



CHILD PROTECTION POLICY



ASIAN INTERNATIONAL PRIVATE SCHOOL

SCHOOL POLICIES

INTRODUCTION

We promote well-being of children and their development. we encourage active participation and respect their freedom of expression and, communication.

Child abuse

“Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power. “Cruelty to children” or “child abuse” as ‘behavior that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.

Four types of cruelty are defined as:

- **Physical abuse:** including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.
 - **Sexual abuse:** including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
 - **Emotional abuse:** repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
 - **Neglect:** the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.
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- ✓ A child who is being abused may experience more than one type of cruelty.
 - ✓ Discrimination, harassment, are also abusive and can harm a child, both physically and emotionally.
 - ✓ **Children’s participation** – a space and a voice: We create a space to children to speak out about abuse.
 - ✓ **Safe and supportive environment is maintained under supervision of the concerned staff.** Movement register is well maintained.
 - ✓ **Children should be treated with love and respect by staff and vice versa.**
 - ✓ All children are supervised by adults at all times, whilst allowing for the free movement of children and adults within the setting.
 - ✓ Whenever children are on the premises at least two adults are present



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Role of Staff

1. If any member of staff has grounds for concern, then he/she is required to report these grounds to the Head immediately. Staff must ensure that any ongoing involvement is in the child's best interest.

They must not wait to gather evidence, nor agree to keep information secret, nor discuss the matter with others.

2. Staff must follow any guidance given by the Head in relation to recording any concerns, supporting the child and cooperating with subsequent actions to investigate the grounds of concern and to protect the child or children concerned.

Role of Head

For the purposes of these procedures the Head may indicate the Assistant Head.

The Head will treat the grounds of concern as reported by a member of staff as a priority for action and in so doing

Consider the immediate needs of all children involved

- ✓ Take emergency action if required
 - ✓ Gather information and if appropriate seek clarification (not proof)
 - ✓ Ask staff to record relevant information
 - ✓ Store all information in a confidential Incident File
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- Immediately report to the student counsellor all cases where there are grounds for concern about child abuse. Discuss with the student counsellor worker the action to be taken, including when and by whom parents will be informed and the child or children interviewed.
 - Immediately report a medical emergency to the medical services and administer first aid if needed before reporting to the student counsellor.
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- ★ In urgent circumstances seek help from the police. E.g. Immediate avoidance of further abuse, immediate pursuit of an alleged abuser, avoidance of destruction of evidence.
 - ★ If a member of staff is alleged to be involved in child abuse, then contact will be made with the chairperson of the Board of Managers and with the ADEK. Decisions will then be made regarding appropriate action and the involvement of other agencies.
 - ★ Record (on the same day) the grounds for concern and action taken using the Referral form, and send the form to the relevant Departments. Keep a copy of the information, signed and dated, in the Incident File.
 - ★ Co-operate fully with all concerned Departments who may become involved.
 - ★ Support the child or children involved as necessary and appropriate



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Child Protection Coordinators

In Asian International Private School, the child protection coordinators are:

Lead	Anzar Abdul Salam
Assistant Lead	Jasmin Beegom
Assistant Lead	Leena A. V
Supervisor	Baby Aneeshida
Supervisor	Nadeera / Merin
Supervisor (Acting)	Smitha Rani
Student Counselor	Reshma Ibrahim

The responsibilities of the child protection coordinators are to:

- Be conversant with the information mentioned in the Policy
- Support the Head in the development of policy, practice and staff development
- Attend child protection training and coordinators' meetings
- Support the Head in ensuring that Child Protection Guidelines are brought to the attention of entire staff annually and that they have access to the guidelines
- Co-ordinate support within the school for children with Child Protection Support Plans
- Co-operate on behalf of the school with concerned Departments Child Protection Support Plans
- Liaise with relevant establishments and community police.
- Be responsible for regularly updating the Child Protection Department Contact List.

Lead	Anzar Abdul Salam
Assistant Lead	Jasmin Beegom
Assistant Lead	Leena A. V
Supervisor	Baby Aneeshida
Supervisor	Nadeera/ Merin
Supervisor (Acting)	Smitha Rani
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MADINAT ZAYED / RUWAIIS

STUDENT DISCIPLINE FORM

Note: This form is used to document student behavior. A copy of this forms to be maintained in Student's folder and is recommended to extirpate when the student leaves the School.

REFERRAL	PRINCIPAL	ADMINISTRATOR	SCHOOL COUNSELOR	SPECIAL EDUCATION COUNSELOR	PARENT
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STUDENT NAME		GRADE		DIVISION	
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DATE & TIME OF THE INCIDENT		DATE OF REFERRAL	
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REASON FOR REFERRAL (CHECK ALL THAT APPLY)

<input type="checkbox"/> Unacceptable Language	<input type="checkbox"/> Willful Refusal to Follow Directions or Instructions	<input type="checkbox"/> Disruptive Horseplay
<input type="checkbox"/> Fighting	<input type="checkbox"/> Disruption in: Classroom / Hallway / Restroom / Outside	<input type="checkbox"/> Possession of a Controlled / Non-Controlled Substance (<i>circle one</i>)
<input type="checkbox"/> Oral Tobacco / Smoking (<i>circle one</i>)	<input type="checkbox"/> Willful Disrespect to School Official	<input type="checkbox"/> Willful Damage to School Property
<input type="checkbox"/> Chronic Tardiness	<input type="checkbox"/> Willful Damage to Personal Property	<input type="checkbox"/> Skipping Class or Unauthorized Area
<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Possession of a Weapon - <i>Law enforcement intervention</i>	<input type="checkbox"/> Bullying or Hazing
<input type="checkbox"/> Chewing Gum	<input type="checkbox"/> Malpractice - Examination	<input type="checkbox"/> Technology Violation
<input type="checkbox"/> Other Infraction (EXPLAIN)		

Description of Infraction:

PRIOR ACTION(S) TAKEN BY THE TEACHER

<input type="checkbox"/> Parent Notification	<input type="checkbox"/> Verbal Warning: Date(s)	<input type="checkbox"/> Conference with Student:
<input type="checkbox"/> Conference with Parents:	<input type="checkbox"/> Other Action(s)	

Description of Action(s):

ADMINISTRATIVE ACTION

<input type="checkbox"/> Warning Issued for Offence	Method : <input type="checkbox"/> Verbal <input type="checkbox"/> Written
<input type="checkbox"/> Parent Notification	Phone / Phone No :
	Date <input type="text"/> Time <input type="text"/>
	<input type="checkbox"/> Other Contact
	<input type="checkbox"/> Copy of Referral
<input type="checkbox"/> Suspension	Letter <input type="checkbox"/> Student Delivery <input type="checkbox"/> Direct
<input type="checkbox"/> Guidance Counselor Referral	<input type="checkbox"/> In- School <input type="checkbox"/> Out of School <input type="checkbox"/> Detention
<input type="checkbox"/> Compensation for Damages	Name of Counselor <input type="text"/>
	Amount <input type="text"/> PAYMENT DUE DATE <input type="text"/>

OTHER ACTION

STUDENT SIGNATURE	ADMINISTRATOR/PRINCIPAL SIGNATURE	PARENT SIGNATURE
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