



## Safeguarding Policy 2024-2025

### Policy Statement

In a school context the term safeguarding has been defined by the Department for Education (Working together to safeguard children, 2018) as:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

This policy has been developed in-accordance with UK guidance and best practice, namely:

- Working together to Safeguard Children, 2018
- Keeping Children Safe in Education, 2021
- Children Act, 1989

However, it is sensitive to the school's context in Qatar and recognises some of the limitations in addressing child protection issues whilst subject to Qatari law and customs.

Safeguarding goes beyond implementing basic child protection procedures and applies to all school sections, including the Early Years Foundation Stage.

The Newton Group of schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and school community.

In accepting that children have the right to protection from neglect, physical, emotional and sexual abuse, the Newton Group recognises its responsibility for:

- *Educating staff and pupils in such issues*
- *Protecting pupils*
- *Reacting to any child protection issue that may be suspected, reported or disclosed.*

We acknowledge that listening to children is an important and essential part of safeguarding them against abuse and neglect. We will seek to ensure that the child is informed not only about the action the school will take but also the length of time that will be required to try to resolve the issue. Members of staff who have day-to-day contact with pupils are well placed to observe possible signs of abuse and to refer them to the school counsellor.



## Scope of Policy

The purpose of this policy is to provide clear direction to all staff about expected codes of behaviour in dealing with child protection matters and aims to provide a framework for dealing with these concerns in a sensitive, professional manner.

We recognise that safeguarding is not just about protecting children from deliberate harm. It includes such things as pupil safety, therefore when considering safeguarding issues, regard should also be given to the following policies:

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| <ul style="list-style-type: none"><li>● Child Protection Policy</li><li>● Pastoral Care &amp; Positive Behaviour management Policy</li><li>● Recruitment Policy</li><li>● Professional Code of Conduct Policy</li><li>● Health and Safety Policy</li></ul> | <ul style="list-style-type: none"><li>● IT Acceptable Use policy</li><li>● Risk assessment Policy</li><li>● Communication and Complaint Procedure</li><li>● Attendance Policy</li></ul> |
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## Policy Review

This policy will be updated whenever new guidance or legislation within the remit of Safeguarding is issued. As a minimum the policy will be reviewed annually, to ensure it is kept up-to-date with current legislation and best practice.

## Policy Aims

- Support students' development in ways that will foster security, confidence and independence.
- Provide an environment in which students feel safe, secure, valued and respected, and know how to approach adults if they are experiencing difficulties.
- Raise awareness of all teaching and non-teaching staff to the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.
- Provide a systematic way of monitoring students known or thought to be at risk of harm, and ensure the school contributes to the assessment of need and support for affected students.
- Emphasise the need for effective communication between all members of staff
- Develop a structured procedure for dealing with cases of abuse



- Ensure that all adults who have substantial access to children, have been suitably vetted.
- Ensure all staff have been appropriately trained to undertake their safeguarding responsibilities effectively, this includes attending initial and on-going refresher workshops on child protection matters.

## **Procedures**

- Our school procedures for safeguarding students will ensure that we have designated members of staff trained in Child protection across the school.
- Our school Counsellors and nominated safeguarding leads, have undertaken appropriate child protection training and periodic refresher training. All members of staff will receive initial guidance on Child protection matters from our school Counsellors.
- We will ensure that our selection and recruitment of staff meets safe recruitment requirements as per the Newton Group Recruitment Policy.
- All new members of staff will be issued with a copy of the schools Child Protection Policy.

## **Record keeping**

Suspensions and allegations of harm made by students will be recorded by staff and noted in their pastoral notes. This information will be passed on to the School Counsellor who will maintain detailed notes in their pastoral and counselling notes. Minutes of all meetings with the parents will be kept for future reference and will be shared with the parents.

## **Child Protection Records**

Designated individuals will diligently maintain accurate and current records of child protection concerns while ensuring the confidentiality and security of the information. The records will include a chronological account and all pertinent documents with up-to-date and relevant information.

## **Responsibilities**

Any reports of abuse must be shared with the Designated Safeguarding Lead or a Designated Person. Pupils, staff, and parents are encouraged to openly discuss any child welfare concerns with the Designated Persons, regardless of their perceived significance.

Our school counsellor keeps written records of all incidents and ensures that all such records are kept confidentially and separately from student records.

# Newton International Academy

[www.newtoninternationalschool.edu.qa](http://www.newtoninternationalschool.edu.qa)

An international community of learners striving for excellence and celebrating success



## Key Personnel

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## Supporting students

Our school will support students by:

- Providing the best possible pastoral care for all students
- Recognising the needs of the student are paramount and underpin all our child protection work and pastoral care
- Encourage development of resilience, self-esteem and assertiveness through providing opportunities that extend pupils, while promoting fundamental values of tolerance, respect, understanding and empathy for others.

## Safeguarding Information for Pupils

All pupils within the school are aware that staff, including the Counsellors are available to talk to regarding safeguarding issues. When an issue becomes a serious concern for the welfare of the child, the staff member involved will encourage the child to talk to the relevant school Counsellor. If the child refuses, the staff member will make the child aware that what the child says **MUST** be passed on to the relevant Deputy Head teacher in charge of pastoral care for investigation.

All staff are aware that they have a professional responsibility to share information with the school counsellor in order to safeguard students.

## Safeguarding Information for Parents

The Newton Group is committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy and equally we expect parents to abide by the Newton Group Parent Code of Conduct and Parent charter.

We respect parents' rights to privacy and confidentiality and will not share personal sensitive information about their child or home life unless we have their permission to do so, as outlined in the Newton Group Data Protection policy.

## Parent complaints

We encourage parents to discuss any concerns they may have with the school informally, if they remain dissatisfied they are invited to follow the NIA Parent Complaints procedure. We make parents aware of our Safeguarding policy and policies related to this, during enrollment and at Parent Information Events. Relevant policies are also made available on the school website.

## Allegations against staff

We are aware of the possibility of allegations being made against members of staff, whilst children are in school. If an allegation is made against an adult in a position of trust, whether they are members of staff, visitors or trades people, this will be brought to the immediate attention of the relevant Department Head. This will result in an immediate investigation, with all allegations taken



seriously.

All staff are best advised to adopt safe working practices when working with students

- Be visible if you are in a situation where you are working alone with students – staff should exercise caution in situations where they are alone with children.
- Avoid any form of physical contact that could be misinterpreted, no matter how well intentioned.
- Maintain appropriate communication with students both in and out of school, staff should be particularly careful regarding any communication with a student via mobile phone, email or social media.
- Staff should not have students as friends on any social media or social networking site.

## **Supporting staff**

We recognise that staff working in the school who have become involved with a student which has suffered harm, may find the situation distressing. The school will support such staff by providing an opportunity to talk through their anxieties and to seek further support as appropriate.

## **Whistleblowing**

All staff have a duty to raise their concerns about the management of child protection, which may include the actions of colleagues. If necessary they should speak with the key personnel outlined in this document or a member of senior leadership.

In cases where criminal acts are involved or suspected the Headteacher will decide upon the relevant action. The options available in Qatar are:

- Phone hotline – 919 – to ensure this is solved amicably
- Contact capital police – formal investigation – 44521111
- Phone paediatric social worker – 66667725
- AMAN contact details: Tel: 919 (24hrs) or (+974) 44090999
- Investigation through the paediatric care centre on Al Saad – legally not required to get the parent's permission
- Social workers at Family Therapy First Tel: 4456 5800

## **Guidelines for recording disclosed information**

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly.

The teacher's prime responsibility is to help the child keep away from experiencing more harm. Hence teachers can recommend that the student remove himself/ herself from the situation. Remind the child that the situation at home is not their fault, the child is not to blame. If the situation is at school, immediate action should be taken to protect the child. When a student speaks to a teacher about his concern the teacher must:



- Listen carefully and let the child tell you what happened in his/her own time.
- Not promise the child that they will keep the matter confidential. Explain to the child who they will need to tell and why.
- The teacher must not use probing or leading questions that are led by assumptions. Use short open-ended questions that the child can expand on.
- Use the “TED” model for asking open ended questions: “Tell me about that”, “Explain that to me”, “Describe that”
- Reassure the child that he/she is not to blame for what happened (or is happening).
- Let the child know he/she is very brave to tell you about it. They will feel better for simply talking.
- Try to stay calm and not let the child see if you are shocked.
- Inform the child what action as a teacher you will do next. (follow the procedure for reporting information)

Child protection files are strictly confidential and not accessible to pupils, parents, or staff. Only the DSL, Designated Persons, or the Principal have access to the securely locked filing cabinet where the safeguarding records are stored.

When and if there are Child Protection allegations the following must happen:

- The SMT (minimum of two members) & School Counselor must arrange to meet the parents within 72 hours.
- The meeting will establish as much as possible about the situation. The meeting will be minuted and a record will be kept in the students file.
- There needs to be a documented signed agreement and commitment from the parents that they will not physically or mentally harm their child in the future. If this is not adhered to and further allegations or evidence of neglect or physical/mental harm are made apparent, the police will be informed.
- If parents fail to properly and appropriately collaborate, the school will contact the Protection and Social Rehabilitation Centre (AMAN) or the school will advise the student to open a file with AMAN by calling or sending an email.
- Full disclosure will be conducted by the school with the Ministry of Interior (the Social Police) to protect the student. This will be minuted and a record will be kept in the students file

Procedure for reporting disclosed (or suspected) child abuse:

1. Teacher/ Form Tutor records the information on the reporting form; shares the information with Designated Safeguarding Lead (DSL) and Principal of the school within 24 hours.
2. DSL and Principal will assess the situation and if the allegation is of serious concern then the information is passed on to:- EYFS: Lead Coordinator, Primary: Deputy Pastoral/ SMT, Secondary: Deputy



## Pastoral / SMT

3. SMT to decide on an action plan which will be reviewed and monitored. Parents to be informed and called in for a meeting.
4. Relevant staff are informed and an action plan established.
5. If a child is at serious risk of harm, the CEO should be informed.

## Site Security

The school aims to provide a secure site, benefitting from comprehensive CCTV coverage, an interlinked emergency alarm system and 24 hour G4S Site security, but recognises that the building is only as secure as the people who use it. Therefore, all staff and visitors must adhere to the rules, which govern its use:

- Smoking is not permitted anywhere on site
- Vehicles moving around the internal staff car park are governed by a 5 km speed limit and must reverse park. Disabled parking bays are provided with wheelchair access and lifts at the Main site.
- All delivery personnel must report to the Guards office
- School gates are opened at 06.00am, to provide pupils with a safe place to wait, rather than have pupils wait unsupervised in the busy school access roads.
- Security gates are kept closed at all other times to prevent intruders.

## Collection of children during the school day

- Students are not permitted to leave the school site during school hours unless permitted to do so, by the relevant Head teacher. A parent wishing to take a child out of school early, must complete a 'Leave Request Form', giving a valid reason.
- Visitors to the school may only enter through the main entrance and must provide valid ID before being issued with a visitor's badge. To ensure the safety of the children, it is the schools policy that Primary aged children can only be collected by adults/carers with parental responsibility or when confirmed permission has been received in advance.

## Access to clean drinking water

Cooled drinking water is available through-out the building as well as in the School canteen. Since the introduction of Covid restrictions students have brought their own water from home. We do have a store of small bottles if needed.

## Canteen Cleanliness & Food Hygiene

- The school canteen is inspected weekly to ensure standards of hygiene are being maintained.
- Food samples are also taken weekly by the school nurse in-accordance with Ministry of Health regulations.
- The school ensures that food and drink available across the school day reinforces the healthy lifestyles





## **Fire Drills**

Regular fire evacuation drills are practised at all sites and each drill evaluated by staff and the Health and Safety committee.

## **School Buses**

All Newton Group schools use the services of a private bus company. The buses have a 'nanny' on board, who is there to ensure the safety of the children. Children must listen to both the bus driver and the nanny, if children put their own or other's safety at risk when on the bus they will be immediately suspended from using the service.

All buses are equipped with First Aid boxes and a Fire extinguisher and the driver carries details of each child's parent contact numbers, in the event of the bus being delayed or breaking down.

## **Allergies**

At the beginning of the school year, parents will be given a "Health Form" to complete for each child enrolled. The information notifies the school of any pre-existing health problems or allergies.

At the beginning of each academic year and at specific points through-out the year all staff members will be given an updated copy of pupils with medical issues or allergies. All staff will be made aware of where this information can be found if an incident occurs or how to access the information before taking children out on school trips.

## **Medicine**

This will only be administered by the school nurse. Parents are responsible for ensuring the nurse is briefed in the following:

- The time the medicine must be taken.
- The dosage that needs to be administered.
- The ailment being treated

## **First Aid**

The school nurse and various other members of staff are trained in First aid. First Aid kits are situated around the school in various locations and the names of First aiders, Fire marshals and corridor sweepers are displayed in Reception, along with site evacuation maps in every classroom and communal spaces.



## **Preventing Radicalisation and Violent Extremism**

The UK Counter-Terrorism and Security Act 2015 places a duty on educational providers offering the National curriculum to have regard to the need to protect people from being drawn into terrorism. ("the Prevent Duty"). Young people can be exposed to extremist influences or prejudiced views, via the internet and other social media. The school has a duty to protect children from extremism and violent views in the same ways they help to safeguard them from drugs, alcohol and gang violence.

## **Public shows of affection**

Inappropriate public displays of affection between students must not be allowed. Students are expected to conduct themselves respectfully at all times.

## **Use of Photographs / Video imagery**

At the time of enrolment all parents are invited to sign an agreement allowing pictures of their children to be used in school publications and on the school website. Staff members understand that no images of children may be published on personal internet media sites. All pupils sign an "Acceptable Use Policy" at the start of the academic year which clearly outlines the expectations of pupils in the use of technology. Mobile phone use is banned during lessons and during the school day.

## **The Design of the Curriculum**

The curriculum deals with safeguarding in a variety of ways:

- In subjects such as Citizenship, children are able to discuss issues such as healthy living, bullying and how to show feelings appropriately. Children are taught about their right to be listened to and also who to talk to if they have concerns or issues they would like to discuss confidentially. ●
- Philosophy for Children provides opportunities for children to discuss and debate a range of subjects including lifestyles, choices and human rights issues.
- The curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Science practical's. Children are also taught about playground safety and why it is important to follow the school rules. E-safety is also taught recognising this is a safeguarding issue not an ICT issue.
- When the curriculum is being delivered outside of the school site, for example, during school trips, appropriate and agreed pupil/adult ratios are always maintained. The lead adult is responsible for taking into consideration risk assessments during visits and trips to ensure children are safeguarded and protected from harm.
- Activities and assemblies are organised to promote an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing, including emotional wellbeing and mental health.



## **Attendance**

The school considers attendance as a safeguarding issue and so in accordance with the schools Attendance Policy, absences are rigorously pursued and recorded. The Attendance Policy identifies how individual cases are managed and how we work proactively with parents to ensure they understand why attendance is important.

## **Accessibility of policies**

Parents are welcome to ask for further information about any policy matter. The School will arrange for an Arabic translation or summary of a document when this is requested by a parent. Copies of key documents are also available on the schools website.