

**SHERBORNE**  
SENIOR SCHOOL

# Child Protection Policy

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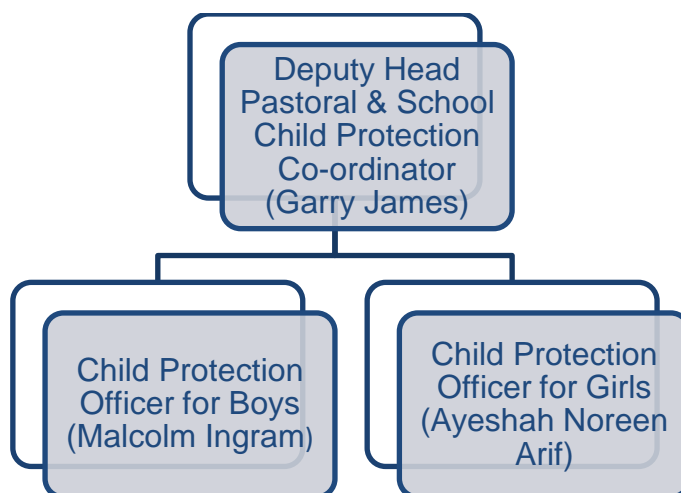
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## 1. Introduction

Our mission is to cultivate: *“Well educated, well rounded individuals who have high aspirations and achieve their potential, in a happy and nurturing school.”* However, most importantly Sherborne Senior School is a caring, inclusive, family-orientated and supportive school. As such, any Child Protection concerns are dealt with very seriously. Concerns are reported using the ‘Something is Not Quite Right’ (SNQR) Form, all concerns are reviewed by the two Child Protection Officers (male and female) and all concerns are logged.

The current Child Protection team is shown below:



The Child Protection Officers (CPOs) and the Child Protection Co-ordinator meet regularly.

Our policy applies to all staff, Governors and volunteers working in the School. The main aims of our policy are:

- 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 pupils 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 maximise their parental responsibility (except where to do so would be inconsistent with the duty to safeguard and promote the welfare of the child).

- working closely with other agencies as necessary (e.g. The Ministry for Education and Higher Education, Police, healthcare professionals including Sidra Hospital, Educational Welfare Services, NSPCC in the UK).
- ensuring that all staff are aware of the different forms of abuse and the correct procedures to follow if abuse is suspected.

We recognise that because of the day-to-day contact with children, School staff are well placed to observe the outward signs of abuse. The School will therefore:

- 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 curriculum for children to develop the skills they need to recognise and stay safe from abuse.

## 2. Organisation and management

The School will:

- ensure that all staff are training to at least Level 2 in Child Protection. All staff complete the full EduCare Level 2 course on Child Protection on joining the school and each year they are required to complete the refresher course. As shown on the previous page, we have three designated people for Child Protection who are all qualified up to Level 3 in Child Protection.
- 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 have an understanding of the responsibility placed on the School and staff for child protection.
- develop effective links with relevant agencies and co-operate as required with their enquiries.
- keep written records of concerns about children, even where there is no need to refer 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.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The School may be the only stable, secure and predictable element in the lives

of children at risk. When at School, such pupils' behaviour may be challenging and defiant or they may be withdrawn.

The School (and the CPOs) will endeavour to support the pupil through:

- the content of the curriculum.
- the School's 'Behaviour for Learning Policy' - which is aimed at supporting vulnerable pupils in the School. The School will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- the School ethos and values that promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- ensuring that, when a pupil on the child protection register leaves, their information is transferred (when appropriate) to their new school.

### **3. Visitor procedure**

Visitors to the school must report to Security in reception on arrival at the school. The Security staff will then direct visitors to a sign (14. Visitor Poster) that clearly shows our expectations of visitors to the school (this sign is on display upon entrance into the building). Please note that a visitor is defined as any person seeking to enter the school who is not an employee of the school or a pupil currently enrolled at Sherborne Senior School.

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 visitor's passes are attached to a blue lanyard. All staff, including the peripatetic teachers, have their IDs attached to a black lanyard.

Visitors should then go straight to Reception and await the person that they have come to meet with. Please see point 14. for the full list of our expectations of visitors.

Child Protection is the responsibility of all staff. It is our expectation that a member of staff should politely approach and question any person wearing a lanyard that is not clearly with a member of staff whilst on site (beyond Reception). If necessary, the visitor should be accompanied back to Reception to await the member of staff that they have come to visit. All visitors should be reminded to clearly wear their passes if not doing so. If you are being visited by somebody and that person is not clearly displaying their visitors pass, then it is your responsibility to ask that person to do so.

If a person is found on site without a pass then they should be brought to Reception by the member of staff that has encountered them, Security should be immediately notified, and the member of staff should remain with the person until Security arrive. We expect all staff to be vigilant of visitors to the school. We also expect all staff to wear their IDs when in school.

## 4. Monitoring and evaluation

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

## 5. Child protection 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 (this will be decided after consulting the CEO).

When communicating a child protection concern to one of the CPOs it should be emailed to the CPO and to nobody else, i.e. Form Tutors and Heads of Year should not be included in the email.

All emails regarding pupils in any capacity should never have the pupil name in the subject. This is to prevent email notifications containing pupil names appearing on whiteboards. Furthermore, iSAMS should not be displayed on the whiteboards as it often contains sensitive information.

All members of staff should be alert to the fact that any pupil may suffer abuse and recognise 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 a number of 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 behaviour
- deterioration in School work
- aggressive behaviour
- severe tantrums
- depression or withdrawal
- sexually explicit behaviour or showing inappropriate awareness
- reluctance to go home
- apparent reluctance to trust adults
- reversion to immature behaviour for age.

- inappropriate attention seeking behaviour
- 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.

### 5.1 Types of abuse

Child abuse most commonly falls into 4 main categories:

#### NEGLECT

The neglected child carries a sense of worthlessness that is hard to bear. The neglect by parents or guardians causes the bond of trust to be severely damaged and makes home a less stable and happy environment. It is hard for the child to leave this behind when he/she comes to School, and the benefit of School's caring attitude can often be accordingly minimal. A classic symptom is for the child to fail to respond to stimulus in class, however interesting.

#### EMOTIONAL ABUSE

This is not based on denial or neglect but is a more active form of direct abuse. The child is often a scapegoat when things go wrong at home and suffers taunting or derision, instilling a sense that he/she can never do anything right.

#### SEXUAL ABUSE

The complexities of this form of abuse are hard to grasp but usually entail the child keeping intolerable secrets, often under threat. The child may not be aware that what is happening to them is abnormal, but the abnormality of his/her behaviour at School may be an indicator of abuse.

#### PHYSICAL ABUSE

The physically abused child lives with violence and often accepts this as normality. Physically abused children often react defensively to any swift movement made by an adult and may even strike out. The nature of this form of abuse may make it easier to spot, with the most obvious indicators, sometimes including violence to staff. Care is taken to acknowledge that some types of punitive measures in the home are more accepted in Qatar than in the UK. However, any suspected cases of physical abuse should be reported to the relevant Child Protection Officer.

### 5.2 Action by staff

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

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

If a pupil is of major concern they may be placed on the Child Protection Group on iSAMS. This will alert the CP officer for girls, boys and the Headteacher if the pupil is recorded as "N" once AM registration has closed. There will then be an attempt to clarify the reason for absence for the child in question.

If the suspicion was probably or definitely well founded, the child should receive protection. In this case the Child Protection Officer and the Headteacher should refer the matter to the Society for the Protection of Women and Children in Qatar as soon as possible.

If the suspicion was probably or definitely 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 behaviour 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 very serious matter. The consequences of a failure to take action or of taking precipitate action based on malicious or unwarranted allegations are severe.

## **6. 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 National College for Teaching and Leadership (UK) will also be informed where appropriate and 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).

## **7. Appointing staff**

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 persons'. Checks will be made through the Disclosure and Barring Service (DBS) for overseas appointments and relevant checks for local-hire appointments will also be carried out by the HR Department. The CEO has completed the safer recruitment online course.

## **8. 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 in the outer car park. Visitors can only enter the school via the main school entrance which is supervised and managed by school security. Staff can enter school via the main entrance and underground parking area, which requires smart card access. A similar procedure is followed at the end of the day.

Children are not allowed to leave the site during the school day without an exit slip. This is provided by either their Head of Year or a member of the SLT or by the School Nurse 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 investigate incidents (if needed).

## **9. School photographs**

Please note that we are sensitive to some parents' wishes that their child/ren should not appear in any school photos that might appear in the public domain (e.g. on the school website, in the local paper, etc.). Therefore, parents who do not want their child's photograph to appear in the public domain should inform the Headteacher in writing.

## **10. Referrals to SIDRA**

In some case pupils will need additional help in the form of medical professionals. If the case is an emergency and there is immediate risk of severe harm to the child, they will be taken to the accident and emergency department at SIDRA, or an ambulance will be called.

Location of SIDRA: <https://goo.gl/maps/8nnbg7bjABq5bsu79>



If a case is either urgent or not urgent a referral form will be used and sent through to the CAMHS team at SIDRA. This will normally be processed within 24 hours and an appointment made with a specialist within 2-3 weeks. Only members of the Child Protection Team should make referrals, if a staff member feels that a child needs additional help, they should follow the normal procedure and fill out a SNQR form. One of the CP team will then decide on whether to refer or not. Parental permission is needed for a referral, therefore there must be communication with the parents prior to sending the form home.

Email for referral: [OPCReferrals@sidra.org](mailto:OPCReferrals@sidra.org)

Referral Form: <https://www.sidra.org/documents/referral-form-fillable.pdf>

## 11. Referrals to AMAN

The options available in Qatar are as follows:

11.1 In the case of Child Sexual Abuse (CSA), or Physical Abuse; the Designated CP officer must contact AMAN Protection and Rehabilitation Centre to ensure appropriate level of intervention is sort and current local Child Protection procedures are being followed. (NB The Local Child Protection Legislation and Policy are in the process of being fully developed). The Designated Safeguarding Lead Safeguarding (Child Protection) must telephone and liaise with AMAN to establish a Point of Contact AMAN Hotline contact number: 919. Upon which:

- a. The Designated Safeguarding Lead should ensure that the Safeguarding and Referral Form is then forwarded to AMAN Protection and Rehabilitation Centre in order to establish and/or initiate a formal investigation upon request.
- b. Send the Referral form as an email to [protection@psrc.org.qa](mailto:protection@psrc.org.qa) with details and contact information. AMAN will then respond and send a social worker to the School to discuss appropriate action.
- c. AMAN Protection and Rehabilitation Centre will contact Capital Police who will then ensure that the District Attorney is made aware of the case should the case require legal intervention.
- d. The Designated Safeguarding Lead must speak with parents to inform parents of course of action taken following any disclosure.
- e. School staff must work with parents to resolve any concerns in the family home, through dialogue and interventions to support parent's capacity to provide safe and nurturing care for their child.

11.2 In all cases The Designated Child Safeguarding Lead (or CP officer) should ensure that the following information is passed to AMAN Protection and Rehabilitation Centre regarding the referral, it must include:

1. Child's full name.
2. Siblings names.
3. Date of birth.
4. Address in Qatar.

5. Parents' contact numbers.
6. Parents' Names. First language spoken in the family home. Any reports you have made. Sherborne Senior School Safeguarding and Referral Form - Completed, signed and dated ("Something is not quite right" form).

11.3 In the case of any concern about a child such as Emotional Abuse or Neglect the Designated Safeguarding Lead (or CP officer) should make a referral to AMAN Protection and Rehabilitation Centre:

Phone number: 919

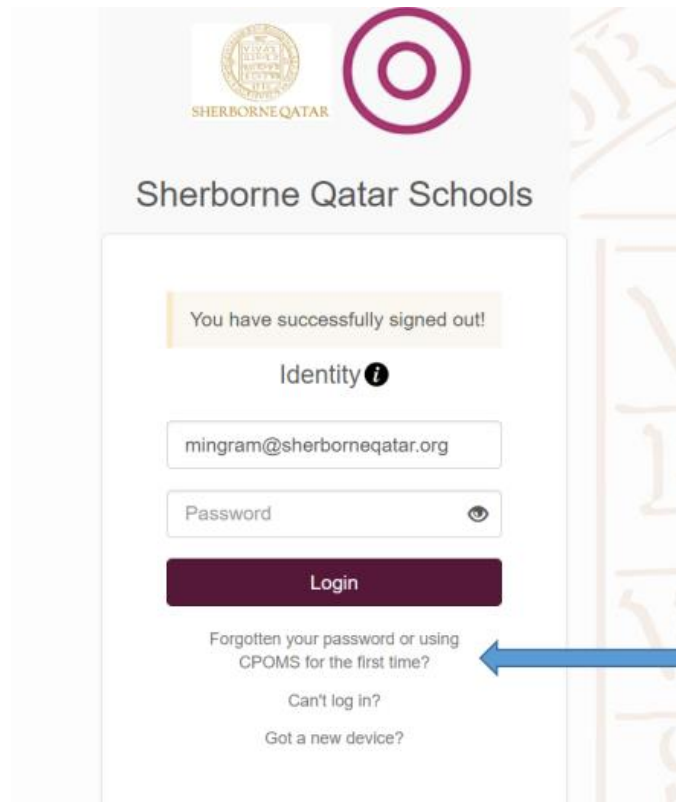
Email: [protection@psrc.org.qa](mailto:protection@psrc.org.qa)

The Designated Safeguarding Lead should ensure that the information listed in sub-clause 11.2 is passed to AMAN Protection and Rehabilitation Centre regarding the referral.

## 12. CPOMS

12.1 Log in to CPOMS and enter your email address and password

[Login - CPOMS](https://sqp.cpoms.net/school1/dash) ( <https://sqp.cpoms.net/school1/dash>)



Sherborne Qatar Schools

You have successfully signed out!

Identity ⓘ

mingram@sherborneqatar.org

Password ⓘ

Login

Forgotten your password or using CPOMS for the first time? ←

Can't log in?

Got a new device?

12.2 Add an incident (pupils name, linked pupils, location, body map if applicable, record keeping must be clear and in the child's voice)

12.3 When submitting you do not need to assign just Alert the relevant Safeguarding leads (Refer to flow chart)

## 13. Job Descriptions



### JOB DESCRIPTION for a CHILD PROTECTION OFFICER (BOYS AND GIRLS)

**Reporting to:** the Headteacher

**Responsible for:** There are two Child Protection Officers (CPOs) at Sherborne Senior School, one for boys and one for girls. CPOs act as a point of contact for both staff and pupils. Having liaised with the Headteacher, they also need to take action when any child protection incidents are reported to them, 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 (for whichever gender they are working with) 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 Headteacher (and possibly governors) 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 or reports about pupils for outside agencies.

### **Professional specification**

- An interest in the well-being of children and in safeguarding and child protection matters.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- To be able to communicate effectively with parents, pupils, colleagues and other interested parties
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

In addition, the CPOs will have an ability and willingness to:

- successfully complete child protection training.
- accept the authority of line managers.
- act as a good role model in behaviour.
- maintain confidentiality and act with discretion.
- work beyond the normal school day when necessary.

This job description, roles and responsibilities are not exhaustive. All members of staff are expected to fulfil any reasonable request made by or on behalf of the Headteacher.

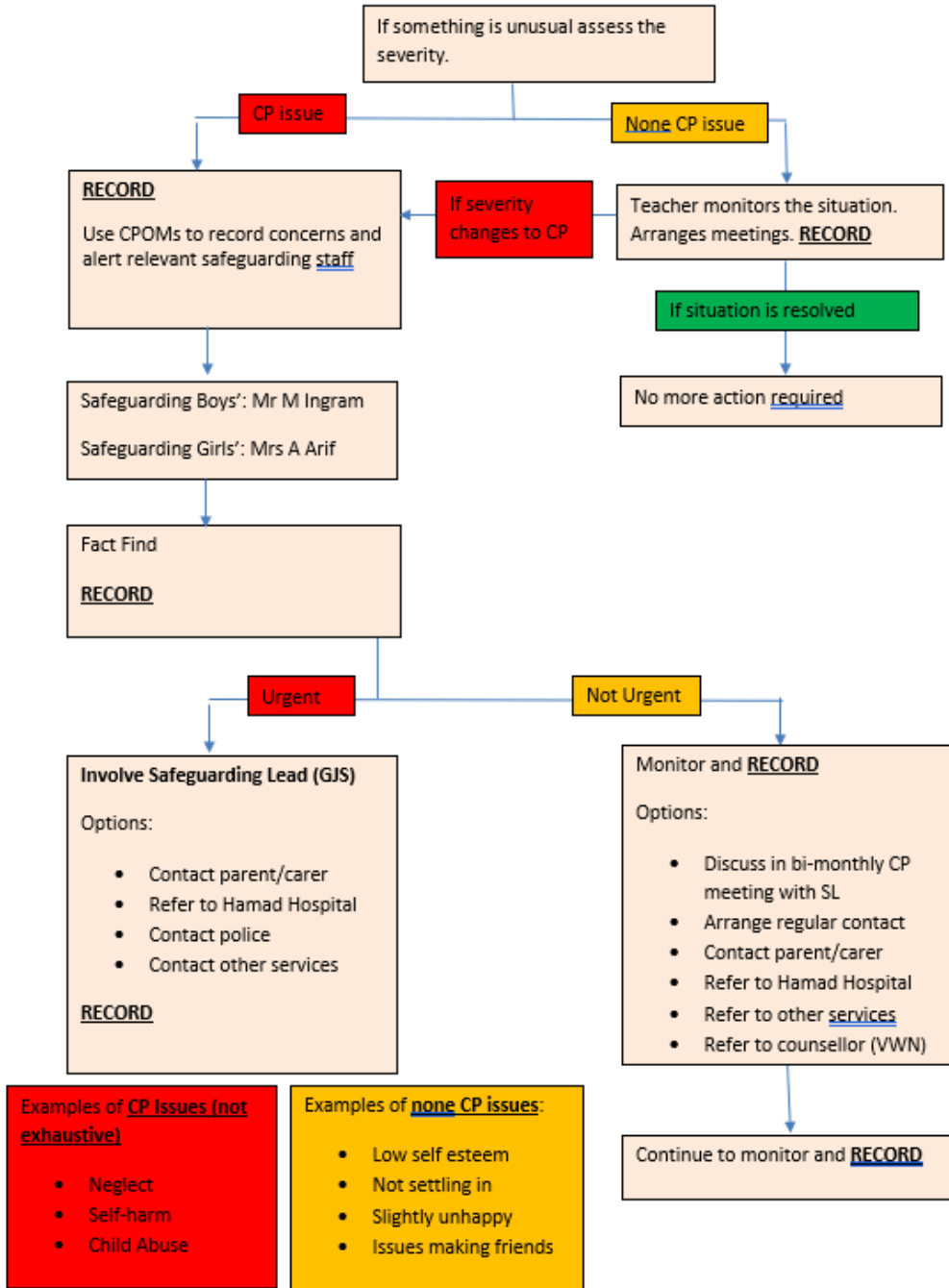
### **Safeguarding and Child Protection**

Sherborne Senior School 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 and the Disclosure and Barring Service. 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 Sherborne Senior School's child protection policies and procedures.

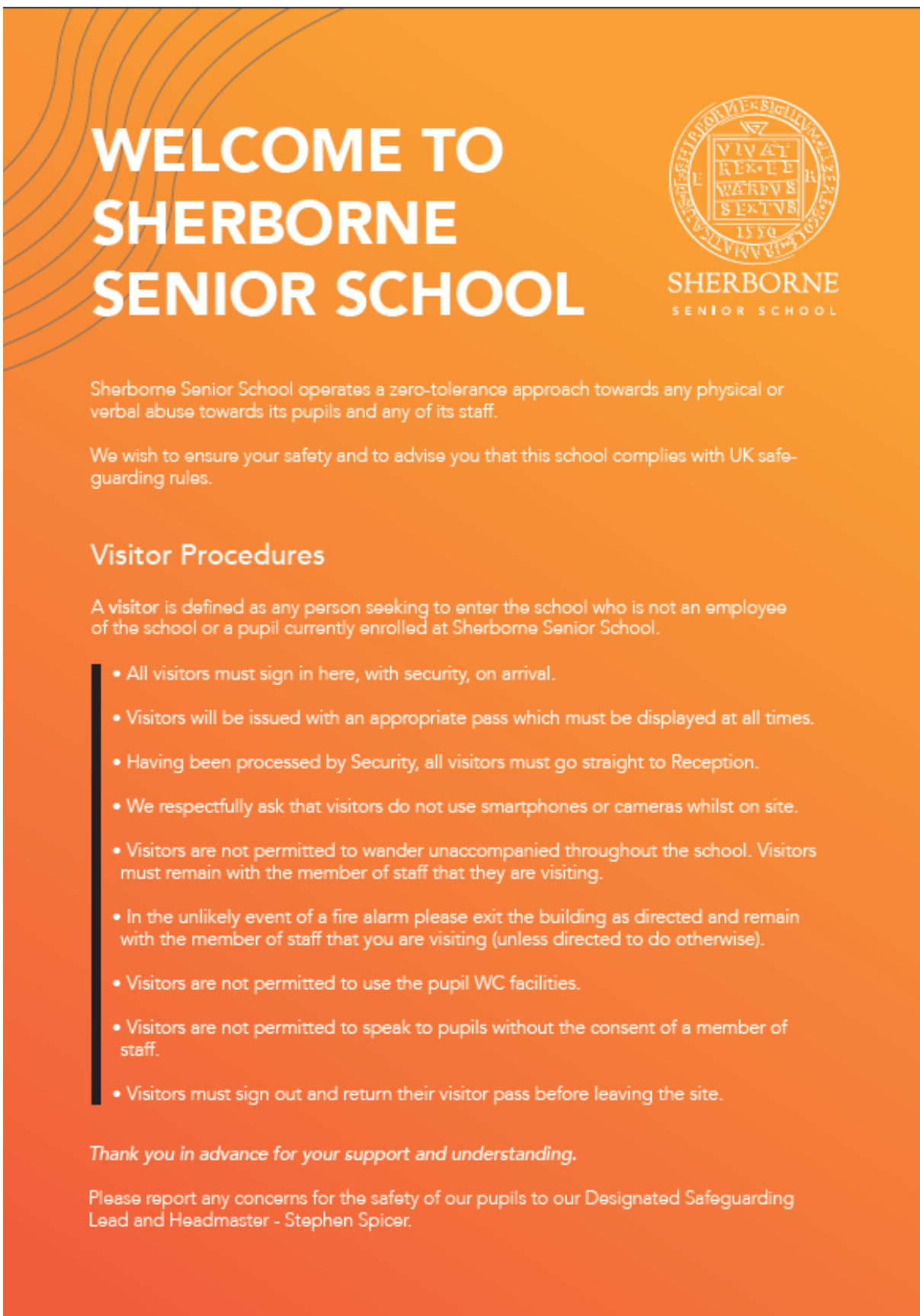
### **Data Protection**

In the course of employment at Sherborne Senior School, staff may have access to confidential information relating to pupils and their families. They are required to exercise due 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 adhered to at all times. 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.

# 14. CP Flowchart



## 15. Visitor Procedure Poster



The poster features a dark orange background with a white wavy pattern on the left side. The main title 'WELCOME TO SHERBORNE SENIOR SCHOOL' is in large, bold, white capital letters. To the right is the school's crest, a circular seal with a shield in the center containing the Latin motto 'VIVAT REX ET VARIUS SECTVS' and the year '1550'. Below the crest, the text 'SHERBORNE SENIOR SCHOOL' is written in a smaller, white, sans-serif font.

Sherborne Senior School operates a zero-tolerance approach towards any physical or verbal abuse towards its pupils and any of its staff.

We wish to ensure your safety and to advise you that this school complies with UK safeguarding rules.

### Visitor Procedures

A visitor is defined as any person seeking to enter the school who is not an employee of the school or a pupil currently enrolled at Sherborne Senior School.

- All visitors must sign in here, with security, on arrival.
- Visitors will be issued with an appropriate pass which must be displayed at all times.
- Having been processed by Security, all visitors must go straight to Reception.
- We respectfully ask that visitors do not use smartphones or cameras whilst on site.
- Visitors are not permitted to wander unaccompanied throughout the school. Visitors must remain with the member of staff that they are visiting.
- In the unlikely event of a fire alarm please exit the building as directed and remain with the member of staff that you are visiting (unless directed to do otherwise).
- Visitors are not permitted to use the pupil WC facilities.
- Visitors are not permitted to speak to pupils without the consent of a member of staff.
- Visitors must sign out and return their visitor pass before leaving the site.

*Thank you in advance for your support and understanding.*

Please report any concerns for the safety of our pupils to our Designated Safeguarding Lead and Headmaster - Stephen Spicer.

## 16. Useful weblinks and contacts

- <https://almeezan.qa/Default.aspx> - *Qatar Legal Portal* – a portal for all Qatar’s laws stated, of which several refer to children and safeguarding, custody law etc.
- <https://www.sidra.org/clinics-services/childrens-and-young-people/child-and-adolescent-mental-health-services/> - *Sidra Hospital CAMHS* – we can directly refer into their services (We know of this service already)
- <http://www.qatarsocial.org/En/Pages/QSWHomepage.aspx> - *Qatar Social* - all aspects of “social care” including:
  - <http://www.wifaq.org.qa/en/Pages/default.aspx> – *Wifaq* – Family Consulting Centre – Al Jawhara stated that this centre has been a very big support in aiding parents who are going through divorce and custody battles
  - <http://www.aman.org.qa/En/Pages/Home.aspx> - *Aman* - protection of women and children who are victims of violence or break up
- <https://covid19.moph.gov.qa/EN/Mental-Health/Pages/default.aspx> - The old Covid Hotline number (16000) is the new National Mental Health Hotline – press Option 4 and this is targeted for children 18 and under
- <https://sehanafsia.moph.gov.qa/english/pages/default.aspx> - *Young Mind Matters* – Resources for mental health
- <https://www.imaginablefutures.com/partners/rapid-ec/> - Research from the US which was undertaken during and after the pandemic
- <https://www.end-violence.org/members/international-society-prevention-child-abuse-and-neglect-ispcan> - the *ISPCAN conference* was held here in 2020 and following on from that they produced a National Workflow document for child abuse, which is currently still being worked on nationally