouraging good practices leading to enhanced child protection.
2. We are working towards constituting a Child protection awareness to form part of the written and taught curriculum.

3C: ENVIRONMENT FOR CHILD PROTECTION

1. Our school's buildings and facilities, security and protection measures are compatible with child protection and related policies and are compliant with local laws.
2. We ensure the safety and protection of students' school based, or during extended activities, elsewhere other than the school premises.

A: RELATED POLICIES & PROCEDURES – CONTINUUM

- Application For Employment
- Corrective And Preventive Actions Forms & Procedures
- Incident & Investigation Report & Procedures
- Parental Guardian Consent Form
- Staff Code of Conduct
- Staff Code of Ethics
- Staff Code of Ethics & Conduct Acknowledgement

4.PURPOSE OF SCHOOL POLICY ON CHILD PROTECTION AND SAFEGUARDING

1. Provide a robust and comprehensive documentation on PISJubail Policy on Child Protection and Safeguarding.
2. Explore all possible relevant context to the policy
3. Provide the necessary clarifications/definitions and assessment tools for clear identification and recognition of abuse/neglect situations
4. Ensure an exemplary standard of child protection and safeguarding at PISJubail
5. Ensure that prompt and adequate assistance is provided to a child in need of special care and protection
6. Define procedures for whole school community and establish clear reporting guidelines and mechanisms
7. Outline processes and protocols for PISJubail in connecting to its stake holders (PISJubail Pakistani Community, parents, employees, students, MOE, Embassy of Pakistan in Riyadh, SMC, and relevant local regulatory authorities.)

8. This handbook outlines PISJubail’s child protection protocols and procedures aligned with the School Rules & Regulations
9. Our Policy on Child Protection applies to all school community members, stake holders, including support staff, volunteers, working in or on behalf of the school.
10. This document serves as a point of reference for all matters related to the Child Protection at PISJubail.
11. The Pakistan International School, Jubail is committed to providing a safe and stimulating learning and teaching environment that promotes the social, physical, and ethical development of each child.
12. All members of the PISJubail community must therefore act in the best interest of the children in our care. This includes:
 - a) Supporting each child’s development in ways that promotes security, confidence, and independence
 - b) Providing an environment in which children and young people feel safe, secure, valued, and respected, including feeling confident to approach adults if they are in difficulty
 - c) Raising awareness of all adults and educating all children in the PISJubail community regarding the need to safeguard children, including their responsibilities in identifying and reporting possible cases of abuse or neglect
 - d) Providing a systematic means of monitoring and supporting children who may be at risk
 - e) Maintaining a structured procedure for all members of the school community to report suspected abuse or neglect
 - f) Developing and maintaining effective working relationships with other authorities responsible for the care of children and families
 - g) Ensuring that all staff and volunteers at PISJubail who have access to children have been checked for suitability, including verification of their identity, police background checks and qualifications.
 - h) Training for staff, students and parents will be ongoing in this area and a specific action plan of development policies and practices will be undertaken annually.

5. AIM OF THIS HANDBOOK

To ensure that all members of the PISJubail school community help keep students safe by:

1. contributing to the provision of safe learning environments for students
2. taking appropriate action with the aim of making sure they are kept safe at school
3. identifying students who are suffering or likely to suffer significant harm
4. communicating to the school and relevant wider community in our commitment to safeguarding students

This handbook outlines how PISJubail will:

5. provide parents, staff, and students with a developmentally appropriate common definition of, and, understanding about child abuse and the related signs and symptoms (physical, neglect, moral and emotional)
6. create an environment where students feel secure, have their viewpoints valued, are encouraged to talk, and are listened to

7. continue to develop awareness in all staff of the need for safeguarding student wellbeing in all aspects of their work and their responsibilities in identifying abuse, with particular care being taken with students with learning variances and disabilities
8. ensure that all staff are aware of the referral procedures and Designated Safeguarding Leads within the school
9. provide a systematic means of monitoring all students who have been identified as 'having protection needs'
10. ensure that outside agencies are involved as appropriate
11. ensure that key concepts of safeguarding are integrated within the curriculum
12. ensure students know that there are adults in the school whom they can approach if they are worried and direct them to the right person.
13. provide information for parents/carers outlining the procedures laid down by this handbook
14. ensure we practice safe recruitment in checking the suitability of all staff and volunteers who work with our students

6. SCOPE OF THE POLICY DOCUMENT

This policy document applies to all members of the PISJubail community - all staff, students, parents, and visitors to the school.

7. CHILD PROTECTION POLICY BELIEFS STATEMENT

Child abuse and neglect are concerns throughout the world, which can have serious short and long-term psychological and physical implications for victims. Child abuse and neglect are violations of a child's human rights and are obstacles to the student's education as well as to their physical, emotional, and spiritual development. The Pakistan International School of Jubail endorses the UN Convention on the Rights of the Child (1989), of which Pakistan is a signatory. Pakistan was the sixth country in the world to sign and ratify the United Nations Convention on the Rights of the Child (UNCRC) in 1990 following its adoption by the UN General Assembly on November 20, 1989.

1. Schools need to ensure that all students in their care are afforded a safe and secure environment in which to grow and develop, both at school and at home.
2. Educators, have a unique position in any students 'life they can identify students who are in need of help and protection. This makes it binding on educators who have a professional and ethical obligation to identify students who are in need of help and protection, and to take steps to ensure that the student and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.
3. All staff employed at PISJubail must report suspected incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that a student has suffered or is at significant risk of suffering abuse or neglect.
4. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this document.
5. This handbook will remain a reference at all possible school life aspects.
6. In the case of a staff member reported as an alleged offender, PISJubail will conduct a full investigation following a carefully designed course of due process, keeping the safety of the students at the highest priority, and the staff will be removed from services with utmost confidentiality.

8. EQUALITY STATEMENT

1. We are committed to anti-discriminatory practice and recognize student's diverse circumstances.
2. We ensure that all students have the same protection, regardless of any barriers they may face.
3. We give special consideration to students who:
 - a) Have learning variances and or manageable disabilities
 - b) May experience discrimination due to their race, ethnicity, religion, gender identification or
 - c) Have language barriers of any kind
 - d) Are known to be living in difficult situations –domestic, social, or economic etc.
 - e) Are at risk due to either their own or a family member’s mental or general health needs

9. KEY DEFINITIONS

1. Child Protection Lead (CPL): The CPL is a member of the Child protection team.
2. Child protection is the safeguarding of children from violence, exploitation, abuse, and neglect.
3. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home. One of the ways to ensure this is by giving them quality education, the fourth of the United Nations Sustainable Development Goals, in addition to other child protection systems.
4. Child protection is safeguarding and promoting the welfare of students:
 - a) Protecting students from maltreatment.
 - b) Preventing impairment of students’ health or development.
 - c) Ensuring that students grow up in circumstances consistent with the provision of safe and effective care.
 - d) Taking action to enable all students to have the best outcomes.
 - e) Child protection is part of this definition and refers to activities undertaken to prevent students suffering, or being likely to suffer, significant harm.
5. Abuse: A form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm.
6. Neglect: A form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.
7. Children: Students include everyone registered at PISJubail under the age of 18.

10. REPORTING AND PROCEDURES

10.1 ROLES AND RESPONSIBILITIES

Safeguarding and child protection is everyone’s responsibility. This policy document applies to all staff, support staff and school management council in the school and is consistent with legal procedures and guidance. Our protocols and procedures also apply to extended school, field trips and off-site activities for example Extended Curriculum Activities.

10.1.2 ALL STAFF

1. All staff will read and understand the PISJubail Child Protection Policy, and this will be revisited at least annually in safeguarding training delivered by CPLs.

2. All staff will be aware of:
 - a) Our policies and procedures which support safeguarding, including this child protection policy document, the staff code of conduct, the role and identity of the designated Child Protection Lead (CPLs) and the respectful relationships protocols.
 - b) The process for making referrals to the CPLs and the post referral procedures.
 - c) What to do if they identify a safeguarding issue or a student tells them they are being abused or neglected, including any specific issues.
 - d) The signs of different types of abuse and neglect, as well as specific safeguarding issues, indicators of being at risk from or involved with serious violent crime, etc.

10.1.3 DESIGNATED CHILD PROTECTION LEAD (CPL)

1. The CPL will be available during school hours for staff to discuss any safeguarding concerns.
2. When the CPL is absent, the school administration will act as cover.
3. If the CPL and the school administration are not available, the School Principal will act as cover.
4. The CPL will be given the time, training, resources, and support to:
 - a) Provide advice and support to other staff on child welfare and child protection matters.
 - b) Take part in discussions and inter-agency meetings and/or support other staff to do so.
 - c) Refer suspected cases, as appropriate, to the relevant offices, with utmost confidentiality.

10.1.4 ACADEMIC TEAMS

1. The academic team leaders have overall responsibility for the implementation of this Policy document, including:
 - a) Ensuring that staff (including temporary staff) and support staff are informed of our systems which support safeguarding, including this Policy document, as part of their induction.
 - b) Ensuring this Policy document is communicated to parents when their child joins the school (Admissions Department) and via the school website.
 - c) Ensuring that the CPL has appropriate time, training, and resources, and that there is always adequate cover if the CPL is absent.
 - d) Ensuring that the CPLs deliver annual safeguarding and child protection training to all staff.
 - e) Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.
 - f) Ensuring the relevant staffing ratios are met, where applicable.

10.1.5 THE SCHOOL PRINCIPAL

Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate. If the CPL and Academic Team leaders are not available, the School Principal will act as cover. The School Principal is a member of the Child Protection Team.

10.1.6 CONFIDENTIALITY

It should be noted that:

1. Timely information sharing is essential to effective Child Protection and safeguarding.
2. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare as well as protect the safety of students.

3. The school does not prevent, or limit, the sharing of information for the purposes of keeping students safe, to the relevant offices.
4. Staff should never promise a student that they will not tell anyone about a report of abuse, as this may not be in the student's best interests.
5. If staff are in any doubt about sharing information, they should speak to the Designate Child Protection Lead (CPL).

10.1.7 THE SCHOOL MANAGEMENT COUNCIL

The SMC approves the PISJubail policy on Child Protection and Safeguarding at each review and ensures it complies with local laws and the school rules and regulations. The School Principal implements the PISJubail Policy on Child Protection and Safeguarding within the guidelines contained in this Policy document. The SMC will appoint a senior SMC member or a parent as Designated Safeguarding Lead, to monitor the implementation of the Child Protection and Safeguarding Policy through this Policy document. This is always a different person from the school's CPL. The SMC Designated Safeguarding Lead will act as the 'case manager' in the event that an allegation of abuse is made against the School Principal, where appropriate. Designated SMC members/ parent council will attend regular safeguarding training with the CPL and commit to reading this Policy document.

10.1.8 REPORTING

1. It is an official obligation for faculty, staff, and administrators, either as individuals or members of the institution, to report incidents of, or concerns about, physical or psychological violence, aggression, harassment, and physical abuse. This falls within staff code of conduct.
2. The reporting should be done using Pisjubail- ISPQ Forms/ in case the form and the procedure is not available, inform in writing. within the same school day, or at most within 48 hours, to the Designated Child Protection Lead, namely the Vice Principal
3. In his or her absence, the concern must be reported to a member of the Child Protection Team. Contact may be made at any time and is not restricted to working hours.

10.1.9 COMMUNICATING CONCERNS AND DEALING WITH DISCLOSURES

1. Staff are under the official obligation to report instances or suspicions of:
 - a) Different types of abuse and neglect
 - b) Specific safeguarding issues, such as:
 - Child physical exploitation
 - Child mental exploitation
 - Indicators of being at risk from or involved with serious violent crime
 - Any other physical or mental state of mind of the child which is complexly closer to brain wash or any kind of excessive emotional imbalance.

Staff should follow the process outlined below:

- ➔ **Step 1** Any member of staff who has reasonable cause to believe that abuse is occurring or has occurred or that there is a risk of a specific safeguarding issue, must report it to the CPL. If they are unable to

reach the CPL, they must contact any member of the Child Protection Team. as well as logging this on an ISPQ Form. The CPL will in turn convene the Child Protection Team.

- ➔ **Step 2** The Child Protection Team will gather further information regarding the reported incident, concern and/or disclosure.
- ➔ **Step 3** In all cases, follow-up activities will be conducted in a manner that ensures that information is documented factually, and that strict confidentiality is maintained. The following procedure will be used:
 - a) Interview staff members and/or students as necessary and document information relative to the case on ISPQ Form
 - b) Consult with school personnel to review the student's history in the school
 - c) Determine the course of follow-up actions in line with the Child Protection Decision Matrix (Continuum)
- ➔ **Step 4** Implementation of the action as described
- ➔ **Step 5** During and after the process described above, there may be a need for emotional support for staff, students and families involved. This will be provided by the student affairs team. All documentation of the investigation will be kept confidential and will be stored on our safeguarding system within PISJubail ISPQ.

11. REPORTING ON ISPQ

The standard reporting format used in the ISPQ system includes the following:

1. Child's name, date of birth, place of birth, gender, nationality, languages spoken, address, class, attendance details, siblings Information
2. parents/guardians - name, nationality, professions, telephone, general practitioner details
3. Information about the specific report - Nature and extent of reported injuries/maltreatment.
4. How reporter became aware (first-hand witness?); description of action taken (if any)
5. Other information that may be helpful.
6. All entries to ISPQ are written using a descriptive non-judgemental style, employing phrases such as 'X reported that...'; 'Y stated that'.
7. This report should be documented using the Child Protection Referral Form. (Continuum)

12. ALLEGATIONS AGAINST STAFF OR STUDENTS

1. In the event of an allegation against a staff member, investigative procedures will be specified by the PISJUbail Administration This investigation will be led by the School Principal with support from the Academic leadership team. The member of staff will be asked to remain off school premises for the duration of the investigation.
2. If the allegation is made against the Academic Leadership, the investigation will be led by the Principal of School.
3. If the allegation is made against the Head of School, the investigation will be led by the Chairperson of the School Management Council.
4. In the event of an allegation against a student by another student or a staff member, the investigation will be led by the Child Protection Team.
5. The accused student will be asked to remain off school premises for the duration of the investigation. Distance learning will be provided to the student by the school within possible resources.

13. KEY TEAMS

- - Child Protection Team
- -Students Affairs
- - School life/ Student well-being.

REFERENCES

1. <https://www.cambridgeinternational.org/about-us/our-standards/safeguarding/child-protection/>
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4. UK Child Protection Documentation:
5. Keeping Children Safe in Education (2019)
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7. The Key - <https://schoolleaders.thekeysupport.com/NSPCC>:
8. <https://learning.nspcc.org.uk/safeguarding-child-protection>
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10. WHO: World Health Organisation (Ed.2014) Fact sheet N.150 Child maltreatment,
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