



# **Beverly Hills International School**

## **Safeguarding/ Child Protection Policy**





## Table of Contents

1- Beverly Hills International School Mission and Vision: .....	3
2- Aims and Purposes:.....	3
3- Policy – Declaration terms & Definitions: .....	7
4- Procedures: .....	8
5- Confidentiality .....	9





## 1- Beverly Hills International School Mission and Vision:

### **Mission:**

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility.

### **Vision:**

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence.

## 2- Aims and Purposes:

Beverly Hills International School is committed to safeguarding and promoting the welfare of students. We recognize that the welfare of children is paramount and that all children, regardless of age, gender, ability, religion, or ethnicity, have the right to be protected from harm, abuse, neglect, and exploitation.

At Beverly Hills International School, we are aware of our duties and responsibilities to have safeguarding arrangements that promote the welfare of all students.

We recognize that all staff and faculty, including volunteers and visitors, have a full and active role in protecting our students from harm.

We believe that the school must provide a caring, positive, safe, and stimulating learning environment that promotes the students' social, physical, and emotional well-being. Safety of our students is top priority.

Noting that a safeguarding and child protection policy is a set of guidelines and procedures that the school developed to ensure the safety and well-being of children in our care. This policy outlines the steps to be taken in order to prevent child abuse, protect children from harm, and respond appropriately to any concerns or disclosures of abuse.



## **BHIS:**

- Ensures that all students, staff, and faculty are adamant about the actions necessary for student protection.
- Raises awareness towards child protection issues and equips children with the necessary skills to stay safe.
- Works closely with other agencies in Qatar, when necessary.
- Ensures safe recruitment practices when regarding the suitability of staff and volunteers when working with children.
- Provides support to students who are suspected or are currently exposed to abuse and follows all relevant policies and procedures.
- Establishes a safe and secure environment to allow children to feel comfortable when speaking to faculty members.
- Provides a safe environment for all BHIS students.
- Ensures that all staff are aware of the different forms of abuse and the correct procedures to follow if abuse is suspected.
- Includes opportunities in the curriculum for children to develop their skills to recognize and stay safe from abuse.

## **Responsibility of BHIS Administration:**

- Ensures that BHIS Safeguarding and Child Protection Policy is shared with all staff.
- Ensures to register the visitor's information in the reception before they enter the school building
- Ensures that parents are given a pick-up card that acts as a gate pass to drop off and pickup their children
- Ensures that security cameras are installed and up to date to monitor all school activities
- Ensures that students, parents, staff, and faculty understand that any behavior that harms students is NOT ACCEPTABLE



- Ensures that students are constantly supervised in the school building and the school's transportation vehicles.

BHIS administration is committed to reporting suspected/ confirmed abuse cases to the concerned authorities.

BHIS is committed to making sure that staff and faculty report suspected/confirmed abuse cases to Child Protection Officer (Social worker) and the principal.

### **BHIS Staff:**

- The staff's role is to protect the students' well-being and provide a safe environment where children can learn; they must always comply with this policy.
- All staff members should be alert to the fact that any student may suffer from abuse, carry out their responsibility to protect that child.
- All staff are aware that safeguarding incidents can happen anytime and anywhere, they are required to be vigilant and alert to any possible concerns.
- Due to day-to-day contact with children, we recognize that the school staff is well-placed to observe any outward signs of abuse.
- Facilitate the development of safeguarding and child protection policies, training, procedures, and guidance for the school.
- Receive and coordinate referrals and arrange action.
- Ensure that students in need are supported appropriately.
- Where appropriate, provide support and guidance to parents/guardians.
- Maintain accurate, confidential, and up-to-date documentation on all cases of Safeguarding and child protection.
- Report to the principal with regard to child protection matters.
- Keep abreast of developments in the field of child protection, including the requirements for child protection in Qatar.
- Keep written records of concerns about children, even where there is no need to refer the case immediately.
- Ensure that all staff are alert to the signs of abuse and responsible for referring any concerns to the designated senior person responsible for child protection.



- Ensure that parents understand the responsibility placed on the school and staff for child protection.
- Equip students with the proper tools on how to behave in response to threats.
- Investigate and instantly respond to any suspicion of student abuse or neglect.
- Ensure all records are kept secure and separate from the student's file.
- Educate students about their safety and the Child Protection Policy.
- Educate students on personal, social, and health safety to help them develop and mature with healthy attitudes.

### **BHIS Staff Duties & Responsibilities:**

- Be alert to signs of abuse
- Be aware of the potential dangers of bullying, sexual relationships, alcohol, and drug misuse leading to peer abuse.
- Take immediate action in the student's best interest by reporting any evidence of abuse.
- Share information with the child protection officer to support early identification and assessment of emerging problems and needs.
- Know the School's Child Protection procedures
- Honor the student's right to be protected, regardless of age, gender, race, culture, or disability.
- If a staff member suspects that a child is being abused, they must inform the Principal and the protection officer who will write a report and keep it on file.



### 3- Policy – Declaration terms & Definitions:

#### Safeguarding – child protection

Refers to the procedures and policies that the school has put in place to ensure a safe and healthy environment for children. As detailed in the policy, child protection is the response to allegations to stop harm and keep the child safe from it. Safeguarding protects children from maltreatment, ensures that children grow up with safe and effective care, and acts to enable all children to feel safe and achieve the outcomes.

#### Harm

Harm to a student is any detrimental effect on a student's physical, psychological, or emotional well-being. Harm can take the form of physical, psychological, emotional abuse, neglect, sexual abuse, exploitation, and domestic or family violence. These forms of abuse may be present singly or jointly.

#### Physical Indicators:

This may include sudden speech disorder, signs of solvent abuse (mouth sores, the smell of glue, drowsiness), attention-seeking behavior, and/or poor peer relationships.

#### Behavioral Indicators:

This may include neurotic behavior (rocking, hair twisting, thumb-sucking), reluctance for parent liaison, fear of new situations, chronic runaway, and/ or inappropriate emotional responses to painful situations.

#### Child abuse:

#### Neglect:

Neglect refers to the failure to provide proper care of a child's basic needs (physical/ emotional/or educational well-being):

- provide adequate food, shelter, or clothing (including exclusion from home or abandonment);



- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers);
- ensure access to appropriate medical care or treatment.

### **Sexual Abuse:**

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities. This form of abuse can include various action such as rape, molestation harassment, or any unwanted sexual contact. Sexual abuse may result in depressive symptoms like anxiety, low self-esteem, increasing inappropriate sexual behaviors or expressing these behaviors by drawing.

### **Emotional Abuse:**

Emotional abuse is the persistent emotional maltreatment of a child that causes severe adverse effects on the child's health and emotional development. It is sometimes referred to as psychological abuse.

Behaviors that can be signs of emotional abuse include:

Depressive symptoms like anxiety, depression; attempts to avoid certain situations (such as going to an activity or visiting someone's house); declining performance at school; delayed emotional development; a desire to hurt themselves or other people on purpose;

### **Physical Abuse:**

Physical abuse is use of force that causes harm or injury to another person. It can include striking, kicking, burning, biting, or any action that leaves visible injuries and also result in long term physical and emotional consequences.

## **4- Procedures:**

All staff members work to protect the welfare of children, and parents are also expected to be vigilant. Should they feel a child is at risk from abuse, employees must report to the child protection officer any concerns relating to the welfare of the children. It may also be necessary to inform the Society for the Protection of Women and Children in Qatar.



- **If a staff member suspects that a child is being abused:**
  - 1- They must hold a meeting with the child in private;
  - 2- stress that confidentiality cannot be promised to the student;
  - 3- record in writing all details;
  - 4- inform the child protection officer as soon as possible and email the form to him to keep on file;
  - 5- record the case if it is of major concern to alert the social worker and /or the Principal when the student is registered as absent.
  
- **The child Protection Officer will:**
  - 1- Listen to the witness and record all the details.
  - 2- Investigate the issue.
  - 3- Take necessary actions.
  - 4- Inform the principal based on the urgency of the issue to act.
  
- **The School Principal will:**
  - 1- Immediately suspend any staff or faculty member who is suspected to have abused a student;
  - 2- formally investigate any suspected breach;
  - 3- conduct confidential meetings with the parents to discuss the issue of concern;
  - 4- ensure that critical cases receive the required professional support.

## 5- Confidentiality

1. BHIS recognizes that all matters relating to child protection are confidential.
2. All staff and faculty members must be aware that they have a professional responsibility to share information with the Designated Child Protection Officers to safeguard students.
3. BHIS always aims to share its intention with the student to contact the student's parents before doing so.
4. All staff and faculty members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. The Principal should be informed.