



SAFEGAURDING POLICY

Health and Safety & Child Protection Policies

Abstract

In this document you will find all the related information about health and safety policy as well as child protection policy.
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Health and Safety & Child Protection Policies 2021 – 2022

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Health and Safety Policy

Al Ittihad Private School - Al Mamzar is committed to promoting the health and safety of all members of our learning community. IPS' Governing Board and Leadership team recognizes its responsibility to protect against any and all safety hazards whilst promoting a healthy lifestyle amongst students, parents, faculty and visitors.

We aim to:

1. Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users on the school premises and all participants during field trips or activities off campus.
2. Establish and maintain safe working procedures for staff and pupils.
3. To provide and maintain safe school buildings and equipment.
4. Develop safety awareness, by appropriate training amongst staff, pupils and other support staff.
5. Formulate and implement effective procedures for use in the event of fire and other emergencies.
6. Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

The **Executive Team** will monitor and supervise the implementation of the health and safety policy and school safety precautionary matters.

The **Health & Safety Coordinator** is responsible for monitoring the day to day adherence to the school health and safety policy. He/she will:

1. Identify and alert the appropriate staff member of any hazardous practices, equipment or building issues and follow-up with the head of section for a timely resolution.
2. Assure that health and safety induction for all staff is conducted and accurate records of participants are kept.
3. Carry out investigations into accidents and produce reports / statements for any violations of school's policy which may arise.
4. Conduct several health and safety workshops for staff, parents and students.
5. Meet with the Facilities Manager regularly to ensure any building/grounds issues are dealt with in a timely manner.
6. Ensure risk assessments are accurate, suitable and reviewed regularly.
7. Promote a positive, open health and safety culture in school.
8. Organize and facilitate (when possible) staff safety training, new hire trainings.
9. Interpret and advise on new legislation impacting on the working environment.
10. Draft and/or advise on policies, procedures and guidance for health and safety.
11. Hold regular meeting with the H&S coaches to provide instruction and support.

The **Health & Safety coaches** are responsible for monitoring the day to day adherence to the school health and safety policy in their section. He/she will:

1. Provide a good example, guidance and support to staff on health and safety issues.
2. Keep up to date with new developments in Health and Safety issues for schools.
3. Promote a positive, open health and safety culture in school.
4. Provide advice and guidance to support each section to fulfill their health and safety responsibilities.
5. Answer queries from staff and students on health and safety issues
6. Conduct regular checkups of the school section facility and give advice on all aspects of new and existing health and safety policies and procedures.
7. Perform regular risk-assessments to submit to the HSO, Facility Manager and HOS.
8. Collect information on accidents and incidents to report to HOS/HSO where necessary.
9. Attend meetings with HSO to advise on occupational safety issues.

The **Head of Section** is responsible for the day to day running of the section. He/she will:

1. Ensure risk assessments are accurate, suitable and reviewed regularly.
2. Promote a positive, open health and safety culture in school.
3. Seek advice from other organizations or professionals, such as the Health and Safety Coordinator, safety coaches etc. as and when necessary.
4. Ensure that all staff co-operate with the policy.
5. Devise and implement safety procedures.
6. Ensure that risk assessments are reviewed on an annual basis.
7. Ensure relevant staff have access to appropriate training.
8. Meet with the Facilities Manager regularly to ensure any building/grounds issues are dealt with in a timely manner.
9. Assure that health and safety induction for all staff is conducted and accurate records of participants are kept.
10. Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.

The **Facilities Manager** is responsible for day to day maintenance and other buildings/ grounds issues. He/she will:

1. Ensure that any work that has health and safety implications is prioritized.
2. Report any concerns regarding unresolved hazards in school to the senior management team immediately.
3. Ensure that all work under their control is undertaken in a safe manner.
4. Conduct daily checkups of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
5. Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
6. Carry out a regular test of the fire alarm.
7. Ensure all contractors are 'inducted' and shown the relevant risk assessments and are made aware of any fragile roofs or other hazards in the areas where they will be working.
8. Fully co-operate with health and safety arrangements during larger building projects.

9. Ensure any contractors on site are competent in health and safety matters.

All School Staff will:

1. Read and adhere to the Health and Safety Policy.
2. Take reasonable care of their own and other people's health and safety.
3. Leave the classroom / playground / office in a reasonably tidy and safe condition.
4. Follow safety instructions when using equipment.
5. Supervise pupils and advise them on how to use equipment safely.
6. Report practices, equipment or physical conditions that may be hazardous to their HOS and/or the appropriate member of staff.
7. Follow the incident-accident reporting procedure (which is a separate document)
8. Contribute to and highlight any gaps in the school's risk assessment.

In accordance with the school rules and procedures on discipline, **Pupils** will:

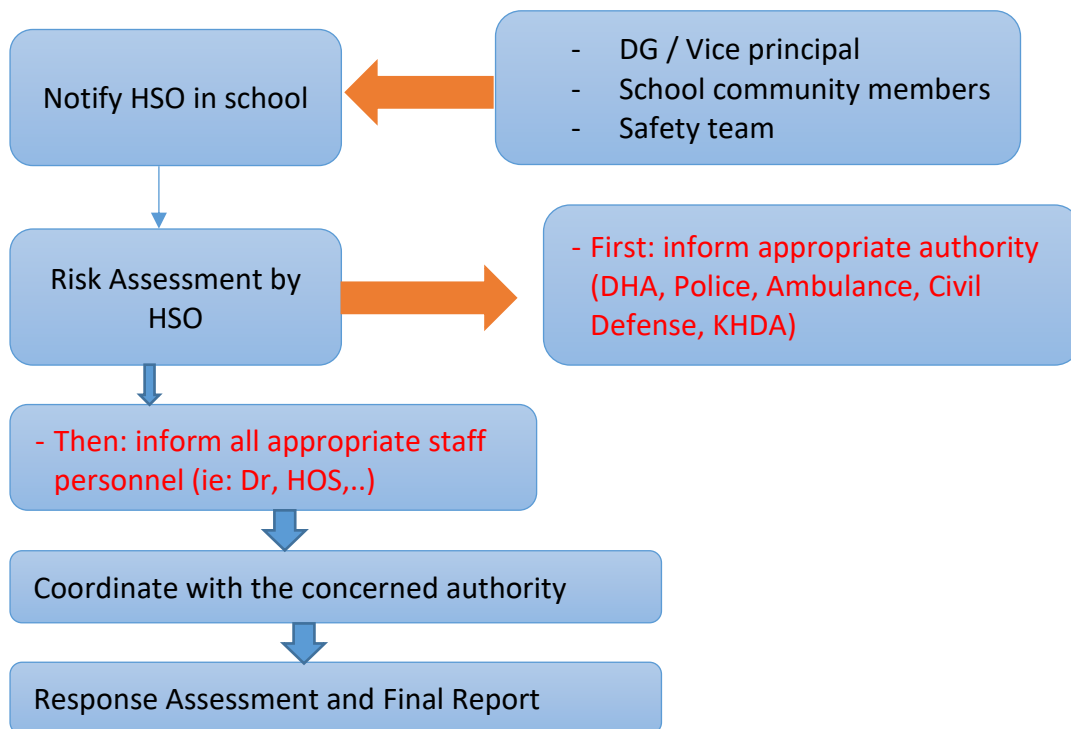
1. Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
2. Follow safety instructions of teaching and support staff, especially in an emergency.

COVID19/Pandemic Protocol

Establish COVID-19 Health and Safety Committee with the following roles and responsibilities:

1. Conduct general Risk Assessment for Reopening
2. Conduct individual Risk Assessment for all Students of Determination
3. Ensure schedule for staff COVID19 testing
4. Prepare Emergency Response Policy and Plans
5. Prepare "stay at home if unwell" policy and procedure
6. Ensure procedures for temperature checking before getting on buses and at all entrances of the school (Below 37.5 degrees)
7. Ensure that staff are trained and complying with health and safety guidelines and standards in school premises and transport vehicles
8. Ensure clinic compliance with standards including isolation room, wearing PPE ...
9. Conduct periodical check up on applying protective measures among staff and students (wearing mask, maintaining social distancing, availing sanitizer, washing hands).
10. Prepare visitors registry, list of confirmed cases, close contacts.
11. Notify DHA immediately regarding COVID-19 cases.
12. Prepare incident report and submitting the appropriate data and periodical reports.
13. Ensure that awareness programs targeting students are conducted.
14. Conduct regular workshops for parents, students and staff as part of the school's safety program.
15. Ensure staff and students with chronic illness to work remotely.
16. Minimise face to face meetings and encourage virtual meetings instead.
17. Ensure social distancing is applied in school transportation.
18. Conduct risk assessments for any sports events and activities once authorized by authorities

Pathway for dealing with emergency situations



Process map for COVID-19 as per the DHA, [Click here!](#)

COVID19/Pandemic Procedures

All staff, students and visitors must adhere to the below behaviors that reduce the spread of the virus:

1. Hand Hygiene and Respiratory Etiquette
2. Face Masks:
 - Students and all members of the administrative and teaching staff should adhere to wear face masks while in school, **excluding students under 6 years of age**.
 - Masks can be taken off during eating or during high intensity physical activities (maintain social distancing)
 - Teachers may wear a transparent mask during instruction so students can read the lips and facial expressions.

Note: face coverings should not be placed on:

- Students and staff with medical conditions are exempted from wearing a mask with a medical certificate only.
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is unable to remove the face covering without assistance.
3. Face Shields:
 - A face shield is primarily used for eye protection for the person wearing it, however it will not be permitted as a substitute for masks.

- Face shields that cover the entire front (extending to the chin or below) and sides of the face are permissible with a medical certificate
- Hooded face shields are permissible with a medical certificate
- 4. Adequate Supplies, support healthy hygiene behaviors by providing adequate supplies, including :
 - No-touch soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer),
 - Paper towels & tissues,
 - Disinfectant wipes,
 - Surgical Face masks
 - No-touch/foot-pedal trash cans.
 - Medical waste bins available in all section to throw the used masks and gloves.
- 5. Signs and Messages
 - Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures, and describe how to stop the spread of germs (such as by properly washing hands, social distancing & properly wearing a cloth face covering).
 - Broadcast regular announcements on reducing the spread of COVID-19.
 - Include messages (for example, videos) about behaviors that prevent the spread of COVID-19, when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- 6. Stay at home if unwell policy & procedure
 - Staff and students are encouraged to stay at home if feeling sick without fear of reprisal, and ensure employees, students, and students' families are aware of these policies.
 - o Staff and students must stay home if they have tested positive for or are showing COVID-19 symptoms.
 - o Staff and students who have recently had close contact with a person with COVID-19 must also stay home and monitor their health.
 - o Sitting in the same room for each other without maintaining the social distancing (2meters)
 - o Talking to each other for 15 minutes and more.
 - o Virtual learning and telework options, are available.
 - Assign staff to be responsible for the daily, or almost daily follow-up of students who have symptoms until they return to school.
 - Monitor absenteeism by checking daily absence records & the reasons for the unjustified absence of students & students person nel.
 - Avoid implementing perfect attendance awards award.
- 7. Actions for a confirmed COVID-19 case:
 - Inform HSO & HOS & HOD.
 - Initiate quarantine for a minimum of 14 days.
 - Contact tracing the close contact for the last 2 days from the day of doing the test.
 - Stay at home in isolation.
 - Use separate room with bathroom.
 - Avoid contact with any of the family members.

- Advice family members to consult a doctor if they felt any symptoms.
- Food and drink should be served to you in disposable dining items.
- Your clothes should be washed separately in high temperature.
- Disinfect the home after the quarantine is over.
- Report to work with a clearance certificate issued by DHA.

Case Definition

Suspected COVID-19 is defined as:

- Patient who presents upper or lower respiratory symptoms with or without fever ($\geq 37.5^{\circ}\text{C}$) AND satisfying any one of the following criteria:
 1. International travel history during the 14 days prior to symptom onset; OR
 2. Been in contact with a confirmed COVID-19 case within 14 days; OR
 3. Residing in a community setting where COVID -19 cases have been detected; OR
 4. Cases of Influenza-Like illness without history of travel or known possible exposure.

Confirmed COVID-19 is defined as:

A person with a positive polymerase chain reaction (PCR) test result for COVID-19 infection that is reported by an approved laboratory, irrespective of clinical signs and symptoms.

COVID-19 close contact is defined as:

A person who is coming to close proximity of less than 2 meters for a period that is more than 15 minutes (working, studying, or a family member) with a confirmed COVID-19 case, starting from 2 days before the onset of symptoms in the confirmed case and/or throughout the duration of illness.

Unwell Staff Policy

In accordance with Dubai Health Authority's efforts to combat the spread of the Novel Coronavirus, we have implemented an "Unwell Staff Policy" which requires clear directives for staff. In the policy home isolation is recommended for individuals whom are potentially infected and showing COVID19 symptoms or asymptomatic.

1. If you fulfill any of the following criteria, we strongly urge that you stay home and do not come on to campus to work/study.
 - o If you feel sick, or if you show any of the COVID-19 symptoms, such as respiratory symptoms with or without fever, colds, allergies etc.
 - o If you have an international travel history during the 14 days prior to the onset of the symptoms
 - o If you have been in contact with a confirmed COVID-19 case within 14 days
 - o If you have influenza like illness without history of travel or known COVID-19 exposure.

2. If you have been told by a medical professional to quarantine/isolate or have taken a COVID19 PCR test and are awaiting the results,
 - If you are a staff member, please contact your HOS, follow the school “Unwell Policy procedures, and do not come to work.
 - If you are a student, please do not come to school and contact the section supervisor.
 - If you are a parent, please do not come to the school and handle all business including payments or registration online.
3. If you feel sick in any way, please remain at home and seek medical guidance for further management including conducting COVID-19 PCR test in approved labs. Once you have received your PCR test results,
 - If you are a staff member, you are required to inform your HOS and HSO about the results of these tests.
 - If you are a student, you are required to inform your section supervisor about the results of these tests.
 - If you are a parent, you are required to inform your child’s HOS or supervisor about the results of these tests.
4. If COVID-19 PCR test is negative, you are required to submit the report based on the final diagnosis, before you rejoin the school.
5. If COVID-19 PCR test is positive, you are required to submit the results and also will be permitted to return to the school ONLY upon the submission of “de-isolation clearance certificate” from the treating health facility.

Important notes:

- Staff that are on home isolation or quarantine are requested to continue delivering instruction online under the guidance and supervision of the HOS and HODs.
- Medical certificate is required from the doctor.
- No salary deduction will be applied in case of a positive COVID-19 case without disruption to instruction.
- In case school staff/student reports symptoms (e.g., fever, cough, cold, sore throat or generally feeling unwell) upon arrival at work or become sick during the day they must follow the “Unwell school procedures” then after approval from the HOS and school doctor, and after notifying the HOD, they are advised to leave school. They must visit the doctor the same working day if they leave school and get consultation. A report with the medical certificate or negative PCR is required.
- Students that test positive will be transmitted to DL model.

Chronic Illness (high risk group as per DHA) are allowed to work/study remotely:

1. Serious heart conditions such as ischemic heart disease
2. Diabetes mellitus
3. Uncontrolled hypertension
4. Chronic lung/respiratory disease including moderate to severe asthma
5. Chronic kidney disease and renal failure
6. Chronic liver disease
7. Cancer patients who are still undergoing treatment
8. Use of biologics or immunosuppressive-medications
9. History of transplant
10. People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled
11. Any health conditions that may compromise immunity
12. People with disability (people of determination)
13. In addition to staff above 60 years of age

Safety Procedures

Supervision

Students should be supervised at all times. KG and Elementary students should **never** be left without adult supervision at any time for any reason. Middle and High-school level students should never be left unattended for more than 5 minutes at a time.

1. If a teacher or other staff member needs to step away from a class, he/she must first call for a supervisor or other support staff to supervise the students in his/her absence.
2. KG level students should always be supervised while using the washroom.
3. In the Elementary section, support staff must always be present in corridor areas to supervise the safety of students walking to and from the restroom etc.
4. Students should always be supervised by an adult while occupying the gymnasiums, playgrounds, basketball courts and other sport grounds.
5. A break duty schedule is prepared for faculty to assure adequate supervision during breaks.

Accidents and Incidents

Accidents and incidents should be avoided whenever possible, but in the case of an incident or accident personnel should:

1. Immediately tend to the pupil or adult in need and remove them from immediate danger if necessary and possible without increasing the risk of harm.
2. Call the supervisor for assistance, while staying by the side of the injured person.
3. Never move an injured person without the instruction or advice of a medical professional.
4. Inform the parent of the child immediately when an ambulance is called for a student, a member of the school must accompany the child to the hospital until the parent arrives.
5. Fill out an "Incident-Accident" form (separate document) within 24 hours of the incident or accident.

6. Have the HOS sign the “Incident-Accident” form, file the documents in the section’s “Health and Safety” file and send a copy of the document to the “Health and Safety” coordinator within 48 hours.

Minor incidents like a scrape, bruised knee etc. should be treated by the school’s clinic and documented. Parents should be informed at the discretion of the Head of Section and documented by the school’s clinic. All minor injuries and contacts to parents by the clinic should be recorded and kept on file in the clinic for the current school year.

Sports/PE courses

1. To avoid injury in sports. Students and teachers must be appropriately dressed for the activity. All necessary safety gear must be worn during sport activities.
2. Jewelry of any kind should not be worn during PE courses and sporting activities.
3. PE teachers must evaluate the environment and playing surface before engaging students in sports activities. (the surface is free from litter, broken glass, potholes, standing water and other potential hazards)
4. Pupils with special needs participate in lessons in a manner appropriate to their ability and the safety of themselves and others.
5. Each individual has a unique fitness level; students should be challenged to perform but should never be pressured to perform beyond their ability.
6. The equipment used in sporting activities must be safe and in good working order. Damaged or broken equipment should be immediately removed, repaired or disposed.

Heat Stress

Heat protection should be considered during times of extreme heat.

1. Teachers must monitor children for signs of heat-related stress (tiredness, irritability, nausea, headaches, vomiting, dizziness or faintness).
2. If a child does present with signs of heat-related stress, give them water and allow them to rest in a cool, shaded area. If their condition does not improve, or they become disoriented, confused or non-responsive then seek urgent medical attention. Severe heat-related illness (heat-stroke) is potentially life-threatening.
3. Ensure children have access to water at all times. Encourage children to have regular drinks and not large amounts of water all at once.
4. Avoid doing outside or sporting activities with children in the hottest part of the day (generally between 11 am and 3 pm). If activities are conducted during hot weather, avoid direct sun and have regular drink/rest breaks.

Lab

1. The practical work is carried out or supervised by a qualified science teacher with suitable knowledge of biology, chemistry, or physics (as appropriate) and the equipment used.
2. Practical work is conducted in a properly equipped and maintained laboratory.
3. Student behavior conduct is strictly enforced.
4. Lab equipment is regularly inspected; properly maintained and appropriate records are kept by the teacher before use by students.
5. Students are taught safe and careful techniques for engaging in laboratory operations such as handling chemical substances and hazardous equipment.

6. Eye protection or goggles are worn whenever risk assessments require it.
7. Hand-washing facilities are readily available and used in the laboratory.
8. First aid facilities and First Aid certified personnel are available within the school.

Canteen

1. The layout of the canteen including the kitchen and the dining area should be approved by the Food Control Department of Dubai Municipality.
2. Working surfaces (including surfaces of equipment) in areas where foods are handled, and in particular those in contact with food, shall be made of smooth, washable, corrosion-resistant and non-toxic materials. They shall be maintained in a sound condition, durable and be easy to clean and disinfect.
3. There should be adequate work space for food preparation, food storage, storage of equipment / utensils, installation of sanitary fittings, and cleaning facilities.
4. Any and all personnel handling food to be consumed by students and staff should wash their hands with soap and water before making contact with foods and supplies.
5. All food service personnel must wear gloves while preparing or serving food.
6. The person in charge should always monitor food safety activities and effectively manage food safety issues.
7. The Food Control Department performs regular inspection on canteens to evaluate safety status of the food and canteens. The person in charge should follow the recommendation of the Food Inspection Officer.

* **Note: As per COVID-19 precautionary measures canteen is not in use until further notice.**

Facilities/Maintenance

The school has a “Facilities Manager” who is responsible for the maintenance and upkeep of the school. The facilities manager delegates and oversees the responsibilities of the cleaning crew, groundskeeper, drivers, security guards and all other facilities staff.

1. Faculty members are responsible for reporting risks of harm related to the upkeep of the school and classrooms to the leadership team in their section. Leadership team
2. Repairs/maintenance concerning the safety of children, faculty and visitors should be addressed prioritized and dealt with promptly.
3. Maintenance requests should be emailed to the Facilities Manager, the Health and Safety coordinator and appropriate HOS should be copied. All involved persons should follow-up regularly until the repair is complete.
4. The school’s Health & Safety Coordinator must check all repairs concerning safety matters and sign that the job was completed and meets safety standards.
5. Evacuation routes and exit signs are clearly visible throughout the school.
6. The evacuation routes must be kept clear at all times.
7. Fire extinguishers must be in place and inspected regularly by a certified vendor.
8. Security and fire alarm systems are working and properly monitored. (I.e. fire alarms, security camera systems etc.).

Cleaning & Upkeep

1. Students should be encouraged to clean up after themselves and care for the upkeep of their school.
2. The cleaning crew performs the daily cleaning of the school after the dismissal of the students.
3. Only approved cleaning products can be used on the school's premises.
4. Containers of chemicals are clearly marked and if the chemicals must be diluted and transferred into spray bottles, the bottles should be clearly marked with a permanent marker stating which chemical is contained within.
5. When not in use, all bottles and containers, plus any equipment, should be locked and stored away.
6. Chemicals should never be mixed as they can release toxic fumes. Cleaning staff should always ask their supervisor before mixing any chemicals.
7. Appropriate protective gear must be worn while handling cleaning products and performing cleaning duties.

Field Trips

1. Before a trip is planned, a risk assessment must be done by the Activity Coordinator considering factors outlined in the Field Trip policy (separate document).
2. A field trip must be approved by the HOS and General Director before commencing the planning of the trip.
3. Permission slips must be sent home to parents for approval before a student may attend a field trip.
4. Supervising staff must accompany students on field trips according to the ratio for supervision outlined in the Field Trip policy (separate document).
5. Students **must always** be under the supervision (within eye-site) of a member of staff during a field trip.
6. A "buddy" system should be implemented when visiting an open area where direct supervision is complicated.
7. Transportation should be provided whenever necessary and must follow all "transportation" and "bus" policies/procedures.

Student Transportation

School transportation is subcontracted to a third party; the school should assure the following procedures are being met.

1. Supervising staff must assure that all students are aware of transportation rules and regulations.
2. Faculty, parents and students should be made aware of the transportation rules before transportation by the third party.
3. A supervising adult other than the bus driver should be present with students at all times (according to the ratio policy).
4. Student Code of Conduct should be followed during transport of any student.

Bus

1. The bus should be checked at the start of each day to assure good working conditions. (Tires, A/C, oil, gas, mechanics etc.)
2. The bus must have an equipped First Aid kit on board at all times.
3. A fire extinguisher should be present on every school bus.
4. Seat belts should be worn by all students as made available.
5. Only the intended amount of students should be seated in a seat. (1 seat, 1 student)
6. Students should not stand or be out of their seat while the bus is in motion.
7. The driver should not be distracted with conversations, devices or an unreasonable volume of noise while driving.

Emergency Procedures

1. Clear and direct policies/procedures must be in place for emergency situations (fires, earthquakes).
2. Evacuation procedures must be clear and practiced by faculty and students each term.
3. Records of Fire and Earthquake drills must be kept in each section.
4. The Health and Safety coach in each section is responsible for assuring that new teachers are trained on evacuation procedures in their section.
5. Feedback on each drill must be recorded and kept on file for the current academic year.
6. Supervising faculty is accountable for their designated group of students until the care of the student is assumed by a parent or another supervising faculty member.
7. Teachers should always have a working mobile phone with them in case of emergency.

Health Procedures

Hygiene/Hand-washing

1. Good Hygiene practices must be encouraged and promoted at every level.
2. Regular hand-washing should be practiced by students and faculty (before and after eating, handling or preparing food, using the wash room or handling bodily fluids).
3. Nannies and other faculty should wear gloves when assisting students with using the wash room or changing soiled clothing.
4. Proper hand-washing procedures must be posted at eye-level near every sink used by students and faculty.
5. Anti-bacterial hand-soap must be made available to faculty and students.
6. Food handlers shall maintain a high degree of personal cleanliness, wash hands thoroughly, and wear clean and suitable clothing. (clean uniforms, hair nets and shoes)
7. All food handlers in canteens should successfully complete basic food hygiene training.

Infection Control

1. Students identified with an infectious illness should be removed from a group environment and brought to the school clinic until parents are able to pick the child up.
2. Students confirmed with a contagious fever (above 100.4/38) should be sent home and not return to school until 24 hours free of the fever.
3. Healthy social interaction practices should be encouraged and promoted amongst faculty and students (hand-washing, covering mouth when coughing or sneezing etc.)
4. Teachers and faculty with an contagious illness should avoid contact with others and are recommended to take the day off in accordance with the “sick day” policy.

Clinic

School clinic is a health care facility within the school intended to provide basic health care for students and /or refer them to the specialist/primary health center if required.

1. The school clinic must meet all expectations set by the “School Clinic Regulation MOH (Ministry of Health)”.
<http://www.moh.gov.ae/en/Services/Documents/MedicalLicensing/School%20clinic%20Regulation.pdf>
2. The school must report communicable diseases and the number of individuals affected. (UAE Medical Liability Law 10/2008).
3. The school clinic must maintain current records of all incidents, accidents or illnesses referred to the school clinic.
4. The clinic must keep records of contacts made to parents in regards to and injured or ill student.

Fitness & Lifestyle

1. Healthy lifestyle and nutrition campaigns should be held at least twice in an academic year.
2. Healthy eating and fitness must be promoted and encouraged throughout the year.
3. Sports and physically active programs and activities must be made available to students.
4. Faculty must demonstrate healthy lifestyle practices to serve as an example to students.
5. Nutritional foods and drinks must be made available to students in the canteen.
6. Water must be available to all students and faculty members, especially in extreme heat and during physical play and sport activities.

2021 – 2022

Child Protection Coordinator:

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Child Protection Assistant Coordinators:

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Section Child Protection Coaches:

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Boys: **Ahmad Jlelati & Mostafa Hamdo**

Elementary: **Iman Ghamrawy**

Girls: **Claudia Nassim**

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Child Protection and Safeguarding Policy

Because of their day to day contact with individual children during the school terms, all staff at Al Ittihad Private School - Mamzar is committed to **safeguarding** and promoting the welfare of children. Teachers and other school staff are responsible for observing possible signs of abuse/harm and taking action against them.

- 1. PURPOSE:** An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behavior when dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.
- 2. INTRODUCTION:**
 - 2.1** Al Ittihad Private School-Mamzar takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. "Every child has the right to live, be safe, be educated, and be protected from neglect and all forms of abuse" (UAE Child Protection Law)
 - 2.2** There are 4 main categories of abuse that all teachers and staff should be aware of.
 - Physical- any intentional act causing injury or trauma to another person by way of bodily contact.
 - Emotional- characterized by a person subjecting, or exposing, another person to behavior that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.
 - Sexual- also referred to as molestation, usually undesired sexual behavior by one person upon another. (Child molestation)
 - Neglect- a deficit in meeting a child's basic needs, including the failure to provide adequate health care, supervision, clothing, nutrition, housing as well as their physical, emotional, social, educational and safety needs.
 - 2.3** The UAE Federal Law No. 3(Child Protection) places a statutory responsibility on institutions to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.
 - 2.4** As "mandated reporters" all teachers, faculty, school staff and educational institutions can be held responsible and prosecuted for failing to report known cases of abuse.
 - 2.5** There are three main elements to our child protection policy
 - a) Prevention through the creation of a positive school atmosphere and the teaching, and support offered to pupils.
 - b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.

c) Support to pupils who may have been abused.

2.6 This policy applies to all pupils, staff, governors, volunteers and visitors to Al-Ittihad Private School.

2.7 This school recognizes it is an agent of referral and not of investigation.

3 School Policy

We recognize that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

Our school will therefore:

- Establish and maintain an environment where pupils feel safe and secure, are encouraged to talk, and are listened to.
- Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for PHSE (Personal, Social and Health Education), which equip pupils with the skills they need to stay safe from abuse. School enrichment days and assemblies are currently the key means of delivery.
- Include in the curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues.

4. FRAMEWORK

Child protection is the responsibility of all adults and especially those working with children.

The development of appropriate school procedures and the monitoring of good practice are the

responsibilities of the Health and Safety: Child Protection and Safeguarding committee.

5. ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect and safeguard them. Staff should always follow the procedures concerned with behavior management from the “Staff Handbook” (separate document).

- Child Protection Coach-** There are key people within the school and the local authority who have specific responsibilities under safeguarding & child protection procedures. The names of those carrying out these responsibilities for the current year are listed in the beginning of this document. It is the role of the designated Child Protection/Safeguarding coach in each section to ensure that all of the child protection procedures are followed within their section, and to make appropriate, timely referrals to the coordinator in accordance with the school’s policy. It is the role of the designated coach for Safeguarding & Child Protection to ensure all staff employed including temporary staff and volunteers within the school are aware of the school’s internal procedures, to advise staff and to offer support to those requiring this.

- **Safeguarding/Child Protection Coordinator-** If for any reason the designated section's Safeguarding /Child Protection coach is unavailable, the Safeguarding & Child Protection Coordinator has been identified who will act in their absence. The designated Child Protection Coordinator will provide a report for the leadership team detailing any changes to the policy and procedures; training undertaken by all staff and any other relevant concerns.
- **School leadership** – School leadership along with the HR team are responsible for ensuring that the school follows safe recruitment processes. As part of the school's recruitment and vetting process, criminal records and background checks will be sought on all staff that has substantial and unsupervised access to children.

6. PROCEDURES

- I. The school will assure that staff is kept informed about child protection responsibilities and procedures through orientation upon hire briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of the school staff. However the Head of Section will ensure they are aware of the school's policy and the identity of the Child Protection/Safeguarding Mentor and Coordinator.

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it **immediately** to the Head of Section or Child Protection member.

The Child Protection Committee refers cases of suspected abuse or allegations to the executive team who will take the necessary steps in reporting such cases to the Ministry of Interior Child Protection. Parents can obtain a copy of the school protection policy upon request.

II. ANTI-BULLYING POLICY

Statement of Intent

We are committed to providing a caring, friendly and safe environment for young people so they can enjoy their enrollment in a happy and secure atmosphere. Bullying of any kind is unaccepted at Al Ittihad Private Schools. This includes bullying of students by adults, adults by students, students by other students and adults by other adults.

If bullying does occur, everyone should know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening should know how to report bullying by either informing a faculty member or through other channels such as help lines and national websites.

Procedures

Students should report bullying incidents to a member of faculty. The bullying behavior or threats of bullying will be investigated and the bullying stopped immediately. In all cases, parents/guardians should be informed. Appropriate referral to specialist support will be offered to the victim(s) of bullying. If necessary and

appropriate, policy will be consulted. Support should also be offered to the bully/bullies. An attempt will be made to help the bully/bullies change their behavior.

7. TRAINING AND SUPPORT

The Child Protection Coach and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection and safeguarding effectively. Training will be kept up to date by yearly refresher trainings. The school will ensure that the designated child protection coordinator also undertakes external trainings to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities. Support is available for staff from the Child Safety team and from members of the school's leadership team where there are concerns about child protection.

All staff should have access to advice and guidance on the boundaries of appropriate behavior and conduct. These matters should be included in staff recruitment and referred to in the staff handbook.

8. PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a student nor should they agree to keep a secret, as where there is a child protection concern this must be reported to the Child Protection Coach and coordinator and may require further investigation by appropriate authorities.

Staff will be informed of relevant information in respect to individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidential.

9. RECORDS AND MONITORING

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse must make an accurate record as soon as possible on the "Child Safety Concern" form. Noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated, signed and will include the actions taken.

These file notes are kept in a confidential file, which is separate to other files, and stored in the school's Child Safety Coordinator's office. In the same way notes must be kept of any student who is being monitored for child protection reasons.

10. SUPPORTING STUDNETS AT RISK

10.1 Our school recognizes that children who are abused or who witness violence may

find it difficult to develop a sense of self-worth or view the world as a positive place.

10.2 School may be the only supportive, secure and predictable element in the lives of children at risk. Nevertheless, while at school their behavior may still be challenging and defiant or they may be withdrawn.

10.3 This school will strive to support students through:

- a. The curriculum to encourage self-esteem and self-motivation
- b. The school philosophy which promotes a positive, supportive and collaborative environment, giving all students and adults a sense of being respected and valued.
- c. The implementation of the school's code of conduct.
- d. A consistent approach agreed by all staff which will ensure the students' understanding that some behavior is unacceptable but s/he is valued.
- e. Regular collaboration with other professionals and agencies that support the students and their families.
- f. Commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- g. The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- h. Recognition that statistically children with behavioral difficulties and disabilities are most vulnerable to abuse so those who work in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioral problems will need to be particularly sensitive to signs of abuse.
- i. Recognition that in a home environment where there is domestic violence and abuse, children may also be vulnerable and in need of support or protection.

10.4 This policy should be considered alongside other related school policies. The other policies to be considered include, the policy for teaching, the policy for the management of students' behavior (Code of conduct), policy for bullying and the Health and Safety policy.

11. SAFE SCHOOL, SAFE STAFF

11.1 It is essential that high standards of concern and professional responsibility are practiced with regards to alleged child abuse by school staff as with parents or other abusers.

11.2 Only authorized agencies may investigate child abuse allegations (Child Protection Centre and the Police). While it is permitted to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

11.3 Allegations against a staff member should be immediately referred to the Child Protection Coordinator and executive team who shall take appropriate actions by informing the relevant agency for further investigations and actions.

11.4 If for any reason it is decided that a referral to an external agency is not appropriate, it will be necessary to address matters in accordance with school's disciplinary procedures.

12. USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS

12.1 Where services or activities are provided separately by another body, using the school premises, the school will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

12.2 In the case of an outside body providing services to students, a criminal background report should be provided and/or a member of the school faculty should be present.

13. WHISTLEBLOWING

13.1 We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so.

13.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the Head of Section or the school's Child Protection Coordinator.

14. POLICY REVIEW

A. The executive team is responsible for ensuring the annual review of this policy.

B. The executive team must have a firm understanding of their role in implementing and monitoring this policy.

C. The executive team is responsible for ensuring the key contacts on the cover sheet are kept up to date.