

# Policy: Child Protection and safeguarding

## COVID-19 addendum

### Academic Year 2021-22

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<b>Written By:</b>	<b>SLT</b>
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<b>Approved by Management Representative:</b>	
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**Vision:** To be a welcoming and diverse international school that nurtures students to acquire, articulate and establish the necessary skills and knowledge to become a citizen in a global environment.

**Mission:** To create an inclusive environment of responsibility, respect and tolerance, based on Qatari values, for all members of the school community. To deliver an in-depth consistent learning program, which provides opportunities to display their learnings.

**Objectives:** Spectra Global School helps individuals to become life-long learners with **STEPS**.

We provide

**S-STIMULATING** environment for learning.

**T-TRANSPARENT** vision helps us to communicate easily.

**E-EMPATHY-** towards others helps us to learn life skills lessons and values of the country that we are growing.

**P-PROGRESS** to achieve and attain better.

**S-SUSTAIN** with what we do and maximize it.

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	<b>Mohammad Sameer Aziz</b> School Principal	<a href="mailto:sameer@spectraschools.com">sameer@spectraschools.com</a>
Deputy DSL	<b>Donya Adel</b> Vice Principal	<a href="mailto:donya@sgsdoha.com">donya@sgsdoha.com</a>

Designated member of senior leadership team if DSL (and deputy) can't be on site	<b>Sabiha Anjum</b> HR Manager	<a href="mailto:sabiha@spectraschools.com">sabiha@spectraschools.com</a>
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## 1. Scope and definitions

This addendum applies during the return following school closure due to COVID-19 in Qatar.

It sets out changes to our normal child protection policy.

Unless covered here, our normal child protection policy continues to apply.

Using the UK's Department for Education's definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
  - With a child protection plan
  - With a child in need plan
- Have an education, health and care (EHC) plan

## 2. Core safeguarding principles

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- should continue to be protected when they are online

## 3. Reporting concerns

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children continuing to attend or returning to school and those at home.

Any staff online, who comes across any concerns is to alert the DSL and their line manager immediately.

As a reminder, all staff should continue to work with and support children's student counsellors, where they have one, to help protect vulnerable children.

## 4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all school staff informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding. This will be either the HR Manager or the Senior Leaders.

HR Manager: Sabiha Anjum [sabiha@spectraschools.com](mailto:sabiha@spectraschools.com)

Foundation Stage Coordinator: [hannah@sgsdoha.com](mailto:hannah@sgsdoha.com)

KS1 Coordinator: [sangeeta@sgsdoha.com](mailto:sangeeta@sgsdoha.com)

KS2 Coordinator: [emina@sgsdoha.com](mailto:emina@sgsdoha.com)

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's student counsellors where they need access to children in need and/or to carry out statutory assessments

## **5. Working with other agencies**

We will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from the Ministry of Education and Higher Education, Qatar.

The following guidance is currently in place:

## **6. Monitoring attendance**

We will resume taking our attendance register.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by calling the parent on the morning of the absence
- Notify the student counsellor, if one is appointed to them

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. Termly data collection surveys will be given to parents to complete.

## **7. Peer-on-peer abuse**

We will continue to follow the principles set out in our behaviour policy, managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

## **8. Concerns about a staff member**

We will continue to follow the principles when there are concerns about a staff member by notifying the Ministry of Education and Higher Education, Qatar.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/visitors working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Ministry of Education and Higher Education, Qatar.

We will continue to refer potential cases of teacher misconduct to the Ministry of Education and Higher Education, Qatar.

## **9. Contact plans**

We have contact plans for children with a student counsellor, and other children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and student counsellor, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

We have agreed these plans with children's social care where relevant, and will review them termly.

If we can't make contact, we will inform the Ministry of Education and Higher Education, Qatar.

## **10. Safeguarding all children**

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

### **10.1 Children returning to school**

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

The DSL (and deputy) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff will be alert to any new safeguarding concerns as they see pupils in person.

### **10.2 Children at home**

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families

- Seeming more withdrawn during any class check-ins or video calls

## **11. Online safety**

### 11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing IT acceptable use policy.

Acceptable use of technology includes but is not limited to communication with students and parents through the use of ClassDojo and Microsoft Teams.

Staff are not permitted to share their social media or personal email information. All communication is to be done through ClassDojo and Microsoft Teams only.

Pre recorded lessons are to be done through Microsoft Powerpoint/ Apple iMovie or an approved video editing application. The video is to be shared online through Microsoft Teams only.

Online Live lessons are to be conducted through Microsoft Teams only. Skype/Zoom or any other video conferencing for our school is not permitted.

It is not be shared via YouTube, or any other platform without the approval of the DSL.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

### 11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

We will ensure this is done by sending informational videos and emails to all parents on a regular basis.

## **12. Mental health**

### 12.1 Children returning to school

Staff will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Support will be given initially by the class teacher with the aid of the school student counsellor.

## 12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

## 13. Staff recruitment

### 13.1 Recruiting new staff

We continue to recognise the importance of robust safer recruitment procedures, so that adults who work in our school are safe to work with children.

We will continue to follow safer recruitment procedures, by interviewing remotely.

In urgent cases, when validating proof of identity documents, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. New staff must still present the original documents when they first attend work at our school.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call.

## 14. Safeguarding induction and training

We will make sure staff are aware of changes to our procedures and local arrangements.

### 14.1 New staff induction

New staff will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)

### 14.2 DSL training

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

## 15. Keeping records of who's on site

We will keep a record of which staff and are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

- Everyone working in our school each day

- Details of any risk assessments carried out on staff from external companies

#### **16. Children attending other settings**

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or student counsellor will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan

Where the DSL, deputy or student counsellor can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

#### **17. Monitoring arrangements**

This policy will be reviewed as guidance from the Ministry of Education and Higher Education, Qatar. The next review will be in August 2020. At every review, it will be approved by the School Principal.

#### **18. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff Policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy

#### **19. Precautionary measures taken by the school against COVID-19**

- Removal of extra furniture and equipments which is not in use
- Organizing meetings online on TEAMS and avoiding any contact with the staff, parents
- Closure of the pool, canteen etc
- Medical room/Nurse rooms is been used keeping in mind the COVID precautionary measures and social distancing
- Use of fog machines etc for sanitization of all equipments at school
- Social distancing symbols and signs placed all over the school
- All unused equipments in the school are covered and kept safely
- Any staff/ students if feeling unwell will be kept in the isolation room till he or she is been sent to the doctor or home
- Frequent sanitization of the wholeschool is been carried out throughout the day
- Sanitizer dispensers are placed in all the school buildings and also provided in the classrooms



- All the staff is required to put on their masks / face shield all the time.
- EHTERAZ app check of the parents is done on a daily basis when they come to drop in the students at the gate. The students temperature check is done and their hands are sanitized before they entered the classroom.



## PROTECT YOURSELF

### FROM THE NEW CORONAVIRUS (COVID-19)



**Make sure you wash your hands with soap and water.**  
 If soap and water are not available, clean your hands with hand sanitizer



<p><b>When coughing or sneezing:</b></p> <ul style="list-style-type: none"> <li>• Cover your nose and mouth with a clean napkin and make sure to throw the used napkin in the trash immediately</li> <li>• If a napkin is not available, make sure you use the top of your sleeve, not your hands</li> </ul> 	<p><b>Always wash your hands:</b></p> <ul style="list-style-type: none"> <li>• After coughing or sneezing</li> <li>• Before, during and after preparing food</li> <li>• Before eating</li> <li>• After using the restroom</li> <li>• When caring for patients</li> <li>• When your hands are dirty</li> <li>• After handling animals</li> </ul> 
<p><b>Try to avoid any contact with people who show symptoms of respiratory diseases such as coughing or sneezing</b></p> 	<p><b>Avoid touching your nose, eyes and mouth with unclean hands</b></p> 
<p><b>Make sure you eat a healthy, balanced diet</b></p> 	<p><b>Avoid contact with stray, sick or dead animals</b></p> 
<p><b>If you have flu symptoms, use a face mask to avoid infecting others</b></p> 	<p><b>Make sure to cook your food thoroughly, especially meat and eggs, and avoid raw food</b></p> 
<p><b>Visit the nearest health center or hospital if you have any flu symptoms</b></p> 	<p><b>Avoid unnecessary travels to infected countries</b></p> 

## HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK



1  
Before putting on a mask, clean hands with alcohol-based hand rub or soap and water



2  
Cover mouth and nose with mask and make sure there are no gaps between your face and the mask



3  
Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water



4  
Remove the mask from behind (do not touch the front of the mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water



5  
Replace the mask with a new one as soon as it is damp and do not re-use single-use masks

Dear Parents of Class 3B,

We are writing to inform you that a student in your child's class (Class 3B) has tested positive for coronavirus.

In accordance with the Ministry of Public Health, we would request your child to stay at home from tomorrow Sunday 21st March, and learning will continue online. The assessments will be postponed until further notice.

If your child in class 3B, has a sibling in any other class in the school, they will also be required to stay at home for tomorrow, and any missed assessment also postponed to a different date.

Please be assured your child's health is of paramount importance to us. We are taking this as a precautionary measure for the health and safety of all.

We will be in touch with you after receiving the necessary advice from the Ministry of Public Health for testing all contacts who were in close contact with the positive student.

Thank you for your understanding,

Kind regards,  
Spectra Global School

✓ 20 Mar 2021

Dear Parents of Class 3B,

Further to our communication yesterday, the Ministry of Public Health has arranged for your child to be tested for COVID-19, at the school.

The testing will happen tomorrow, Monday 22nd March at 9:15am

Message to the parents when a positive case is found in a class.

### Examination for the students who missed the exams due to unavoidable situations:

- The students are called in the school to give the exams remotely maintaining proper social distancing in the exam hall
- Students are urged to bring their own stationary for the exams in case to avoid any sharing of stationary in the exam hall
- An email is sent to the parents and also a message is sent on ClassDojo regarding the exam schedule and pick up and drop off timings