**School Protection and Safeguarding Policy 2023-2024**

Kuwait Bilingual School No. 2 is committed to the protection and safeguarding of all students and staff in the school. We advocate that all staff and students, regardless of age, special needs or disability, racial/cultural heritage, religious belief, or sexual orientation, have the right to be protected from all types of harm and abuse.

This Child Protection and Safeguarding Policy forms a fundamental part of our approach to providing excellent pastoral care to all students and staff in our school.

Adherence to this Policy is mandatory for all staff, students, subcontractors, parents, and volunteers in the school, and its use is not subject to discretion.

This Policy applies whenever staff or volunteers are working with students, including school visits and trips, sporting, and cultural activities. This Policy is available to all parents, staff, and volunteers. A paper copy of this Policy is also available to parents upon request to the Kuwait Bilingual School No. 2 Office and will be placed on the school website.

Pupils are taught about keeping themselves safe from harm, including cyberbullying and grooming. They are taught how to adjust their behavior to reduce risk, keep themselves safe, and build resilience. They must be made aware of this Policy.

**The aims of Kuwait Bilingual School No. 2 are to:**

• Create an environment that is safe and secure for all students

• Encourage our students to establish satisfying relationships within their families, with peers, and with other adults

• Encourage the students to develop a sense of autonomy and independence

• Work with parents to build their understanding of and commitment to the welfare of their children

**Creating a Culture of Safeguarding**

Kuwait Bilingual School No. 2 recognizes that the Child Protection and Safeguarding Policy is linked with other policies, such as inclusion policy/ SEN policy; Health and Safety.

**Kuwait Bilingual School No. 2 has systems to:**

• Prevent unsuitable people from working with students.

• Identify students who are at risk of and/or are likely to suffer significant harm and take appropriate action.  
• Promote the welfare of students in need of additional support.

• Promote safe practices and challenge poor and unsafe practices.

• Deal with issues of confidentiality, information sharing, and consent.

• Ensure that staff do not, through their actions, place students at risk of harm or themselves at risk of an allegation of harm (by providing guidance on areas such as one-on-one tuition, sports coaching, traveling to and from school by bus, inappropriate electronic communication).

Kuwait Bilingual School No. 2 encourages the students in its care to raise any concerns they might have and ensures that these are taken seriously. We will also encourage students to contribute their own ideas, according to their age and understanding, about how their safety and welfare could be further improved.

While the primary requirement is to notify the principal, the Principal will also notify the Management of Child Protection and Safeguarding issues only in the following circumstances:

• The issue involves an allegation against the Principal/Director.

• The issue could result in a claim against the Management or affect the reputation of Kuwait Bilingual School No. 2.

All staff are required to adhere to the ICT Acceptable Use Agreement and specifically to ensure that any images taken of students are appropriate and stored and managed safely.

**No photographs or images of students should be posted on any form of social media if parents have requested a photo opt-out from teachers.**

**In order to fulfill these aims, the Principal will take the necessary steps to ensure that:**

• All staff receive training in Safeguarding Children as part of their induction.

• All staff and Principals are trained in child protection annually.

Kuwait Bilingual School No. 2 operates safe recruiting procedures. These include:

* Ensuring that at least one member of any recruitment panel involved in all stages of the recruitment process has undertaken the appropriate training in Child Protection and Safeguarding.
* Carrying out all required checks on the suitability of staff to work with students.
* All staff should possess a current Police Clearance or equivalent from their home country.

**Identifying Abuse**

Kuwait Bilingual School No. 2 staff are particularly important, as they are in a position to identify concerns early and provide students with help and support to prevent concerns from escalating.

Kuwait Bilingual School No. 2 staff have a responsibility to identify students who may be in need of extra help or are suffering or are likely to suffer significant harm. All staff have a responsibility to take appropriate action, working with other services as needed.

Any suspicion, allegation, or incident of abuse must be reported to the Designated Safeguarding Lead immediately using the Child Protection and Safeguarding form found in the appendix of this policy.

**There are four types of abuse, but abuse can sometimes be asymptomatic:**

Physical abuse or risk of physical injury to a student or failure to prevent physical injury (or suffering) to a student, including deliberate poisoning, suffocation, and factitious illness. This includes excessive punishment.

**Symptoms:**

• Behavior changes/wetting the bed/withdrawal/regression

• Finger marks

• Frequent unexplained injuries

• Unexplained broken bones

• Fear of physical contact

• Cuts and grazes

• Violent behavior during role-play

• Cigarette burns

• Unwillingness to change clothes

• Cowering

• Aggressive language and use of threats

• Reluctance to go home with a parent or carer

• Bruising in unusual areas

• Makeup

• Changing explanations of injuries

**Neglect**

Actual or risk of persistent or severe neglect of a student or the failure to protect a student from exposure to any kind of danger, including cold or starvation. Extreme failure to carry out important aspects of care, resulting in the significant impairment of the student’s health or development, including failure to thrive. This includes dropping off students prior to 06:40 am and failing to collect them at 2:45 pm without prior arrangement. Repeated early drop-offs or late pick-ups of students will be referred to the Principal, who will discuss the concerns with the parents.

**Symptoms:**

• Lack of appropriate clothing

• Dirty clothes

• Student feeling cold – complaining of body sores

• Hunger – complaining of urine smells

• Unkempt hair

• Lack of parental interest

• Unwillingness to communicate

• Behavior problems

• Attention-seeking

• Lack of respect

• Frequent trouble

• Bullying

• Use of inappropriate language

• Being out at all hours

• Lack of confidence – low self-esteem

• Stealing

• Jealousy

• Significantly underweight

**Sexual Abuse**

Actual or risk of sexual exploitation of a student. The involvement of dependent, immature students in activities to which they are unable to give informed consent or that violate the social taboos of family roles.

**Symptoms:**

• Inappropriate behavior

• Change in behavior

• Role play

• Rejecting physical contact or demanding attention

• Rocking

• Physical evidence – marks, bruising

• Inappropriate knowledge for the age of the student

• Pain when going to the toilet, strong urine

• Stained underwear

• Bruising/marks near the genital area

• Relationships with other adults or students being forward

• Drawing – inappropriate knowledge

**Emotional Abuse**

Actual or risk of severe adverse effect on the emotional and behavioral development of a student caused by persistent or severe emotional ill-treatment or rejection.

It is important to remember that all abuse involves some emotional ill-treatment.

**Symptoms:**

• Crying

• Rocking

• Withdrawn

• Unwillingness to socialize

• Cringing

• Bad behavior

• Aggression

• Behavior changes

• Bribery by a parent

• Self-infliction

• Lack of confidence

• Attention-seeking

• Isolation from peers – unable to communicate

• Clingy

• Fear of authoritative figures

• Treating others as they have been treated

**Missing Children**

A student who goes missing from school or in school is a potential indicator of abuse. Staff should treat prolonged or repeated absence, tardies, or eloping/skipping class, with no satisfactory explanation, as a potential safeguarding issue and act immediately. Staff are advised to follow the chain of command for reporting incidents.

**Designated Child Protection and Safeguarding Lead:**

Kuwait Bilingual School No. 2 has appointed Designated Safeguarding Leads:

**Ms. Fatima Al Raei – Head of Counseling**

**Ms. Jumana Othman – KG Assistant Principal**

**The Designated Safeguarding Lead:**

• Is responsible for ensuring that all cases of suspected or actual child protection concerns are investigated and managed in accordance with the guidance and regulations.

• Will refer cases of suspected abuse or allegations to the appropriate services.

• Will ensure that staff, students, and parents have annual training in Child Protection and Safeguarding. • Will act as a source of advice and support within Kuwait Bilingual School No. 2 and coordinate action regarding referrals in relation to both children and allegations against staff.

**Responding to Disclosures of Abuse:**

Research suggests that students are most likely to be abused by someone they know and trust. Staff members should remember that it is better to report it and be wrong than not report it.

**Immediate Response**

If a disclosure is made, the member of staff should:

• Allow the pace of the conversation to be dictated by the student

• Not ask leading questions

• Accept what the student says and do not ask for clarification

• Acknowledge how hard it was for them to tell you and, by tone of voice and facial expression, tell them that you are taking their concerns seriously.

• Note carefully any clearly visible external signs of possible injury or neglect on the body map in the appendix

• Not take photographs

• Reassure the pupil that they have done the right thing, explain that you will have to tell the Designated Safeguarding Lead and why.

• Not undress the child or examine clothed parts of the child’s body in an attempt to determine the nature of any such injuries/neglect

• Not criticize the perpetrator as this may be someone they love

• Not promise confidentiality or make promises

• Not jump to conclusions

• Not show an overly emotional reaction such as expressing disgust, shock, or disbelief

• Not attempt to investigate the allegations.

**Recording Information**

Any concerns about scholars must be discussed with the Designated Safeguarding Lead as soon as possible, or in their absence, the student support committee, and at the latest by the end of the school day.

Staff should:

• Make brief notes at the time or immediately afterward, which record the date, time, place, and context of the disclosure or concern, and what has actually been said, not assumptions or interpretations. Notes must be signed and dated.

• Clearly distinguish between fact, observation, allegation, and opinion

• Record observed injuries and bruises on a body map (found in the Appendix)

• Note the non-verbal behavior and the key words in the language used by the student - do not translate into ‘proper terms’.

• Complete a Safeguarding Concern Form, attach the original notes and pass them to the Designated Safeguarding Lead.

• Appreciate that their records may be used in criminal proceedings or disciplinary investigations.

Kuwait Bilingual School No. 2's statutory duty is to take notes and report allegations. Students should be aware that information must be passed on but can be reassured that it will only be to the designated person/people.

Kuwait Bilingual School No. 2 recognizes that a student who is abused may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. Kuwait Bilingual School No. 2 may provide the only stability in the lives of students who have been abused or who are at risk of harm. The student’s wishes or feelings cannot override the duty to refer suspected abuse to the Designated Safeguarding Lead.

Kuwait Bilingual School No. 2 will provide continuing support to a student who has disclosed abuse by promoting a caring and safe environment within and encouraging self-esteem and self-assertiveness through the curriculum and through relationships. In doing so, Kuwait Bilingual School No. 2 will act in accordance with guidance from the relevant authorities to ensure that, for example, legal proceedings are not compromised.

**Allegations against Staff**

Kuwait Bilingual School No. 2 must follow the same procedures for handling allegations made against staff. The aim is to deal with any allegation quickly and in a fair and consistent way that provides effective protection for the staff member and the student.

Where a child protection-related allegation or cause for concern is made against any member of staff, the matter should be reported immediately to the Designated Safeguarding Lead unless the allegation

relates to the Designated Safeguarding Lead, in which case, the allegation should be reported to the Management.

If there has been a substantial allegation against a member of staff, Kuwait Bilingual School No. 2 will determine whether there are improvements to be made to the School’s procedures or practices to help prevent similar events in the future.

**Duty to Report Concerns About the Management of Safeguarding**

Where staff or volunteers reasonably believe that safeguarding concerns exist or where they have concerns regarding the management of safeguarding issues, it is their duty to raise concerns. The member of staff or volunteer should bring their concerns to the attention of the Designated Safeguarding Lead. In cases where the concerns relate to the actions or inaction of the Designated Safeguarding Lead, they should be brought to the attention of the director. However, if a member of staff reasonably believes these reporting routes to be inappropriate or has reported concerns and no action has been taken, they should contact the Management.

**Monitoring and Review**

Kuwait Bilingual School No. 2 will undertake an annual review of its Child Protection and Safeguarding policies and procedures together with a review of the safeguarding incidents that have arisen and how they were managed. The Child Protection and Safeguarding Policy and procedures will be continuously reviewed and updated as needed, in accordance with changes in legislation, guidance, and practice. This process is carried out to ensure that the school continues to provide the very highest standard of safeguarding as possible.

Key Contacts:

Designated Child Protection and Safeguarding Lead:

**Ms. Fatima Al Raei – Head of Counseling**

**Ms. Jumana Othman – KG Assistant Principal**

**Appendix**

**Agreement with Kuwait Bilingual School No. 2 Safeguarding and Child Protection Policy and Procedures**

Kuwait Bilingual School No. 2 is committed to the protection of and care for all our staff and students. All staff have a part to play in this.

The School Director has explained the school’s safeguarding policy and procedures to me.

I know what to do and whom to speak to if I have a concern about a student or another member of staff.

The School Designated Child Protection and Safeguarding Leads are Fatima Al Raei and Jumana Othman. They can be contacted at:

* Fatima Al Raei: 98844903 OR [counselor.mhs@kbs-edu.com](mailto:counselor.mhs@kbs-edu.com)
* Jumana Othman: 96621839 OR [ey.ap@kbs-edu.com](mailto:ey.ap@kbs-edu.com)

I agree to work in accordance with Kuwait Bilingual School No. 2's Child Protection and Safeguarding Policy and Procedures.

**Signed by:**

**Date:**

* ***Please sign and date this form and pass it to HR.***

