

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical activity, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

If you are concerned about the safety of any child in our school, you **must report this to one of the Designated Safeguarding Leads (DSL)**.

If you are concerned about the conduct of a member of staff or volunteer in our school, following an observation or disclosure, (Allegations against Staff / Whistleblowing Policy), you must contact one of the Designated Safe Guarding leads.

Keeping Ourselves Safe

Be careful how you interact with or speak to a child, the child may interpret it differently. Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it on to one of the DSLs.

Safeguarding Statement:

All staff at Newton British Academy Al Dafna fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. We adhere to the Newton Safeguarding policy and procedures and Keeping Children Safe in Education 2025.

Safeguarding Information

for

School Visitors and Volunteers

Welcome to Newton British Academy

Al Dafna



We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the designated safeguarding leads.

Please keep the leaflet in a safe place so that you can read it again if you need to.

School email: info@newtonschools.sch.qa

School contact number: **44142294- 33508876**

Visitor Procedures

- Visitors must **sign in** at the Security Office.
- Visitor lanyards must be worn at all times whilst on the school site (please see below).



Blue
NBA Al Dafna
Staff



Red
Parents &
Visitors



Purple
Safeguarding
approved
regular
volunteers



Green
Contractors

- With the exception of safeguarding approved regular volunteers, visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must **sign out** at the main office and return their visitor lanyard before leaving the site.

Mobile Phones

The use of personal phones on school site by **any visitor** is not permitted when working with children.



Photographs

Photographs must not be taken by any visitors.

If a child discloses they might be subject to abuse:

- **React calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask leading questions or make judgements.** Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Inform School a member of the Designated Safeguarding Team** who will record on the school cause for concern form.

If you feel that a child may be at risk of harm but are not sure, then **inform one of the Designated Safeguarding Team immediately.** They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

Designated Safeguarding Team



Spencer Bragg
School Principal



Ashrafa Mohmed
Head of Primary



Racha Charafeddine
Parent and Student
Affairs