



أكاديمية الكون العالمية Global Academy International (فرع معيذر - Muaither Branch)

VISION STATEMENT

Global Academy International regards its students as future knowledge-equipped pioneers and global citizens who effectively contribute to their societies.

MISSION STATEMENT

Global Academy International provides an effective, caring, healthy, safe, and joyful educational environment that upgrades the cognitive, social, emotional, and physical wellbeing of each student. Global Academy International promotes students' creative and critical thinking and prepares them to play a constructive role in their community.



Global Academy International

Child Protection And Safeguarding Policy

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GAI Vision

Global Academy International regards its students as future knowledge-equipped pioneers and global citizens who effectively contribute to their societies.

Introduction

At Global Academy International, we are keen and recognize the responsibilities and duties placed on us to have arrangements to safeguard and promote the welfare of all students. We recognize that all staff and faculty, including volunteers and visitors, have a full and active part to play in protecting our students from harm. We believe that the academy should provide a caring, healthy, safe, and joyful environment in which students can learn, and which promotes the social, physical, and emotional wellbeing of everyone.

The safety of our students is our highest priority. All children without exception have the right to protection from abuse regardless of gender, ethnicity, or age.

GAI Responsibility

GAI raises child protection concerns with parents at the earliest opportunity and collaborates with them and other agencies to improve outcomes. The academy ensures that all the staff and faculty are provided with the appropriate training in child protection issues. In particular, the selected members of staff and faculty will be released to attend the necessary enhanced training courses to enable them to carry their role out effectively. GAI raises child protection concerns with the right official entities in reference to the school child protection policy

In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered and aim to protect the child using local and School, child protection procedures.

Aim and Purpose

Our aim is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. No child or group of children will be treated any less favorably than others in being able to access services which meet their needs. Our policy applies to all staff, governors and volunteers working in the school.

Aim and purpose:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Establishing a safe environment in which children feel secure, learn, are encouraged to talk, and are listened to.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting students who have been abused in accordance with his/her agreed child support plan.
- Contributing to the well-being of children by securing their protection from abuse, in partnership with parents, enabling them to maximize their parental responsibility (except where to do so would be inconsistent with the duty to safeguard and promote the welfare of the child).
- Provide a systematic means of monitoring students known or thought to be at risk of harm, and ensure we contribute to assessments of need by providing the necessary support.
- Ensure effective communication among the academy's students, staff and faculty when dealing with student protection issues.
- Ensure that all students, staff, and faculty are clear about the actions necessary for student protection.

- Ensure that correct procedure(s) are used when handling student protection issues
- Grant a safe environment for GAI's students
- Working closely with other agencies as necessary (e.g., The Ministry of Education and Higher Education, Police, healthcare professionals including, Family protection (Aman), WEYAK, Educational Welfare Services).
- Ensuring that all staff are aware of the different forms of abuse and the correct procedures to follow if abuse is suspected.

Policy

- GAI's administration is committed to the safety and wellbeing of all students who are enrolled within its educational system and who are using its services and facilities.
- GAI's facility is equipped with cameras to follow all activities.
- GAI's administration will make sure that students, parents, staff, and faculty understand that any behavior that harms students is **NOT ACCEPTABLE**
- GAI's administration is totally committed to grant safe, supportive, and constructive physical and learning environments for all students, where students can develop and nourish.
- GAI is dedicated to implement proactive safety measures within its premises.
- GAI prohibits any staff member from dealing with "student abuse" sole.
- GAI is committed to making certain that staff and faculty reports suspected/confirmed abuse cases to:
 - i. The school principal
 - ii. Health and Safety officer
 - iii. Head of student Affairs
 - iv. Child protection Officer

- GAI administration is committed to reporting suspected/ confirmed abuse cases to the concerned authorities.

Expectations for staff and faculty at GAI

- All staff and faculty are required to read this policy carefully and be aware of their roles in these processes. This policy was aligned with the academy's mission statement and values, and it aims to raise awareness/and the call for action needed of all staff and faculty of the need to safeguard all students and of their responsibilities in identifying and reporting possible cases of abuse.
- The Academy's staff have a duty to safeguard the students' wellbeing and provide a safe environment in which children can learn. Therefore, they must familiarize themselves with and always comply with this policy.
- The academy staff are aware that safeguarding incidents can occur at any time and in any place, and they are required to remain vigilant and alert to any potential concerns. We recognize that, due to their daily contact with children, school staff are in a strong position to identify outward signs of abuse. Therefore, the school will:
 - Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
 - Ensure that teachers know that it is their responsibility to form positive relationships with pupils.
 - Ensure children know that there are adults in the school whom they can approach if they are worried.
 - Include opportunities in the PSHE/counselor curriculum for children to develop the skills they need to recognize and stay safe from abuse.

Definitions

- **GAI Child Protection and safeguarding:** Safeguarding refers to the procedures and policies that the school has in place to ensure a safe and healthy environment for children. Child protection is the response to allegations, as detailed in the policy, to stop certain harm and keep the child safe from it.
- **Safeguard Definition:** Protecting children from maltreatment, ensuring that children grow up with safe and effective care, as well as taking action to enable all children to feel safe and achieve the best outcomes.
- Harm to a student has any detrimental effect on a student's physical, psychological, or emotional wellbeing.
Harm can be caused by physical, psychological, or emotional abuse or neglect, sexual abuse, or exploitation and domestic or family violence. These forms of abuse may be present singly or in any combination.
- **CMP: Crisis Management Plan/Policy**

Procedures

All members of staff work to protect the welfare of children and parents are also expected to be vigilant. Employees have a duty to report, to the relevant CPO, concerns relating to the welfare of the children in its care, should they feel a child is at risk from abuse. It may also be necessary to inform the Society for the Protection of Women and Children in Qatar/AMAN (this will be decided later).

When communicating a child protection concern to one of the CPOs it should be emailed to the CPO and nobody else should be included in the email.

All emails regarding students in any capacity should never have the student's name in the subject. This is to prevent email notifications containing student names appearing on whiteboards.

All members of staff should be alert to the fact that any pupil may suffer abuse and recognize their responsibility towards the protection of that child. Child abuse may be defined as any situation where a child has been the victim of physical, emotional, or sexual abuse on the part of the parents, guardians or any other person having legal custody of the child. On occasions a child may be the victim of such abuse from a person with no apparent link.

Diagnosing abuse is extremely difficult but there are several indicators that may alert staff, and these may include:

- Repeated minor injuries, e.g., bruises or cuts.
- Being dirty, smelly, poorly clothed, or apparently underfed.
- Having lingering illnesses that are apparently unattended.
- Unexplained changes in behavior.
- Deterioration in School work.
 - Aggressive behavior.
- Severe tantrums.
- Depression or withdrawal.
- Sexually explicit and implicit behavior.
- Reluctance to go home.
- Apparent reluctance to trust adults.
- Reversion to immature behavior forage.
- Inappropriate attention seeking behavior.
- Sudden weight loss or gain.
- Sign of self-harming.

No-one should jump to conclusions on noting one or more of these indicators and they should act only as a guide and perhaps a trigger towards awareness and closer observation

- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the staff responsible for child protection and their roles.

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents understand the responsibility placed on the school and staff for child protection.
- Develop effective links with relevant agencies and cooperate as required with their enquiries.
- Keep written records of concerns about children, even where there is no need to refer to the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- GAI's administration (represented by the school's principal) ensures that all students are free of exploitation, bullying, physical, verbal, or sexual abuse.

GAI will take all required steps to help prevent the abuse and/or neglect of any student.

This includes:

- Ensuring that students are constantly supervised when on school premises and when using the school's transportation.
- Educating students on their own safety and on the Child Protection Policy.
- Educating students on personal, social and health safety to help them develop and mature with healthy attitudes.
- Publishing its Child Protection Policy.
- Raising students' awareness on the impact of their decisions on themselves, others, and their community.
- Teaching students how to practice safety procedures and recognize different risks in different situations.
- Equipping students with the proper tools on how to behave in response to risks.

- Securing health, safety, and well-being of all students.
- Honoring the rights of the student to be protected, regardless of age, gender, race, culture, or disability.
- Building a common language of mutual respect and understanding between students, staff, and faculty.
- Respecting students.
- Maintaining a good working relationship and proper consultation mechanisms with skilled professionals.
- Investigating and responding timely to any suspicion of student abuse or neglect.
- Requiring visitors to obtain a gate pass (from the security guard) before they can enter the academy's facility.
- Ensuring that parents are given a pick-up badge that acts as a gate pass for dropping off and collecting their children.

The Crisis Management Policy shared with all stakeholders, and It outlines the process of keeping students safe in all potential situations like:

- Abduction.
- Intruders, aggressors.
- Trespass, nuisance, or disturbance.
- Fights.
- Environmental hazards like: Fire, Loss of power, Damage to buildings, Heavy sandstorms, floods, etc...."
- School bus accident.
- Medical emergencies like infectious disease outbreak, student collapse, etc...."
- Signs of emotional stress in students.

Visitor procedure

- Visitors to the school must first report to the security staff located in the outer car park upon arrival. Security staff will then direct visitors to the reception area.
- Please note that a visitor is defined as anyone entering the school who is neither an employee nor a currently enrolled pupil of GAI.
- Having received a form of ID and logged the visitor's name, arrival time and purpose of visit, the Security staff then issue all visitors with a visitor's pass. The visitors' passes are attached to a lanyard. All staff, including the shadow teachers, have their IDs attached to a lanyard for all to see.
- Visitors should proceed directly to the reception area and wait for the person they are scheduled to meet.
- Child protection is the responsibility of all staff. All staff members are expected to politely approach and question anyone wearing an unclear or unidentified lanyard while on-site (beyond the reception area). If necessary, the visitor should be escorted back to reception to wait for the staff member they are meeting. Visitors should be reminded to clearly always display their passes. If you are hosting a visitor who is not clearly displaying their visitor's pass, it is your responsibility to ensure they do so.
- If someone is found on-site without a pass, they should be escorted to reception by the staff member who encountered them. Security should be notified immediately, and the staff member should remain with the individual until security arrives. All staff are expected to remain vigilant regarding visitors to the school and to always wear their identification badges while on school premises.

These procedures are reviewed **every year** and updated.

Types and Definitions of Abuse

Child abuse most commonly falls into 4 main categories:

Neglect

Neglect can be defined as: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, shelter, or clothing (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment.

Sexual abuse

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities. This may not necessarily involve a high level of violence, and the child may or may not be aware of what is happening. Examples such as: depressive symptoms like anxiety, low self-esteem
Symptoms associated with PTSD such as re-experiencing, avoidance, flashback, and nightmares.

Increasing inappropriate sexual behaviors or expressing these behaviors by drawing.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe adverse effects on the child's health and emotional development. It is sometimes referred to as psychological abuse.

- Behaviors that can be signs of emotional abuse include:
- Depressive symptoms like anxiety and depression.
- Attempts to avoid certain situations (such as going to an activity or another person's house).
- Declining performance at School.
- Delayed emotional development.
- Desire to hurt themselves or other people on purpose.
- Desperately seeks affection from other adults.

Physical abuse

Physical abuse is generally defined as "any nonaccidental physical injury to the child" and can include striking, kicking, burning, or biting the child, or any action that results in a physical impairment of the child. Such as:

- Unexplained injuries, such as bruises, fractures, or burns.
- Injuries that don't match the given explanation.

Responsibilities:

The person that signals a red flag/incident witness, counselor, CPO, principal.

Principal

- Will immediately notify the Ministry of Education and Higher Education of any breach of the student protection.
- Will submit to Ministry of Education and Higher Education a written report within 24 hours of any suspected or actual breach.
- Will immediately dismiss the staff or faculty member who is found guilty.

Head Of Student Affairs

- Will assume the "Loco Parentis" responsibility for all students.

- Will immediately suspend any staff or faculty member suspected of abusing a student.
- Will formally investigate any suspected breach.
- Will conduct confidential meetings with the parents to discuss the issue of concern.
- Will ensure that critical cases receive the required professional support.

Action by staff

All staff have a duty to:

- Be alert to signs of abuse.
- Be aware of relationships in boarding and the potential dangers of bullying, sexual relationships, alcohol and drug misuse leading to abuse by peers.
- Be aware that behaviors linked to the likes of abuse.
- Take immediate action in the pupil's best interest by reporting any evidence of abuse.
- Share information with the CPO to support early identification and assessment of emerging problems and needs.
- Be aware of the process for making referrals to the councilor or CPO.
- Know the School's Child Protection procedures.

If a member of staff is informed about or believes that a child is being abused s/he must tell the CPO about it as soon as possible. It is important to stress that confidentiality cannot be promised to the student giving evidence.

Any member of staff with such suspicions should record in writing, using the right form, all relevant details, and be careful to distinguish between fact and impression. These details should then be passed on to the relevant CPO to keep them in file. If deemed necessary, the concerns will be brought to the attention of the principal, and a course of action agreed upon.

If a student is of major concern, they may be placed on the Child Protection Group on Edu Nation. This will alert the Child Protection Officer (CPO) and the principal if the student is recorded as "A" once Admission registration has closed. An attempt will then be made to clarify the reason for the child's absence.

For children with Special Educational Needs, we recognize that statistically, children with behavioral difficulties and disabilities are more vulnerable to abuse, especially those with communication difficulties. Academy staff who deal with children with sensory impairments or emotional and behavioral problems are particularly sensitive to signs of abuse.

If the suspicion is probable or well-founded, the child should receive protection. In this case, the Child Protection Officer and the Principal should refer the matter to the Protection and Social Rehabilitation Center (AMAN) in Qatar as soon as possible.

If the suspicion was probably or well-founded but, while concern remains, there is nothing tangible with which to take the matter further then a close eye will be kept on the child, observing any changes in behavior or any other abnormality. However, guidance may be sought from Social Services, notwithstanding the lack of tangible evidence.

If the suspicion is unfounded, then the notes taken will be preserved and the member of staff asked to report any further suspicion to the Child Protection Officer.

Everybody should remember that this is a profoundly serious matter. The consequences of a failure to act or of taking precipitate action based on malicious or unwarranted allegations are severe.

No photographs may be taken on personal mobile devices or tablets, nor for an adult's personal records.

Appointing staff

GAI is committed to safeguarding and promoting the welfare of children. All members of the academic staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers. The post holder's responsibility for promoting and

safeguarding the welfare of children and young people for whom he or she is responsible, or with whom he or she comes into contact, will be to adhere to and ensure compliance with GAI's child protection policies and procedures.

The school will act in accordance with the law and follow the Safer Recruitment Guidelines in carrying out thorough checks on the suitability of all staff prior to appointment for the responsibilities they are to undertake.

The school will confirm that a prospective employee is not listed as 'a person unsuited to working with either children or young people. Checks will be made overseas appointments and relevant checks for local-hire appointments will also be carried out by the HR Department.

The Principal and HR have completed the safer recruitment online course.

Parental and Student Feedback

- Annual Parental Surveys are conducted, and the feedback is compiled, analyzed and discussed by the administration team
- Recommendations, suggestions, and concerns are followed upon.
- Annual Student Surveys are conducted, and the feedback is compiled, analyzed and discussed by the relevant school principals and the administration team.
- Suggestions and concerns are addressed and followed upon.

Confidentiality

- GAI recognizes that all matters relating to child protection are confidential.
- The Designated Child Protection Officers / Counselor will disclose any information about a student to other members of staff on a need-to-know basis only.

- All staff and faculty must be aware that they have a professional responsibility to share information with the Designated Child Protection Officers to safeguard students.
- All staff and faculty must be aware that they cannot promise a student to keep secrets, which might compromise their safety or wellbeing.
- GAI always aims to share its intention to contact the student's parents with the student before doing so.
- At GAI we will always aim to share our intention to contact the police in suspected criminal cases with the student's parents unless to do so, which could put the student at greater risk of harm or impede a criminal investigation.
- All staff and faculty are aware of their duty to raise concerns about where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak with the principal.

Data Protection

In the course of employment at GAI, staff may have access to confidential information relating to students and their families. They are required to exercise consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. Members of staff must not at any time use the personal data about others held by the school or disclose such data to a third person.

Monitoring and Evaluation

Our Child Protection Policy is monitored and regularly reviewed by the Senior Leadership Team. It is reviewed regularly to ensure it is both effective, in line with the latest and best international practices, and that it considers local cultural issues and legal requirements.

Alleged Child Abuse by a member of Staff

If there is cause for a member of staff to be formally investigated for an alleged act of abuse, the member of staff will be suspended from duty. In cases where abuse is proved to have occurred, the member of staff may face prosecution, as well as formal disciplinary proceedings. The school is aware of its statutory obligation to report instances of misconduct by teachers (Part II, Regulation 7, of the Education (Particulars of Independent Schools) Regulations 1997).

Safeguarding

All members of staff within the school wear identification badges on a lanyard around their neck. The school has procedures in place to monitor visitors to the site. Parents and other visitors are asked to sign in at our security gate, where they exchange their Qatar ID cards for a visitor's badge. This, again, is worn on a lanyard around their neck, meaning that all adults on site are immediately identifiable.

Members of staff are encouraged to challenge any stranger on the premises who is not wearing some form of identification.

Pedestrian traffic is controlled at the start and end of the school day. Senior School parents/drivers drop their children into the outer car park and visitors and staff routinely enter through the inner security gate. A similar procedure is followed at the end of the day. Entrance to the outer car park will only be for visitors and staff.

Children are not allowed to leave the site during the school day without an exit slip. This is provided by either their Grade leader/Receptionist or a member of the SLT in an emergency. This exit slip is given to the School Receptionist who will then issue the pupil with a pass to get through security.

There is a comprehensive network of security cameras around the school which act as a deterrent and enable us to investigate incidents (if needed).

Responsibilities of the child protection officer

Responsible for: There is a Child Protection Officers (CPO) at GAI. CPO acts as a point of contact for both staff and students. Having liaised with the principal, he also needs to take actions when any child protection incidents are reported to him, including providing support to affected members of the school community.

Liaising with: All staff, parent/carers, external agencies, and governors.

Roles and responsibilities

The CPOs will:

- Lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the school.
- Monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
- Promote good practice by encouraging and championing the policies and procedures.
- Receive and coordinate referrals and arranging action
- Maintain accurate, confidential, and up to date documentation on all cases of safeguarding and child protection.
- Ensure that students in need are supported appropriately and sensitively.
- Where appropriate, provide support and guidance to parents/carers.
- Liaise with colleagues to share good practice and plan collaborative activities.
- Report to the principal with regards to child protection matters.
- Keep abreast of developments in the field of child protection, including the requirements for child protection in Qatar.
- Assist with the compilation of references for our reports about students for outside agencies.