



Child Safeguarding Policy

Rationale

At Park House English School, we are committed to safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers and any contractor in our school to share this commitment. In line with this, we expect everyone to recognise where a student is at risk of, or is actually being harmed, and to do all they can to reduce further risk or harm.

We believe we are in the best position to identify concerns early and to provide or recommend support for students as well as helping to prevent these concerns from escalating.

At Park House, we adhere to the following basic child protection and safeguarding principles:

- A child's welfare is paramount, and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender, or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work.
- We work in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'.
- All students have the same equal rights to protection, but we recognise that we need to do more for some because of their specific needs/ backgrounds.

Aims

We will:

- Provide a safe and happy environment to enable students to thrive and learn.
- Outline the systems and processes we all take to ensure that students remain safe at school.
- Raise awareness to all employees of safeguarding/child protection issues and define their roles and responsibilities in reporting possible cases of abuse.
- Identify students who are suffering, or likely to suffer harm.
- Ensure effective communication between all employees on child protection/safeguarding issues.
- Set effective procedures for employees/volunteers or third-party individuals who encounter any issues in relation to child protection/safeguarding to follow.
- Be clear with all parties, including students and their parents/carers, regarding our approach to safeguarding and child protection, through the provision of clear and well communicated policies.



Responsibilities

At Park House English School, the Designated Child Safeguarding Leads are:

Natasha Hilton (Head of Primary)

Deputy: Anna Stuart (Deputy Head of Primary)

Rebecca Sauders (Head of Secondary)

Deputy: Michael MacDonald (Key Stage 3 Leader), Olivia Mason (Key Stage 4 Leader), Kerry Walton (Key Stage 5 Leader)

Deputy: Claire Sharkey (Executive Assistant to the Principal), Caroline Awad (MOE Liaison- Arabic speaking)

The person with overall responsibility is the Principal

Colleagues working for our 3rdparty contractor organisations can inform John Smith (Principal) of any child protection concerns.

The Designated Child Safeguarding Officers are responsible for:

- The welfare of the child is always paramount.
- Confidentiality should be respected as far as is reasonably possible.

Being guided by these principles the Designated Safeguarding Lead will:

- Play a key role in ensuring that the school takes action to support any student who may be at risk.
- With the Principal, make sure that all employees, both teaching and non-teaching, are aware of their responsibilities in relation to safeguarding and child protection.
- Have appropriate training in addition to the basic training that all other employees receive. This includes attending ISP Designated Safeguarding Lead training at least every two years and actively participating in their DSL Regional Networking meetings to ensure they stay updated on safeguarding issues.
- Collate and keep accurate and confidential records of any concerns about children, this should include ensuring robust action plans are implemented at the earliest opportunity which are captured in writing and are reviewed regularly.
- Have a clear understanding of the local expectations around safeguarding, who to contact, what agencies exist and how to contact them.
- Ensure that the entire school community knows who the DSL/ DSL Team is in their setting.
- Be familiar with local regulations, procedures and agencies who can offer support for safeguarding matters.

All employees have the responsibility to report to the Designated Safeguarding Lead any concern they have about the safety of any child in their care. The Designated Safeguarding Lead's responsibility is to make decisions about what to do next and then to take appropriate action.



All employees will:

- Ensure they are familiar with and follow the policy and all other safeguarding related documents e.g., Codes of Conduct, guidance for safe working practice.
- Be subject to safer recruitment processes and checks prior to starting at the school/organisation (unless an action plan/risk assessment is in place to ensure the employee is supervised until all checks are completed, this **must** be authorised by the Group Director of Health and Safety before employment begins).
- Be alert to signs and indicators of possible abuse.
- Listen to and take seriously the views and concerns of children, knowing what to do if a child tells them he/she is being abused, exploited, or neglected.
- Know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the Designated Safeguarding Lead (or a deputy) and children's social care in their area. Employees should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.
- Be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse. Nor should a victim ever be made to feel ashamed for making a report.
- Record any concerns and report these to the Designated Safeguarding Lead (DSL) on the school's concern form.
- Be aware of who the Designated Safeguarding Lead is in the school they are working in and how they can be contacted. See **Appendix 1**
- Follow the procedures outlined in this document when/if concerned about any child.
- Support students, employees or other adults who have concerns, or who are the subject of concerns, to act appropriately and effectively in instigating or cooperating with any subsequent process of investigation.
- Undertake appropriate child protection/safeguarding and safe recruitment training (and refresher training as required by ISP).
- All employees and volunteers need to recognise that if their behaviour inside or outside the workplace breaches the ISP code of conduct and/or the guidance for safe working practice, this may be considered a disciplinary or even criminal matter.

All employees who have occasional or supervised contact with children (including employees from partner and contracted organisations) will:

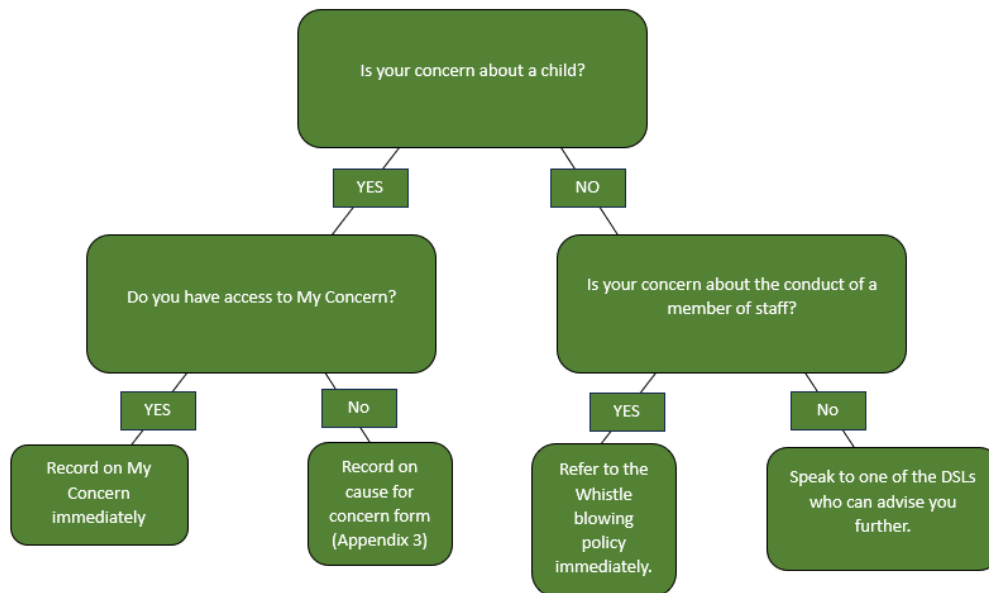
- Undergo a safeguarding briefing/induction in relation to their role, understand what is required of them if they have concerns and to whom they should report.
- Provide written confirmation to demonstrate that where appropriate, all partner agency staff/contractors have been safely recruited with appropriate checks undertaken and that a safeguarding briefing has been provided to these employees, (appropriate to the role and contact they will have with children), before they commence their role in any ISP school. Where these employees or volunteers are constantly supervised, the recruitment checks may not need to be as rigorous, but it is for the Principal/ Designated Safeguarding Lead to assess this risk, not individual employees or partner organisations themselves.
- Where partners/contractors do not have their own safeguarding or child protection policy, the ISP application notes will be used, and partners/contractors asked to read and follow this. These requirements will be part of any contractual arrangement.
- Follow the guidance laid down in this document at all times.
- Be provided with guidance on appropriate safe working practice.



Procedures

Procedure 1: Reporting concerns about a child

Concerns flow chart



ANY CONCERN ABOUT A STAFF MEMBER MUST BE REPORTED FOLLOWING THE WHISTLE BLOWING POLICY!

Possible signs of abuse:

A child may be experiencing abuse if he or she is:

- Frequently dirty, hungry or inadequately dressed
- Left in unsafe situations or without medical attention
- Constantly 'put down', insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Severely bruised or injured
- Displays sexual behaviour which does not seem appropriate for their age
- Growing up in a home where there is domestic violence
- Remember, this list does not cover every possible type for child abuse. You may have seen other things in a child's behaviour or circumstances that worry you.

Please see **appendix 2** for more comprehensive list and more detailed explanations of specific safeguarding issues.



Visitors

All visitors will be issued with a PHES Safeguarding booklet (**Appendix 5**) the first time they visit school. All visitors are issued with a colour coded lanyard.

White Lanyard	The visitor has provided a current police check and can access the school unsupervised once they have signed in and read the safeguarding booklet.
Orange Lanyard	The visitor has read the safeguarding booklet provided and has signed to agree to the policies and procedures within the booklet. These visitors will need to be supervised when walking around the school and working with pupils.
Red Lanyard	The visitor is not to be with pupils and must be supervised when moving around the school.
Yellow Lanyard	Parents or approved carer to wear their lanyard when dropping off and picking up their child
Blue Lanyard	Contractors generally come after school hours and if contractors during school hours will be supervised. Cleaners that work during the day are all safeguard trained and police checked.
Grey Lanyard	Security staff and they are safeguard trained and police checked.
Green Lanyard	All PHES staff

When a pupil leaves or is admitted to PHES

When a pupil leaves Park House, the admissions team will obtain forwarding information, including the contact details of the DSL at the forwarding school. The DSL will then package any safeguarding information safely and securely for the admissions team to send to the pupil’s new school.

As part of the admissions process, the admissions team will request the contact information for the DSL from the pupil’s previous school. They will email the DSL the Child Protection Handover form for each pupil transferring (**See Appendix 4**).

Confidentiality:

We abide by the principle that the ‘welfare of the child is paramount’. Privacy and confidentiality will be respected where possible but if doing so leaves a child at risk of harm then the child’s safety has to come first. It is fine to share information if someone is worried about the child.

Not everyone needs to know when a concern or worry is raised. This respects the child’s / family’s and/or staff rights to privacy.

Only people who need to know should be told about it. Otherwise, there might be gossip and rumours.

We will always undertake to share our intention to contact the child’s parents with the child before doing so.

We will always undertake to share our intention to contact the police in suspected criminal cases with the child’s parents unless to do so could put the child at greater risk of harm or impede a criminal investigation.



Tutoring

Some teachers may decide to tutor pupils outside of school hours, on the school site.

Whilst teachers must take responsibility for their own safety should they choose to tutor, it is important to adhere to the school safeguarding procedures at all times.

Teachers must;

- Ensure they have a 'buddy teacher' in school whilst they tutor.
- Move to a central part of school to ensure that they are not alone with a pupil with a closed door.
- Be socially distanced at all times.
- Teacher and pupil to wear masks at all times.
- Follow the safeguarding procedures laid out in this policy.

Safe touch

Safe Touch aims to prevent sexual abuse by helping pupils fully understand safe and healthy relationships.

If an adult needs to touch a pupil such as helping them in a PE lesson or cleaning a wound, it is important to explain at every stage what is happening and why contact is being made. At no point should an adult touch a pupils intimate area – if they have had an toileting accident the adult should direct the child to clean themselves.

Facilities and Security Staff

All facilities staff will receive awareness, conduct and reporting training. Information will be shared with facilities staff in a language they are confident with. An expectations of conduct document will be read and signed by each member of the team.

When toilets are being cleaned, a yellow sign will be placed outside the door to inform pupils that the toilets are not available, at that time.



Appendices

Appendix 1:

Scan the QR code to see all DSLs and DDSLs



Natasha Hilton (Head of Primary)
Deputy: Anna Stuart (Deputy Head of Primary)

Location: Primary building

Rebecca Sauders (Head of Secondary)
Deputy: Michael MacDonald (Key Stage 3 Leader),
Olivia Mason (Key Stage 4 Leader), Kerry Walton (Key Stage 5 Leader)

Location: Secondary
building

Deputy: Claire Sharkey (Executive Assistant to the Principal),
Caroline Awad (MOE Liaison- Arabic speaking)

Location: Administration
Offices

Email: safeguarding@parkhouseschool.com

For concerns in Qatar, Sidra Hospital have a dedicated phone line.

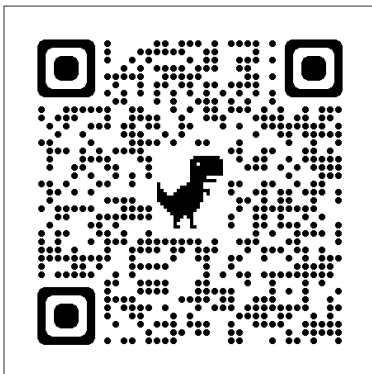
Child Advocacy Helpline (+974 4003 4000) 24/7 on-call services (+974 4003 7227)



Appendix 2: Signs and Indicators of abuse

Neglect	Emotional	Physical	Sexual
<ul style="list-style-type: none"> -Tired/listless -Unkempt -Poor hygiene -Untreated medical conditions -Medical appointments missed -Constantly hungry or stealing food -Over eats when food is available -Poor growth -Poor/late attendance -Being regularly left alone or unsupervised -Dressed inappropriately for the weather condition -Having few friends and/or being withdrawn -Ill equipped for school 	<ul style="list-style-type: none"> -Failure to thrive -Attention seeking -Over ready to relate to others -Low self esteem -Apathy -Depression/self-harm -Drink/drug/solvent abuse -Persistently being over protective 	<ul style="list-style-type: none"> -Unexplained injuries -Injuries on certain parts of the body -Injuries in various stages of healing -Injuries that reflect an article used -Flinching when approached -Reluctant to change -Crying/instability -Afraid of home -Behavioural extremes -Apathy/depression -Wanting arms and legs covered even in very hot weather 	<ul style="list-style-type: none"> -Age inappropriate sexual behaviour/knowledge/promiscuity -Wary of adults/running away from home -Eating disorders/depression/self-harm -Unexplained gifts/ Money -Stomach pains when walking or sitting -Bedwetting -Recurrent genital discharge -Sexually transmitted diseases

Follow this QR code for specific safeguarding issues.





Appendix 3 – Cause for Concern Form

Cause for concern forms can be downloaded from the whole school shared drive in the policies folder;

Paper copies can be obtained from the following places;

- Security booth at the school's entrance
- Reception front desk



Cause for Concern Reporting Form (to be hand written)
STRICTLY CONFIDENTIAL

Pupil Name			
Year Gp	Class	Date	Time
Concerns (Please state the facts not your opinion. Continue on reverse if necessary)			
Reported by	Role		
Signed	Date		
Action to be taken (Completed by Designated Child Protection Officer)			
Signed	Date	Role	

Appendix 4 Child Protection Statement Form



Child Protection Statement

The person mentioned below has been accepted as a pupil at Park House English School. In line with our school's Child Protection (CP) policy, I would be grateful if you could complete this form and return directly to natasha.hilton@parkhoursschool.com Designated Safeguarding Lead

Student Name:
 Previous school:

Does this pupil have any Child Protection issues? YES / NO

Please also provide brief details of any serious pastoral concerns (e.g. eating disorders; self-harm etc.)

Signed:

Print Name:

Position:

School Stamp:

If you have answered YES* above please send any records in a sealed envelope marked 'Strictly Confidential' for the attention of
 Mrs Natasha Hilton,
 Designated Safeguarding Lead
 Park House English School
 990 Mesajimeer Road
 Doha
 Qatar
 PO Box: 22215



Child Protection Statement

The person mentioned below has been accepted as a pupil at Park House English School. In line with our school's Child Protection (CP) policy, I would be grateful if you could complete this form and return directly to rebecca.saunders@parkhouseschool.com Designated Safeguarding Lead

Student Name:
 Previous school:

Does this pupil have any Child Protection issues? YES / NO

Please also provide brief details of any serious pastoral concerns (e.g. eating disorders; self-harm etc.)

Signed:

Print Name:

Position:

School Stamp:

If you have answered YES* above please send any records in a sealed envelope marked 'Strictly Confidential' for the attention of
 Mr Rebecca Saunders,
 Designated Safeguarding Lead
 Park House English School
 990 Mesajimeer Road
 Doha
 Qatar
 PO Box: 22215



Appendix 5 Visitor-Volunteer book1

Visitor Safeguarding Expectations

Professional conduct (behaviour and language) is expected at all times based on mutual respect, good manners, politeness and common courtesies for all members of our community.

Physical violence, verbal abuse and swearing are totally unacceptable and not tolerated.

Mobile phones - should not be used when working around children on the school site. It is unacceptable to photograph, video or voice record students and other members of staff without prior arrangements with the school or parents.

Toilets - Adults in school will use designated staff or visitor toilets and will not use toilets that are for children, even if they are empty.

Safeguarding

Please familiarise yourself with the **Safeguarding Children and Child Protection policy**; a copy of which is available on the **school website**.

All regular visitors that come into school or undertake school activities (for 4 or more days in a 30-day period) are required to provide a police background check and their QID/Passport.

All visitors with an orange or red lanyard should be accompanied at all times by a member of staff.

IMPORTANT If you have any safeguarding concerns please contact any of the staff below immediately. Please do not leave the site without passing on your concerns. Always ensure that the issue is being dealt with effectively. You can also email: Safeguarding@parkhouseschool.com

Designated Safeguarding Leads

Natasha Hilton- Head of Primary
Rebecca Saunders- Head of Secondary

Deputy Designated Safeguarding Leads

Anna Stuart – Deputy Head of Primary
Michael MacDonald – Assistant Head of Secondary
Olivia Mason- Assistant Head of Secondary
Kerry Walton - Assistant Head of Secondary
Claire Sharkey- EA to Principal
Caroline Awad- MOE Coordinator



Expectations and Standards for all adults visiting Park House English School.

When you arrive at security, you will be issued with a lanyard/ sticker which must be worn at all times (*You will be given a lanyard to wear in exchange for your QID*):

- visitors (red, orange or white depending on association with the school)
- staff (green)
- parents (yellow)

Please **sign in at the security booth** on your arrival and **sign out at the security booth** on your departure, this also includes lunch and break times.

In the Event of Fire

When the alarm sounds visitors **MUST** evacuate the building and report to the designated **MUSTER POINT** in front of the school.

Expectations of all adults on PHES site

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff, visitors and volunteers to share this commitment.

All adults at all times are expected to treat each other with the utmost respect. The school is a professional workplace and every adult on site is entitled to work in an environment that is free from conflict, verbal or written abuse.

All difficulties no matter what the issue, should be resolved in a professional manner. Adults will support each other and help each other when things are difficult.

Adults will use language that is positive and free from any type of prejudice.

All adults will carry out their professional duties in line with the post they are appointed to, with a full awareness of the impact of their actions, at all times working with others to maximise student attainment.

Park House English School creates an atmosphere that is positive, warm and supportive, one that enables the best to be shown in every adult on school site as a model of behaviour to our students.

Basic Principles

The child's welfare is paramount (Children's Act 1989).

"Adults in school are responsible for their own actions and behaviour and should avoid conduct which would lead a responsible person to question their motivation or intentions.

Adults in school must work and be seen to work in an open, honest and transparent way.

Adults will discuss or take advice promptly from a member staff about any incident which could cause concern, to ensure that such situations can be handled promptly and sensibly.

A record will be kept by the Designated Safeguarding Lead of any incident regarding safeguarding and of decisions made / further actions agreed, in accordance with school record keeping policy."

Fire Arrangements

All adults on site should obey the following procedure in the event of a fire alarm sounding

1. The emergency fire alarm will ring continuously.
2. If the alarm sounds, with no exception, proceed in a calm and orderly manner to the assembly area at the front of the school building by the shortest possible route. Please ask for support if it is required.
3. On arrival at the assembly area please wait in the area allocated for visitors and make yourself known to staff.
4. Follow all instructions given by staff in charge of the assembly area.