



Park House  
English School

Policy number: **2**

Owner: **Principal**

Date of issue / last review: **September 2020**

Review date: **September 2021**

# Child Safeguarding Policy

## Rationale

Park House English school is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.

## Aims

To ensure that all members of staff know:

1. The signs and symptoms of concern;
  2. How to respond to a pupil who discloses abuse;
  3. What to do if they are concerned about a child.
- All parents/carers are made aware of the child safeguarding procedures through publication of the schools' Child Safeguarding Policy on the school website.
  - Community users organising activities for students are aware of the school's child safeguarding guidelines and procedures.
  - We will ensure that our selection and recruitment of staff meets local recruitment requirements and international best practice.

## Responsibilities

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

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

Jim Moyes (Head of Secondary)  
Deputy: Jarad Robson (Key Stage 3 Leader)

The person with overall responsibility is the Principal

Colleagues working for our 3<sup>rd</sup> party contractor organisations can inform John Smith (Principal) of any child protection concerns.

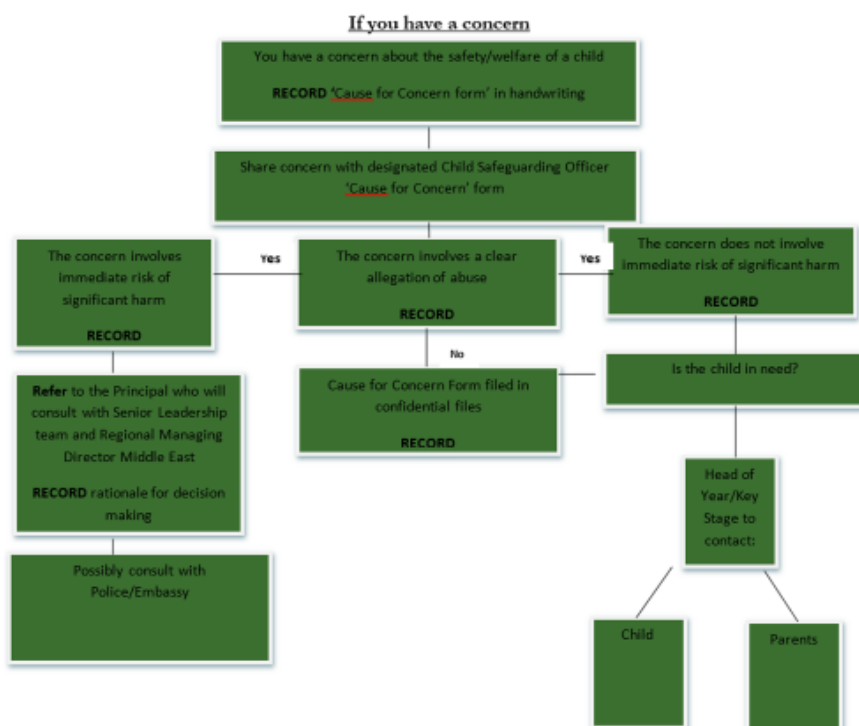
The designated Child Safeguarding Officers are responsible for:

- Keeping written records of concerns about a child;
- ensuring that all such records are kept confidentially and securely and are separate from student records;
- ensuring that an indication of further record-keeping is marked on the student records;
- providing advice, guidance and support to staff in child protection matters;
- liaising with the Principal to inform him of any issue and ongoing investigations and to ensure that there is always cover in place for the Designated Child Safeguarding Officers;
- organising child protection training for all school staff;

- providing, the Principal with an annual report for the governing body, detailing any changes and reviews of relevant policy and procedures; training undertaken by the Designated Child Protection Officers, and by all staff and regional manager; number and type of incidents/cases (anonymised).

## Procedures

### Procedure 1: Reporting concerns about a child



### 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 for more comprehensive list.

### How to respond to signs or suspicion of abuse:

Things to do	Things to avoid
<ul style="list-style-type: none"><li>✓ Record your concern on the 'Cause for Concern' form (see appendix). This should be handwritten.</li><li>✓ Report your concern to the Child Safeguarding Officer.</li><li>✓ Re-refer and challenge if the situation does not seem to be improving.</li></ul>	<ul style="list-style-type: none"><li>✓ Ignore</li><li>✓ Dismiss</li><li>✓ Investigate</li><li>✓ Examine a child</li><li>✓ Take photographs of injuries</li><li>✓ Attempt to resolve the situation in isolation</li></ul>

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

### **Procedure 2: Reporting concerns about a colleague**

If an allegation is made directly by a student to a member of staff, the member of staff receiving the allegation will immediately inform one of the Designated Safeguarding Leads (DSLs).

The DSL will then 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 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. If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the ISP Regional Managing Director Middle East, Bharat Mansukhani, who will then investigate the allegations.

In the event of an allegation against the Principal, the decision to suspend will be made by ISP Regional Whistleblowing Officer, **Mina Ansari**.

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.

### How to respond to an allegation of abuse against staff:

All school staff should adopt **safe working practices** when working with students:

- Avoid one to one situations where possible
- Be visible if you are in the situation where you are working alone with students (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 students both in and out of school

- Never give a personal mobile number or personal email address to a student
- Staff must not have students as 'friends' via any social media or social networking site.
- Never give an individual student a gift that is not part of the 'Rewards Policy'
- You must adopt high standards of personal conduct
- If you think you have done something that could be misinterpreted, then self-report

### **Whistle blowing:**

We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child safeguarding, which may include the attitude or actions of colleagues. If necessary, they should speak with the Principal or the ISP Regional Whistleblowing Officer, Mina Ansari by emailing [mansari@ispschools.com](mailto:mansari@ispschools.com)

If there is concern that the student is at risk of significant harm, the DSL should report to the Principal who in turn will report to ISP Regional Whistleblowing Officer, **Mina Ansari**.

In cases where criminal acts are involved or suspected the Principal may inform the Qatar police and the relevant Embassy.

### **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 **handwritten** and passed to a designated DSL. In the event of a DSL not being available, all concerns should be handed to the Deputy DSL (DDSL).
- The DSL has responsibility to keep these in the confidentially child protection file. These are kept separate from student records.
- The DSL should then make an indication of further record-keeping on the student records.

### **Visitors**

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

White Lanyard/ Stickers during COVID	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 (to be fully implemented by the end of term 1 2020)
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

Whilst Covid precautionary measures are still in place, colour coded **stickers** will be used rather than lanyards.

## **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 3).

### **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.

### **Parent meetings**

To safeguard both staff and parents all meetings conducted via video will be recorded and securely stored. These recordings will not be used unless required for follow up to concerns about conduct or about a child's learning needs and/ or welfare.

### **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.

Facilities staff are not to be alone with pupils at any time and are not permitted to clean the toilets whilst there are pupils in there. 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.

## Appendix 1: Signs and Indicators of abuse

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

## Appendix 2 – Cause for Concern Form

Cause for concern forms can be downloaded from the whole school shared drive, here;  
 H:\POLICY MANUAL\1. Child Safeguarding\Safeguarding Documents

Paper copies can be obtained from the following places;

- Head of Primary office
- Head of Secondary office
- Deputy Head of Primary office
- Nurses room
- Security booth at the school's entrance
- Secondary Assistant Head office
- Key Stage 3 and 4 office



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

Pupil Name	
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Year Gp		Class		Date		Time	
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<b>Concerns (Please state the facts not your opinion. Continue on reverse if necessary)</b>

Reported by		Role	
Signed		Date	

<b>Action to be taken (Completed by Designated Child Protection Officer)</b>			
Signed		Date	
		Date	Role

# Appendix 3 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 [james.moyes@parkhouseschool.com](mailto:james.moyes@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 James Moyes,  
Designated Safeguarding Lead  
Park House English School  
990 Mesalmeer 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 [natasha.hilton@parkhouseschool.com](mailto:natasha.hilton@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

Mrs Natasha Hilton,  
Designated Safeguarding Lead  
Park House English School  
990 Mesajmeer Road  
Doha  
Qatar  
PO Box: 22215