



# EIS Child Safeguarding and Student Protection Policy

## 1. Policy Statement

Elite International School (EIS) is committed to providing a safe, respectful, supportive, and protective environment for all students.

This policy is aligned with the requirements and principles of the Ministry of Education and Higher Education (MOEHE), including the **Student Protection and Care Policy in Private Schools and Kindergartens (First Edition 2025–2026)** and other applicable Ministry requirements.

EIS is committed to protecting students from abuse, neglect, violence, bullying, cyberbullying, exploitation, inappropriate conduct, and other risks to their safety and well-being.

Safeguarding is a shared responsibility involving School Management, staff, students, parents/guardians, volunteers, contractors, visitors, and all individuals working with students.

## 2. Purpose

This policy aims to:

- Protect students' safety, dignity, rights, and well-being.
- Prevent and reduce safeguarding risks.
- Establish clear responsibilities and reporting procedures.
- Ensure concerns are identified, reported, and addressed promptly.
- Protect student privacy and confidentiality.
- Maintain appropriate professional boundaries.
- Support vulnerable students and students requiring additional protection.
- Promote safe and responsible use of technology.
- Ensure compliance with applicable MOEHE requirements.

## 3. Scope

This policy applies to:

- All students.
- Teaching and non-teaching staff.
- School Management.
- Teacher Assistants.
- Social Workers and student-support personnel.
- Safety and Security Supervisor.
- Volunteers and contractors.
- Visitors and service providers.

It applies on school premises and during:

- Arrival and dismissal.
- School transportation, where applicable.
- School trips and educational visits.
- Extra-curricular and co-curricular activities.
- Competitions and school events.
- Online learning.
- Any other school-organized activity on or off campus.

#### **4. Definitions**

**Safeguarding:** Actions taken to protect students' safety, dignity, rights, welfare, and well-being and to prevent or respond to harm.

**Student Protection:** Actions taken when a student may be experiencing or at risk of harm.

**Abuse:** Harmful or inappropriate treatment affecting a student's physical, emotional, psychological, or overall well-being.

**Neglect:** Failure to provide appropriate care, supervision, protection, or support.

**Bullying:** Repeated harmful or intimidating physical, verbal, social, psychological, or digital behavior.

**Cyberbullying:** Bullying or harmful behavior carried out through technology or electronic communication.

**Disclosure:** Information shared by a student that raises concern about their own safety or that of another person.

**Safeguarding Concern:** Any observation, information, behavior, allegation, or circumstance that may indicate that a student is experiencing or is at risk of harm.

#### **5. Roles and Responsibilities**

##### **5.1 School Management**

School Management shall:

- Ensure implementation of this policy and compliance with MOEHE requirements.
- Promote a strong safeguarding culture.
- Ensure appropriate safeguarding roles are assigned.
- Support the Student Protection and Care Officer (SPCO).
- Ensure serious concerns are addressed promptly.
- Ensure staff receive appropriate safeguarding training.
- Review serious or exceptional cases.
- Coordinate with MOEHE and relevant authorities when required.

- Ensure appropriate safety, emergency, supervision, visitor, and risk-management procedures are in place.

## **5.2 Student Protection and Care Officer (SPCO) / Social Worker**

The **Social Worker shall serve as the Student Protection and Care Officer (SPCO)** and shall be the main point of contact for safeguarding concerns.

The SPCO shall:

- Receive safeguarding concerns, reports, and disclosures.
- Maintain accurate and confidential safeguarding records.
- Review concerns and coordinate appropriate action.
- Support students affected by safeguarding concerns.
- Communicate with parents/guardians when appropriate.
- Coordinate referrals to MOEHE or other relevant authorities when required.
- Provide staff with safeguarding guidance and awareness.
- Monitor safeguarding concerns and follow-up actions.
- Support the review of safeguarding procedures.

## **5.3 Safety and Security Supervisor**

The Safety and Security Supervisor is responsible for supporting the safe and secure operation of the school campus.

Responsibilities include:

- Monitoring entrances, exits, visitor access, and restricted areas.
- Maintaining a visible safety and security presence throughout the campus.
- Conducting routine safety and security checks.
- Reporting hazards, unsafe conditions, security concerns, or supervision gaps.
- Monitoring isolated, low-visibility, or higher-risk areas while respecting student privacy.
- Supporting safe arrival, dismissal, breaks, events, and other school activities.
- Supporting emergency procedures, evacuations, lockdowns, and other required drills.
- Supporting School Management in safety and security risk assessments.
- Assisting with communication with Civil Defense, police, emergency services, or other authorities when directed by School Management.
- Recording and reporting relevant safety and security incidents.
- Immediately reporting any student safeguarding concern to the **Social Worker or School Management**.

The Safety and Security Supervisor shall **not independently investigate safeguarding concerns or question students for investigative purposes**.

## **5.4 All Staff**

All staff shall:

- Read, understand, and follow this policy.
- Remain alert to student safety and well-being.
- Report safeguarding concerns promptly.
- Respond appropriately to student disclosures.
- Maintain professional boundaries.
- Protect student confidentiality.
- Use authorized school communication channels.
- Participate in required safeguarding training.
- Follow school procedures relating to supervision, visitors, trips, technology, and student welfare.
- Avoid independently investigating safeguarding concerns.

Staff do not need proof that harm has occurred before reporting reasonable concern or suspicion.

## **5.5 Parents / Guardians**

Parents/guardians are expected to:

- Provide accurate information relevant to their child's safety and well-being.
- Keep emergency contact information updated.
- Report relevant concerns promptly.
- Cooperate with the school regarding safeguarding matters.
- Support safe technology use and school safety procedures.
- Encourage children to report concerns to a trusted adult.

## **5.6 Students**

Students shall be encouraged, according to their age, to:

- Treat others with respect.
- Follow school safety and behavior expectations.
- Use technology responsibly.
- Report bullying or unsafe behavior.
- Seek help from a trusted adult.
- Respect the privacy and dignity of others.

## **6. Prevention and Student Protection**

EIS shall promote safeguarding through:

- Student lessons and awareness programs.
- Anti-bullying and cyberbullying programs.
- Digital citizenship and internet safety education.

- Staff training.
- Parent awareness.
- Appropriate student supervision.
- Clear reporting procedures.

Bullying, cyberbullying, harassment, intimidation, violence, and other harmful peer behavior are not tolerated.

Concerns shall be addressed according to the student's age, developmental level, needs, circumstances, and applicable school procedures.

## **7. Students Requiring Additional Protection**

Additional attention and support shall be provided, where appropriate, to students who may have:

- Disabilities.
- Learning or communication difficulties.
- Significant health needs.
- Social emotional or behavioral needs.
- Increased vulnerability to bullying or isolation.
- Difficulty reporting concerns independently.

Safeguarding responses shall consider each student's age, developmental stage, communication needs, and individual circumstances.

## **8. Early Childhood Safeguarding**

Students in **Preschool, Pre-Kindergarten, and Kindergarten** require particular attention because they may not always be able to clearly communicate concerns.

Early Childhood staff shall remain attentive to significant or unexplained changes in:

- Behavior.
- Emotional or social development.
- Classroom participation.
- Attendance or engagement.
- Communication.
- Signs of distress.

Statements, drawings, play, or behavior that reasonably raise a concern shall be reported through the school safeguarding procedure.

Staff shall not investigate concerns independently.

## **9. Digital Safety, Photography, and Communication**

Students and staff shall use technology safely, responsibly, and in accordance with applicable school policies.

The following are prohibited when inappropriate or unauthorized:

- Cyberbullying.
- Misuse of school accounts or digital platforms.
- Inappropriate photography or recording.
- Sharing personal information.
- Inappropriate social media communication.

Staff shall communicate with students only through authorized school channels for legitimate educational or school purposes.

Photography, video, audio recordings, and student information shall be used only in accordance with school procedures and applicable permissions.

## **10. Professional Boundaries**

All staff shall maintain professional relationships with students.

Staff shall:

- Treat students with respect and dignity.
- Use authority responsibly.
- Avoid favoritism or inappropriate personal relationships.
- Avoid private social-media relationships with students.
- Avoid inappropriate private messaging.
- Respect student privacy.
- Maintain appropriate physical and professional boundaries.
- Follow school procedures for one-to-one interactions.
- Respect Qatari cultural values and professional expectations.

## **11. Visitors, Contractors, Trips, and Activities**

Visitors, volunteers, and contractors shall follow school safeguarding and security procedures.

The school shall ensure appropriate:

- Visitor identification and registration.
- Access control.
- Supervision where necessary.
- Protection of student areas.

For school trips, transportation, events, competitions, and activities, the school shall ensure appropriate:

- Student supervision.
- Attendance and accountability.
- Risk assessment where applicable.
- Emergency communication.
- Medical support.
- Parent/guardian consent where required.
- Reporting of safeguarding concerns.

## **12. Reporting a Safeguarding Concern**

Any staff member who has a concern or receives a disclosure of abuse, neglect, or bullying must immediately report it to the Student Protection and Care Officer (SPCO) using the school's designated reporting form (e.g., a "Concern for a Student's Safety and Well-Being" form).

If the SPCO is unavailable, the concern shall be reported to:

1. Alternate SPCO; or
2. School Management.

Where there is an **immediate risk to a student's safety**, School Management shall be informed immediately, and appropriate emergency procedures shall be followed.

### **12.1 Responding to a Student Disclosure**

When a student shares a safeguarding concern, staff shall:

- Listen calmly.
- Take the student seriously.
- Allow the student to speak in their own words.
- Avoid blame, judgment, or leading questions.
- Not investigate the concern.
- Not promise absolute confidentiality.
- Explain that information may need to be shared to keep the student safe.
- Record the information accurately.
- Report it promptly to the SPCO.

## **13. Concerns Involving Staff or Other Adults**

Any safeguarding concern involving a staff member, volunteer, contractor, visitor, or other adult shall be treated seriously.

- Concerns involving a staff member shall be reported to School Management.
- Concerns involving the SPCO shall be reported to School Management or the Managing Director.
- Concerns involving a senior member of management shall be reported to the Managing Director.
- Where the normal internal reporting route is inappropriate, applicable MOEHE procedures shall be followed.

No person shall investigate an allegation involving themselves.

#### **14. Records, Confidentiality, and Follow-Up**

The SPCO shall ensure safeguarding concerns are:

- Recorded accurately.
- Reviewed promptly.
- Escalated when required.
- Followed up appropriately.
- Stored securely.
- Accessed only by authorized personnel.

Safeguarding information shall be shared only with individuals who need the information for legitimate safeguarding, educational, regulatory, or legal purposes.

Appropriate student support may include:

- Social Worker support.
- Counseling.
- Academic adjustments.
- Increased supervision.
- Parent/guardian collaboration.
- Specialist referral where required.
- Monitoring of attendance, behavior, engagement, and well-being.

#### **15. Emergency Response and Risk Management**

The school shall regularly identify safety and safeguarding risks related to:

- Student supervision.
- Isolated or low-visibility areas.
- Entrances and exits.
- Visitors.
- Facilities.
- Transportation.
- School trips and activities.
- Technology.
- Significant school events.

Where there is an immediate safety risk:

- Emergency procedures shall be activated.
- School Management shall be informed.
- The Safety and Security Supervisor shall carry out assigned safety responsibilities.
- The School Nurse shall be contacted where medical support is required.
- Emergency services shall be contacted when necessary.
- Any related safeguarding concern shall be referred to the SPCO.

## **16. Training, Communication, Monitoring, and Review**

All relevant staff shall receive appropriate safeguarding induction and periodic refresher training.

Training shall include:

- Recognition of safeguarding concerns.
- Reporting procedures.
- Responding to disclosures.
- Professional boundaries.
- Bullying and cyberbullying.
- Digital safety.
- Confidentiality.
- Protection of vulnerable students.

The identity of the **SPCO and Deputy / Alternate SPCO** and the school's reporting procedures shall be communicated clearly to staff.

Implementation of this policy shall be monitored by the **SPCO, Senior Management Team, and Managing Director**, with input from the Safety and Security Supervisor where relevant.

The policy shall be reviewed:

- Annually.
- When MOEHE requirements change.
- Following significant safeguarding or safety incidents.
- When monitoring identifies areas requiring improvement.

## **17. Staff Acknowledgement**

All staff shall confirm that they have:

- Received access to this policy.
- Read and understood it.
- Understood their safeguarding responsibilities.
- Understood how and to whom concerns must be reported.
- Agreed to comply with EIS safeguarding requirements.

A signed or electronic acknowledgement shall be maintained by the school.