

Policies and Procedures

Section One - The School

Policy 120.7 - Child Protection Policy - Children's Rights and School's Responsibilities

Sections:

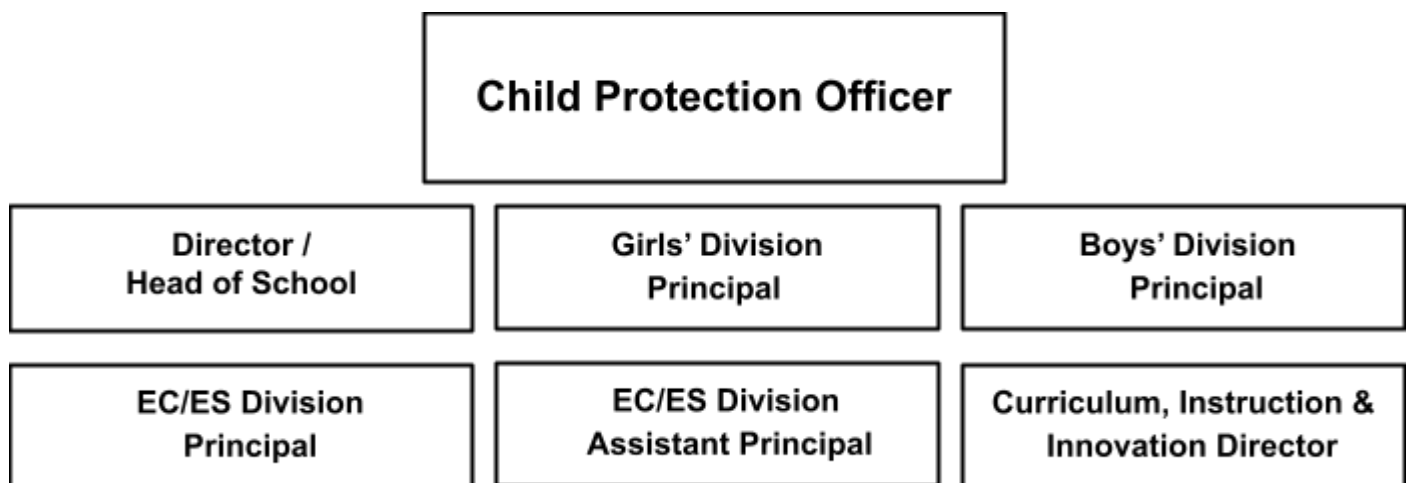
1. Introduction	page 2
2. Organization and Management of Child Protection Team and Policy	page 3
3. Safeguarding Students, Visitor Procedures and IDs	page 4
4. Monitoring and Evaluation of the Child Protection Policy	page 5
5. Students' Rights and Responsibilities	page 5
6. Anti-Bullying and Peer-on-Peer Abuse Policy	page 6
7. Child Protection Procedures to Report	page 8
8. Alleged child abuse by a member of staff	page 9
9. Staff Recruitment Policy and Training of Staff	page 10
10. Data Protection Policy and School Photograph Policy	page 10
11. Vision International School Affidavit of Nondisclosure Agreement	page 12
12. Visitor Safeguarding and Confidentiality Agreement	page 14
13. Child Protection Officer job description	page 18
14. Child Protection Procedure Flowchart	page 19
15. Appendix A - Definitions and Indicators of Abuse	page 20
16. Appendix B - Peer on Peer Abuse: Definitions and Indicators	page 22
17. Appendix C - Concern for a Student's Safety and Well-Being Form (CSSWB) Guidelines	page 23
18. Concern for a Student's Safety and Well-Being form (CSSWB)	page 26
19. Whistleblowing form for Safeguarding Students	page 29

Section 1: Introduction

VIS aims to be a community that shapes local leaders and global learners by developing leadership skills, increasing global awareness, and celebrating the culture and traditions of Qatar. By respecting and working in partnership with students, parents, caregivers, and other local agencies; we believe these partnerships are essential in promoting children's safety and well-being.

At VIS, any Child Protection concerns are dealt with seriously. VIS believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. VIS will not tolerate behavior that infringes on the safety or well-being of any student. Concerns are reported using the "Concern for a Student's Safety and Well-Being" form (CSSWB). All concerns are documented as well as reviewed by the divisional Child Protection Officers (CPO).

The Child Protection Team is shown below



The Child Protection Team will also include the following:

- Boys' and Girls' Division Counselors
- School Nurses

The Child Protection Officers (CPOs) and the Child Protection Coordinator meet monthly. Our policy applies to all staff, governors, visitors, and students working /attending VIS.

The main aims of our policy are to:

ensure that we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

- establish a safe environment in which children feel secure, learn, are encouraged to talk, and are listened to.
- raise awareness of child protection issues and equip children with the skills needed to keep them safe.

- develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- support students who have been abused in accordance with his/her agreed child support plan.
- contribute to the well-being of children by securing their protection from abuse in partnership with parents, enabling them to maximize their parental responsibility (except where doing so would be inconsistent with the duty to safeguard and promote the welfare of the child).
- work closely with other agencies as necessary (e.g., The Ministry for Education and Higher Education, AMAN, and Sidra Child Advocacy Program Social Services, Police, and Healthcare Services, Educational Welfare Services)
- ensure that all staff are aware of the different forms of abuse and the correct procedures to follow if abuse is suspected.

We recognize that because of the day-to-day interactions VLS Staff have with children, that they are in a position to observe any signs of abuse. It is the school's responsibility to ensure the following:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- that teachers know that it is their responsibility to form positive relationships with students.
- that children know that there are adults in the school whom they can approach if they are worried or feel unsafe
- to include opportunities in the VLS curriculum for children to develop the skills they need to recognize and stay safe from abuse.

Section 2: Organization and Management of Child Protection Team and Policy

The School will ensure that staff, students, parents, and volunteers are aware of our policy and the following:

- That we have designated senior people for Child Protection (who have, where possible received appropriate training and support for this role).
- That every member of staff (including temporary and supply staff and volunteers) and the governing body knows the staff responsible for child protection and their roles.
- That all staff and volunteers understand their responsibilities, include being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- That parents have an understanding of the responsibility placed on the School and staff for child protection.
- That the school develops effective links with relevant agencies and co-operates as required with their inquiries.
- That the school keeps written records of concerns about children, even where there is no need to refer to the matter immediately.
- That all records are kept securely and separately from the main student file.
- That the school develops and then follows procedures when an allegation is made against a member of staff or volunteer.
- That the school ensures safe recruitment practices and that they are always followed.

- That the school recognizes 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 students' behavior may be challenging and defiant or they may be withdrawn.
- That the School (and the CPOs) will endeavor to support the student through The VIS Child Protection Policy, the VIS Peer on Peer Abuse Policy, the curriculum at VIS as well as the Student Behavior Policy, all of which are implemented to support vulnerable students in the school.
- The School will ensure that the student knows that some behaviors are not acceptable but that they are valued and not to be blamed for any abuse which has occurred.
- That the School ethos and values promote a positive, supportive and secure environment and give students a sense of being valued.
- The School ensures that when a student on the child protection register leaves, their information is transferred (when appropriate) to their new school.

Section 3: Safeguarding Students, Visitor Procedure, and ID's

Vision International 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 government agencies that deal with criminal and child protection/ safety in their home country. The individuals at VIS responsible for hiring staff are also accountable for ensuring the safeguarding of children and young people at VIS. The VIS hiring staff will also ensure that their employees comply with Vision International School's child protection policies and procedures.

The School has procedures in place to monitor visitors to the site. 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 student currently enrolled at Vision International School. Visitors to the school must report to Security upon arrival at the school. The Security staff will then direct visitors to sign in and obtain a colored badge identifying them as a visitor in addition to stopping at the Reception Desk to complete the VIS Safeguarding and Confidentiality Agreement form. [VIS Safeguarding and Confidentiality Agreement](#)

- All visitors can be easily identified as they wear or carry green lanyards.
- All staff wear their VIS-issued IDs, most of which are attached to blue lanyards.
- Parents have their family names on IDs, which are attached to yellow lanyards.

Child Protection is the responsibility of all staff. It is our expectation at the school that any staff member should politely approach and question any person wearing a lanyard that is not clear with a member of staff while on site (beyond Reception). 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 issued passes on lanyards if not doing so.

If you are being visited by somebody and that person is not clearly displaying their visitor's 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 who has encountered them, Security should be immediately notified, and the staff member should remain with the person until Security arrives. We expect all staff to be vigilant of visitors to the school. We also expect all staff to wear their IDs when in school.

We have 3 drop-offs and pick-up locations for parents/caregivers at the school: the girls' entrance, the boys' entrance, and the main entrance, and all are monitored by on-duty staff at the start and the end of the school day. Parents who have children enrolled in both the boys' and girls' divisions will pick them up at the main entrance, while parents who have only one gender attending the school will pick up/drop them off at their respective entrances.

- Children who are late entering the school must immediately go to the main reception (or to the designated admin assistant's office) to get a late slip so that the school's attendance can be adjusted to reflect their status.
- Children are not allowed to leave the school grounds during school hours without an exit slip, which must be presented to security in order to exit school grounds.

There is a comprehensive network of security cameras around the school, which assists us in safeguarding our students and enabling us to investigate incidents if required.

Section 4: Monitoring and Evaluation of the Child Protection Policy

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

Section 5: Students' Rights and Responsibilities

<p>VIS students have the RIGHT to:</p> <ul style="list-style-type: none"> • be treated with respect and dignity • have a safe school environment • be taught in the best way that they can learn • receive instruction in a positive learning environment • make mistakes, experience frustrations and have the time and encouragement to push through these to success • have fun as an essential part of class life • have caring teachers to guide their learning • receive consistent feedback related to the school's LRs 	<p>VIS students have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> • come to school on time and fully prepared to work • abide by the school and classroom rules • follow teachers' directions • give full effort on all classwork and assignments • treat fellow students and staff with respect • contribute to a positive learning environment by allowing others to work without being disturbed • endeavor to represent the school's ESLRs in their daily routines • ask for help when it is needed • accept just and appropriate consequences for not fulfilling responsibilities
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Section 6: Anti-Bullying and Peer-on-Peer Abuse Policy

Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. This policy includes a planned and supportive response to peer-on-peer abuse concerns.

The Anti Bullying and Peer on Peer Abuse policy works in conjunction with the Children's Rights and Responsibilities and Child Protection Policies. The purpose of this policy is to assist in identifying some forms of peer-to-peer abuse.

All staff should recognize that children are capable of abusing their peers. All staff should be aware of safeguarding issues from peer abuse, including:

- It is important to deal with a situation of peer-on-peer abuse IMMEDIATELY while being as sensitive as possible.
- Staff MUST gather the information as soon as possible to get the true facts. It is equally important to think about the language used and the impact of that language on both children and parents when they become involved in the matter. AVOID language that may create a "blame" culture, and that would leave a child labeled.
- Abuse is abuse and should NEVER be tolerated or passed off as 'banter' or 'part of growing up'. Staff MUST address this as such.
- Staff MUST make it clear that sexual violence and sexual harassment are NOT acceptable, will never be tolerated and is not "a part of growing up."
- Peer abuse is behavior by an individual or group intending to physically, sexually, or emotionally hurt others.
- Staff should not dismiss abusive behavior as normal between young people and should not develop high thresholds before taking action.
- That peer-on-peer abuse can result in significant, long-lasting traumatic isolation, intimidation or violence to the victim; vulnerable adults are at particular risk of harm.
- That abuse can be motivated by perceived differences such as race, religion, gender, disability, or other differences.
- All staff should seek out what appropriate support and intervention can be put in place to meet the needs of the individual, such as what preventative strategies may be put in place to reduce further risk of harm.
- Types of Peer on Peer abuse include bullying (including cyberbullying), physical abuse, sexual violence, and sexual harassment, sexting SEE APPENDIX B for full definitions.

Children or young people who harm others may have additional or complex needs such as:

- A significant disruption in their own lives
- Exposure to domestic abuse or witnessing or suffering abuse
- Educational under-achievement

Stopping violence and ensuring immediate physical safety is the first priority of any educational setting, but emotional bullying can sometimes be more damaging than physical. School staff,

alongside their Designated Child Protection Officer/Child Protection Coordinator, have to make their own judgments about each specific case and should use the policy to assist them.

Staff MUST consider the seriousness of the case and make a quick decision on whether to inform the designated divisional Child Protection Officer immediately before taking any further in-school actions.

Recognizing Peer Abuse and important factors in making assessments and reporting.

- Chronological and developmental ages of everyone involved
- The difference in their power or authority in relation to age, race, gender, physical, emotional or intellectual property
- All alleged physical and verbal aspects of the behavior and incident
- Whether the behavior involved inappropriate sexual knowledge or motivation
- What was the degree of physical aggression, intimidation, threatening behavior, or bribery
- The effect on the victim
- Any attempts to ensure the behavior and incident are kept a secret
- The child or young person's motivation or reason for the behavior if they admit that it occurred
- Whether this was a one-off incident or longer in duration or an escalation of behavior
- Has this been a deliberate or contrived situation for a young person to be able to harm another?

IF YOU BELIEVE ANY YOUNG PERSON TO BE AT RISK OF SIGNIFICANT HARM YOU MUST REPORT TO THE DIVISIONAL CHILD PROTECTION OFFICER IMMEDIATELY. THEY WILL FOLLOW THE SCHOOL'S CHILD PROTECTION POLICY FOR THIS MATTER. If a child discloses to you any instances of abuse or neglect, follow the procedures for reporting in Appendix C. If you have a suspicion, do not question the child; inform the CPO immediately.

Taking Action, recording the behavior, and gathering the facts (see Appendix C for more detailed information)

- Always take complaints from students seriously and attain a statement of facts from the students involved in the matter
- Assess the needs of all students involved in the situation
- Record all incidents, actions, and referrals that have taken place as soon as possible so that you do not forget any details
- Be clear, explicit and avoid vague statements when recording the facts
- Ask open questions for each account (What happened? Who observed the incident? What was seen? What was heard? Did anyone intervene?) DO NOT ASK leading questions or interrogate.
- Use proper names for body parts when writing your statement, but you must also record the exact language that the student used during the incident using quotation marks
- Consider a referral to your Division Child Protection Officer, who will facilitate with their team any required multi-agency referrals if required.
- Your divisional Child Protection Officer can assist with risk management meetings.

Section 7: Child Protection Procedures to Report

All members of staff are to work together 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 S-CAP (Sidra Child Advocacy Program) that this will be decided after consulting the Child Protection Coordinator.

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 occasion, a child may be a victim of such abuse from a person with no apparent link. Identifying any type of abuse is extremely difficult, but there are a number of indicators that may alert staff, and these may include but are not limited to areas of Neglect, Emotional Abuse, Sexual Abuse, and Physical Abuse. See Appendix A for definitions of types of abuse, indicators, and symptoms. [Appendix A: Types of Abuse and Signs of Abuse](#)

Reporting incident procedures and lines of communication: (See appendix C)

- Any suspected cases of physical abuse should be reported to the relevant Child Protection Officer.
- 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 student giving evidence.
- Any member of staff with such suspicions should record in writing, using the CSSWB form, all relevant details, being careful to distinguish between fact and impression.
- When communicating a child protection concern to one of the CPOs, it should be in a hard copy (see form guidelines) to the CPO and to nobody else, for example, Principals, Director, Counselors, GLL's or HOD's should not be included in the email.
- All emails regarding a student, in any capacity, should never have a student's name in the subject.
- All members of staff should be aware that any student may suffer abuse and recognize their responsibility towards the protection of that child.
- These details should then be passed to the relevant CPO coordinator to keep on file. If deemed necessary, the concerns will be brought to the attention of the Principal and Director, and a course of action agreed upon. (this includes meeting with parents, contacting outside agencies/police, and writing and implementing a Student Safeguarding Support plan)
- If the concern requires more investigation or support, the CPO officer will seek guidance from the Child Protection Team. The Child Protection Coordinator will reach out to the parents with the assistance of the school counselor.
- Qatar law requires the consent of the parent for any involvement of outside services or medical examinations of their child.
- A meeting with parents to discuss concerns is required prior to recommending services at S-CAP (Sidra Child Advocacy Program) The S-CAP will then record the information and take over the concern and facilitate any other services that may be required. S-CAP keeps a record of all calls and requests for services.

- The VIS Child Protection Officer or any staff on the Children Protection team is not permitted to tell parents who filed a concern about their child. Any breach of confidentiality will be taken seriously by the administration of the school.

Section 8: 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 country/state where the staff member received their teaching certification or licensure will also be notified, where appropriate of any instances of misconduct. It is the duty of all VIS Staff to report any suspicion of another staff member who may be harming a student or students. The privacy of the individual reporting will be kept confidential.

Whistleblowing for safeguarding students policy:

While whistleblowing has been defined as: ‘**the disclosure by an employee or professional of confidential information which relates to some danger, other illegal or unethical conduct connected within the workplace, be it of the employee or his/her fellow employees**’. For the purposes of this policy, whistleblowing refers to the safeguarding of students.

It is acknowledged that there may be times when one or more members of the staff ‘witnesses’ an incident, action, or event that may give them cause for concern. We are committed to the safety and security of all children at all times while in our care. Equally, we are committed to the safety and security of all staff at all times while at school.

Therefore we recognize the issues and concerns in regard to reporting concerns about the care and welfare of the children at VIS. All staff are required to share any concerns in regard to any staff practices that they feel compromise or have a negative impact on the safety of any child with the designated child protection coordinator. Investigations will be conducted anytime that there is an expressed concern for the safety of a student in or out of the school. If a staff member has knowingly withheld information about an incident regarding child safety, this will be considered a direct violation of the child protection policy and will be addressed by the Director. The Director has the right to enforce and/or impose consequences which may include police involvement/reports and/or immediate termination.

If you need to report a suspected abuse of a student by a member of staff, please use this WHISTLEBLOWING REPORTING FORM. Complete the form by hand and put it in a sealed envelope and deliver it to the child protection coordinator. You may address it to the attention of the CPC and slip it under their office door if you do not want to hand it to them directly. You can access the form here: [VIS Whistleblowing reporting form](#)

***All information relating to the disclosure of information will be securely held. Accurate information relating to any subsequent investigation will be retained securely and where allegations have been proven to be unfounded, this will be clearly recorded and included in any related file created.

Section 9: Staff Recruitment Policy and Training of Staff

All members of the academic staff must be willing to undergo child protection screening appropriate to their position which can also include checks with past employers, as well as authorities in the respective home countries or the authority in the country that the prospective academic staff member is coming from. Checks will be made through the different governmental agencies and relevant checks for local-hire appointments will also be carried out by the HR Department.

These are some examples of official authorities and agencies that can provide such screening:

- Barring Service (UK),
- Automated Fingerprint Identification System (South Africa)
- FBI Criminal Background Check (USA)
- RCMP Criminal Background Check and Vulnerable Sector (Canada)
- Interpol for Europe

The individuals at VIS responsible for hiring staff are also accountable for ensuring the safeguarding of children and young people at VIS. The VIS hiring staff will also ensure that their employees comply with Vision International School's child protection policies and procedures.

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 safer recruitment checklist as recommended by the ITFCP can be found here [Safer recruitment checklist](#). The School will confirm that a prospective employee is not listed as a person unsuited to working with either children or young persons'. When hiring new staff we will follow the recommended guidelines for recruiting and screening from the International Task Force on Child Protection: [Recruitment Screening for new hires](#)

Section 10: Data Protection and School Photography Policy

Data Protection

In the course of employment at Vision International School, staff may have access to confidential information relating to students and their families. They are required to exercise due consideration in the way such information is used. Staff must sign the [Staff Data Protection Agreement](#).

- Staff should not act in any way which might be prejudicial to the School's interest. The 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.

- Staff are not permitted to post photos of students on their personal social media accounts.
- Staff must sign a data protection and school photography policy stating that they are aware they cannot post photos on personal social media accounts, and photos are not permitted to be stored on their computers or drives after leaving school. This is aligned with safeguarding our students.
- Staff must check if students have photo permission for their photos to be posted or shared.

Section 10: Data Protection and School Photography Policy (continued)

Photo/Video Policy and Expectations for Teachers

- Posting any picture or videos of students on personal social platforms is strictly prohibited. This includes if their face is edited out with stickers etc.
- Photo permissions forms must be signed prior to adding any photos onto a Teacher's Class Dojo or classroom newsletter.
- Recorded videos, sounds, or images should only be made, kept, and used where there is a valid reason for doing this (example: documentation of learning).
- Recorded videos, sounds, or images, should be adequately supervised as would any other activity. (ex: use of school iPad to document learning, not personal devices)
- Ensure all students are appropriately dressed and students are covered if they wear Hijab.
- Ensure that images do not contribute to or expose children to embarrassment, distress, or upsetment.
- Use images that represent the diversity of students participating in any given activity or setting.
- Do not use images of students who are considered vulnerable or whose identity may require protection.

Marketing and Community Publishing of pictures:

- Images should only be used for the purpose(s) agreed.
- Images should only be used in the intended context and should not be used out of context.
- Students and their parents/guardians should be informed in advance if and when images will be taken, and their written consent should be sought for image retention and use. The school must spell this out very clearly so that the parent/guardian understands what processing will be involved. This process is known as 'informed consent'. This can be found in student admissions files.
- Students and their parents/guardians should be informed as to how and where images will be used.
- In general, individual students should not be identified, with the exception being where they are being publicly acknowledged (e.g., an award, performance, achievement) for which informed consent has been given in writing by a parent/guardian.

- For publicity purposes, group photographs are preferable to individual ones. Where the “publicity purpose” includes a school website, prospectus, brochure, yearbook, newsletter, etc, schools must be aware that parental/guardian consent can be withdrawn at any time for the use of their child’s images, so it must be possible for the school to take down/delete the relevant images if the parental/guardian consent is withdrawn.

Marketing and Community Publishing of pictures (continued)

- Permission to take and use images of students is requested as part of the school enrollment process. However, we recognize the fact that a parent/guardian has the right to withdraw consent at any time.
- Refusal of consent should not in any way limit a student’s participation in school activities.
- Where images are kept for future use, relevant names, dates, and other contextual information should be stored with them as well as copies of the signed consent for their usage.
- Images should be carefully and securely stored in accordance with security and storage and with the consent attached or cross-referenced.

Images should only be passed to third parties for their use where this has been explicitly agreed to in writing as part of the consent process. A parent/guardian should have to “opt-in” to elect to have their child’s images transferred to third parties (rather than to “opt-out”).

Section 11: Vision International School Affidavit of Nondisclosure Agreement

As an employee of Vision International School for the 2022-2023 school year, you may have access to “Confidential Information.”

The purpose of this Agreement is to help you understand your obligations regarding accessing, possessing and maintaining confidential information.

Confidential Information includes, but is not limited to, information relating to:

- Student academic/educational records
- Student demographics and personal information such as race, gender, age, birthdate, telephone numbers, mailing addresses, residential addresses, electronic mail addresses, full face photographic images, and any comparable images; and any other unique identifying number, characteristic, or code
- Sensitive information such as medical information, child protection issues, and disability status
- School information (i.e., statistical records, strategic plans, internal reports, memos, and communications)
- School documents and files on Google drives

You are required to read and to abide by these rules.

1. You will only use confidential information/data as needed/necessary to perform your duties as an employee of VIS.
2. You will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information/data except as properly authorized within the scope of your professional activities affiliated with VIS.

3. You will not misuse confidential information/data or be careless with it. You will hold all confidential information/data in strict confidence.
4. You will safeguard and will not disclose your computer password or any other authorization that allows you to access confidential information/data.
5. You accept responsibility for all activities undertaken using your assigned access codes or passwords and/or any other authorizations.
6. In the event of a breach of confidential information, you shall notify your Division Principal in writing immediately.

Vision International School Affidavit of Nondisclosure (continued)

7. You shall immediately return or destroy, as instructed by the school, all confidential information upon the termination of your employment as an employee of VIS
8. You understand that your obligations under this Agreement will continue after your affiliation with VIS terminates.
9. You understand that any of your access privileges to confidential information/data are subject to periodic review, revision, and, if necessary, modification.
10. You understand that you have no right or ownership interest in any confidential information/data or any other information/documents which is/are owned by the school and stored on the VIS Google Drive.

This Agreement shall take effect upon its execution and shall remain in effect until terminated upon written notice or the end of its term, whichever comes first.

I certify that I have read and understood the Confidentiality Statement printed above and hereby agree to be bound by it.

Signature: _____

Print Name: _____

Date: _____

Section 12: Vision International School Visitor Confidentiality and Child Protection Agreement

Intended Audience: Any adult visitor to VIS, contracted employee (security, cleaners, etc) or any VIS parent, family member, or domestic worker who does not have their VIS Family ID Badge in their possession. This includes adults coming for assessments, to ask questions, or attend special events. In addition, this applies to adults who are invited into VIS to conduct or attend lectures, CPD, or student-focused workshops or training, as well as school or teacher evaluations or accreditations.

VIS guarantees privacy and confidentiality for student's and staff records and information. We also work hard to ensure students' physical and emotional safety on campus through our child protection and safeguarding procedures and expectations.

Confidentiality

As a visitor to VIS, you may have access to student education records and other student and staff information while on campus as a result of school tours, classroom visits, training and other planned events and/or informal conversations. Student and staff records include all hard and soft copy records, files, documents and other materials that contain personally identifiable information on any student or staff member. As a visitor to VIS, you agree to the following:

1. You will not discuss with others the identity of any students at VIS and you will not disclose or discuss the content of any student or staff records or information (spoken, visual or written).
2. You understand that questions about individual students or the content of confidential staff or student records must be directed to the Head of School or Division Principals.
3. You must report any breach or suspected breach in confidentiality immediately upon your discovery, to the relevant Head of School or Division Principal.
4. No communication regarding observation(s), checks and/or any type of evaluation or assessment of any aspect of school life is permitted with parents or other third parties unless it has been agreed in writing ahead of time with the Division Principal and is part of your agreed program/deliverable in the school.

Vision International School Visitor Confidentiality and Child Protection Agreement

Child Protection

1. **Visitors understand that photographs, audio clips, or videos of VIS staff, students, their families, or their household staff are not allowed.** Photographs of the environment are permitted once approval is given by the Head of Department/Year/Curriculum/School. At any point, the Head of School or Division Principals may ask to review all photographs, audio clips, or videos.
2. You, as the visitor, are at the school only to interact with the student(s) and staff you are designated to observe/support/work with and no other student(s) or persons.
3. If you have concerns about any child on campus, you **MUST** report the concern to the Designated Child Protection Coordinator without delay (Ms. Jenet Gwaki office: TBC Mobile: +974 50140347) If your concern is about a staff member or other adult, then you **MUST** immediately report it to the Division Principal: EC/ES Principal, Girls' Division Principal, Boys' Division Principal.

I have read the above information and understand the need for confidentiality. I understand my responsibilities regarding Safeguarding at VIS. I understand that signing this form signifies full agreement with these terms. By signing below, I agree to the above requirements and understand that access to the campus depends on this Code of Conduct being adhered to.

Full Name: _____

Signed: _____

Date: _____

Phone Number: _____

Qatar ID Number/Passport Number: _____

License Plate Number: _____

اتفاقية زوار مدرسة فيجن الدولية لسرية و حماية الطفل

الأشخاص المستهدفين: أي شخص بالغ يزور مدرسة فيجن سواء بهدف إتمام التعاقد (موظف أمن، عامل نظافة، ... إلخ)، أو ولي أمر لأحد الطلاب بالمدرسة، أو فرد من عائلة أحد الطلاب أو مربية منزل (خادمة)، ليس لديه بطاقة التعريف الخاصة بالعائلة والمستخرجة من مدرسة فيجن الدولية. هذا يتضمن البالغين القادمين للمدرسة بهدف إجراء التقييمات أو طرح الإستفسارات أو حضور المناسبات الخاصة. بالإضافة إلى ذلك ينطبق هذا أيضا على البالغين الذين تمت دعوتهم إلى مدرسة فيجن لحضور محاضرات أو التطوير المهني المستمر، أو ورش عمل أو تدريب خاص يركز على الطلاب، أو التقييمات أو اعتمادات المدرسة، أو تقييمات المعلم تضمن مدرسة فيجن الخصوصية والسرية لسجلات الطلاب والموظفين والمعلومات كما نعمل بجد لضمان السلامة الجسدية والعاطفية للطلاب في الحرم المدرسي من خلال إجراءات وتوقعات حماية الطفل . السرية

بصفتك زائرا لمدرسة فيجن ، قد يكون بإمكانك الوصول إلى سجلات تعليم الطلاب وغيرها من معلومات الطلاب والموظفين أثناء وجودك في الحرم الجامعي نتيجة لل جولات المدرسية وزيارات الفصول الدراسية والتدريب وغيرها من الأحداث المخطط لها و / أو المحادثات غير الرسمية. تشمل سجلات الطلاب والموظفين جميع السجلات المطبوعة و الإلكترونية والملفات والوثائق والمواد الأخرى التي تحتوي على معلومات شخصية عن أي طالب أو عضو هيئة تدريس. باعتبارك زائرا لمدرسة فيجن فأنت توافق على ما يلي

١. لن تناقش مع الآخرين هوية أي طالب في مدرسة فيجن ، و لن تكشف أو تناقش محتوى أي سجلات أو معلومات خاصة بالطلاب أو أعضاء

(هيئة التدريس) تحدث أو مرئية أو مكتوبة.

٢. أنت تدرك أن الأسئلة المتعلقة بالطلاب الفرديين أو محتوى الموظفين السريين أو سجلات الطلاب يجب أن يتم توجيهها إلى مدير المدرسة أو مديري الأقسام الذين تعمل معهم

٣. يجب عليك الإبلاغ عن أي اختراق أو اختراق مشتببه به في سياسة السرية ، فور اكتشافك ، إلى مدير المدرسة أو مدير القسم ذي الصلة الذي تعمل معه

٤. لا يُسمح بأي اتصال فيما يتعلق بوثائق الملاحظة (الملاحظات) و / أو الشيكات و / أو أي نوع من التقييم أو التقييم لأي جانب من جوانب الحياة المدرسية مع أولياء الأمور أو الجهات الخارجية الأخرى ، ما لم يتم الاتفاق عليه كتابياً في وقت مبكر مع مدير القسم و هو جزء من برنامجك المتفق عليه / المنجز في المدرسة

حماية الطفل

١. يُفهم الزوار أنه لا يسمح بالتصوير أو المقاطع الصوتية أو مقاطع الفيديو الخاصة بموظفي مدرسة فيجن أو الطلاب أو عائلاتهم أو موظفي أسرهم

يسمح بتصوير المحيط بمجرد موافقة رئيس القسم / السنة / المناهج / المدرسة. في أي وقت ، يجوز لرئيس المدرسة أو مديري الأقسام طلب مراجعة جميع الصور أو المقاطع الصوتية أو الفيديو

٢. أنت ، بصفتك الزائر ، في المدرسة فقط للتفاعل مع الطالب (الطلاب) والموظفين المعيّنين لك للإشراف / الدعم / العمل مع أي طالب (طلاب) أو أشخاص آخرين

٣. إذا كانت لديك مخاوف بشأن أي طفل في الحرم الجامعي ، يجب عليك الإبلاغ عن القلق إلى منسق حماية الطفل المعين دون تأخير (مكتب السيدة باري بينسكر : ٤٠٣٦٤٠٠٤ الهاتف المحمول: ٦٦٣١٧١٥٢ .) إذا كانت مخاوفك بشأن أي شخص بالغ ، يجب عليك الإبلاغ فوراً إلى مدير القسم ، (الطفولة المبكرة: السيدة باري بينسكر ، قسم الفتيات: السيدة سونيا شودري، قسم الأولاد: د. ديبى). لقد قرأت المعلومات المذكورة أعلاه وأدركت الحاجة إلى السرية. أفهم مسؤولياتي المتعلقة بالحماية في مدرسة فيجن. أدرك أن توقيع هذا النموذج يشير إلى الموافقة الكاملة على هذه الشروط. بالتوقيع أدناه ، أوافق على المتطلبات المذكورة أعلاه وأدرك أن الوصول إلى الحرم المدرسي يعتمد على قواعد السلوك هذه التي يتم الالتزام بها.

الاسم الكامل : _____

التوقيع : _____ التاريخ _____

رقم الهاتف : _____

رقم البطاقة القطرية / جواز السفر : _____

رقم لوحة السيارة : _____

Section 13: JOB DESCRIPTION for a CHILD PROTECTION OFFICER (EC, BOYS AND GIRLS DIVISIONS)

- Reports to Child Protection Coordinator
- Responsible for: There are 4 Child Protection Officers (CPOs) at Vision International School, two for early childhood (English and Arabic Speakers) division, and one for boys' and one for girls' divisions.
- CPOs act as a point of contact for both staff and students. Having liaised with the CPO coordinator,

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, parents/care providers, external agencies, and the VIS Board of Directors.

Roles and responsibilities

The CPOs 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 arrange 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/care providers.
- liaise with colleagues to share good practices and plan collaborative activities.
- report to the CPO coordinator (and possibly board of directors) 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 students for outside agencies.

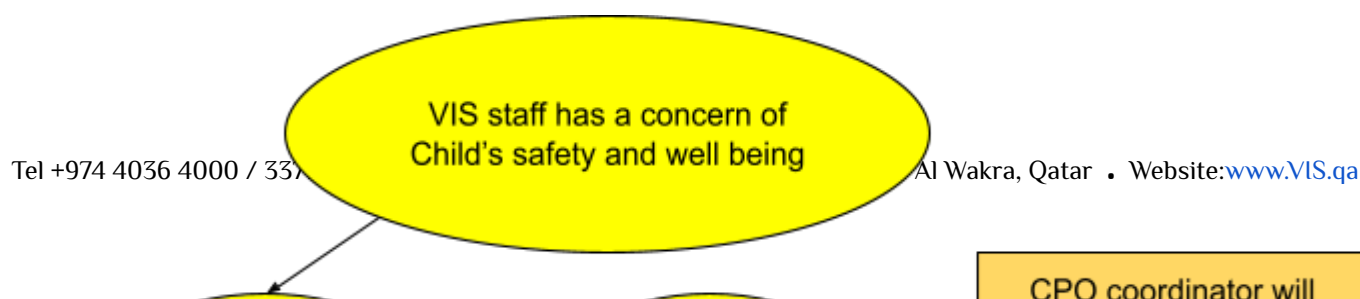
Professional specification

- 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, students, colleagues, and other interested parties
- The confidence and good judgment to manage situations relating to the poor conduct/behavior of others towards a child.

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

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

Section 14: Child Protection Process and Flow Chart



The job description, roles, and responsibilities are not exhaustive. All members of staff are expected to fulfill any reasonable request made by or on behalf of the Child Protection Coordinator or Director.

APPENDIX A

SECTION 15: DEFINITIONS AND INDICATORS OF ABUSE

Child: Every human being below the age of eighteen years, unless the applicable law to the child majority is attained earlier.

Physical abuse involves hitting, shaking, or other treatment of a child that can cause actual bodily harm.

Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware of what is happening. This includes non-contact situations, such as showing children pornography.

Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.

Neglect is another form of abuse. This could involve failure to provide proper food and warmth, but it might also be a failure to see to the emotional well-being of the child. It might include abandonment or insufficient supervision.

Domestic Violence is an emotional trauma caused by violence or the witnessing of violence within their homes.

SYMPTOMS THAT MAY INDICATE CHILD ABUSE

EMOTIONAL ABUSE

Behavioral Indicators: <ul style="list-style-type: none">-severe depression-extreme withdrawal or aggressiveness-overly compliant; well-mannered-extreme attention-seeking-displays extreme inhibition in play- a sudden drop in grades	Physical Indicators: <ul style="list-style-type: none">-bedwetting that is non-medical in origin --frequent psychosomatic complaints, headaches, nausea, abdominal pain-problems with sleep- the child fails to thrive-self-mutilation-threats of suicide-compulsive, repetitive behavior-low self-esteem-excessive, unexplained fears-changing level of interests
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PHYSICAL ABUSE

Behavioral Indicators: <ul style="list-style-type: none">-cannot recall how injuries occurred or offer an inconsistent explanation-wary of adults-reluctant to change for PE in the company of the same gender-May cringe or flinch if touched unexpectedly-May display a vacant stare or inappropriate affect-extremely aggressive or extremely withdrawn-indiscriminately seeks affection	Physical Indicators: <ul style="list-style-type: none">-injuries that are not consistent with an explanation-presence of various injuries that are in various stages of healing-facial/head injuries; unexplained unconsciousness-injuries inconsistent with the child's age and developmental stage-missing teeth-history of fractures
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-extremely compliant and/or eager to please	-human bites -severe bruising or lacerations -burns -internal injuries or complaints
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APPENDIX A (continued)
DEFINITIONS AND INDICATORS OF ABUSE

DOMESTIC VIOLENCE

Behavioral Indicators: -extreme violent behavior -excessive bullying behavior -passive, uninvolved behavior -in a hurry to get home	Behavioral Indicators: -avoidance of going home -abuse of alcohol or drugs -frequent absences from school -reluctance to leave home and/or go to school
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SEXUAL ABUSE

Minor Behavioral Indicators: -personality change -change from being out-going to clingy -withdrawn, moody, excessively crying -unusual shyness -unusual need for reassurances -poor peer relationships/absence of friends -continuously very early to school or excessively leaving late -sudden unfounded fears	Major Behavioral Indicators: -regressive toilet training -discomfort being with someone formerly trusted -reluctance to change clothes in the company of the same gender -age-inappropriate sexual play with toys -age-inappropriate sexual behavior, including drawings or descriptions -bizarre, sophisticated or unusual sexual knowledge -seductive behaviors -gender role confusion -pregnancy -genital injuries -venereal disease -wearing excessive clothing to bed at night
Minor Physical Indicators -changes in eating, sleeping habits -increased inappropriate activity or behavior problem	Major Physical Indicators -torn, stained, or bloody underwear -unusual or excessive itching in the genital or anal areas

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NEGLECTFUL ABUSE

Behavioral Indicators: -pale, listless, unkempt -frequent absence from school -inappropriate clothing for the weather; dirty clothing -engaged in delinquent acts; alcohol/drug abuse -extreme body odor -unexcused absences	Physical Indicators: -malnutrition -poor hygiene -unattended physical problems (teeth, eyes, etc.) -inability to stay awake at school -absence of adult supervision -repeated instances of head lice
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APPENDIX B

SECTION 16: PEER ON PEER ABUSE: DEFINITIONS AND INDICATORS

BULLYING

DEFINITION: Bullying is unwanted, aggressive behavior among school children that involve a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.	Bullying includes: Making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
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ONLINE BULLYING/CYBERBULLYING

DEFINITION: Online Bullying/Cyber Bullying is the use of technology (social media networks, messaging, text messages, email, chatrooms, etc) to harass, threaten, or intimidate someone.	Online bullying includes: <ul style="list-style-type: none"> • Abusive or threatening messages sent through texts, emails, messages, and comments on social media sites. Whether from a personal account or anonymously. • Sending upsetting or menacing messages through social media, online games, and texts. • Creating hate groups about a person, spreading rumors, and group bullying. • Sharing videos or photos of someone else without consent and for the purpose of humiliation.
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- | | |
|--|---|
| | <ul style="list-style-type: none"> ● Stealing someone's online identity. |
|--|---|

SEXTING

DEFINITION:

The sending of indecent images, videos, and or written messages with sexual content

Images are typically shared through instant messaging services such as WhatsApp or social media sites.

SEXUAL HARASSMENT/VIOLENCE

DEFINITION:

Sexual harmful behavior from young people is not always contrived or with the intent to harm others. There may be many reasons why a young person engages in sexually harmful behavior, and it may be just as distressing to the young person it is intended for. Sexually harmful behavior may include the following:

- Inappropriate sexual language
- Inappropriate role play
- Sexual touching
- Sexual assault/abuse

APPENDIX C

Section 17: Concern for a Student's Safety and Well-Being (CSSWB) Form Guidelines

The following are the requirements and guidelines to assist you in filling out the protection forms. If you have a concern.

Staff Requirements for reporting:

It takes great courage for a student to disclose abuse; most will have mentally rehearsed talking to you over a period of time and will have chosen you as a trusted and calm person to whom they can confide. How staff reacts is vital - the student may be unsure whether they will be believed. General guidelines are given; however, the age and maturity of the student will affect the manner of interaction.

Reactions to a Child Who Discloses

- Keep calm - do not express shock (verbally or with body language)
- Reassure the student; praise them for having the courage to talk to someone
- Listen carefully - let them talk, and do not interrupt or prompt responses
- Ask open questions: use TED (T=Tell me more about that, E=Explain that to me,

D=Describe what happened)

- Reassure the student that you support them
- Explain to the student that to help them, you will have to tell others, but that only a very few adults will know
- Ensure that the student feels calm when they leave you (as far as you can manage).
- Treat what you are being told as true - less than 8% of allegations are false.

Possible Responses:

- Thank you for telling me...
- What you are saying is important...
- I'm glad you were able to tell me...
- I will do my best to help you...
- This is important, so I must ask someone else for help...

APPENDIX C

Concern for a Student's Safety and Well-Being (CSSWB) Form Guidelines

Reporting the Disclosure:

1. Report it to the CPO or CPC immediately.
2. As soon as you are able, record as fully as you can the facts of the disclosure using the CSSWB Form or a simple written report (handwritten in pen or typed). Note the state of mind/emotion of the young person and try to write down their exact words. Use full dates, times, and locations of the incident/disclosure. Sign the form and add the full date.
3. You must keep this information confidential.

Do Not:

- Promise confidentiality to the student.
- Record or video the conversation.
- Make notes as you go (make them afterwards).
- Try to conduct an "investigation"
- Ask "why" it happened
- Examine or take photos of a child's injuries or marks on the body.
- Make promises that cannot be kept, e.g. "everything will be alright"
- Speculate or make assumptions: record only facts and what was said

After a child discloses:

- Print out this page along with pages 1 to 3 of the CSSWB form. They must be stapled together.

Loose papers will not be accepted.

- Please read through the Child Protection Policy Handbook sections 6 to 8 to assist you in writing your report.
- You MUST fill this out on the day that the concern happened. As soon as you have time. Preferably after classes are finished or during a prep period.
- These forms are NOT to be taken home to fill out.
- Staff must fill out ALL the information before seeing their designated CPO.
- You must fill out in detail what happened in the incident description. If you require more space, then add a sheet to it.
- Set a time to see the CPO to hand over the documents and have them signed as an acknowledgment that they have received your documentation. The documents should be in a sealed envelope. Do not write the child's name, only the name of the CPO or CPC.

APPENDIX C

Concern for a Student's Safety and Well-Being (CSSWB) Form Guidelines

CPO requirements for reporting:

- Sign the report filled out by the staff member or members who are making the report
- Fill out your description of the investigation based on your training.
- Place into a BROWN plain envelope with writing the following on the envelope:
 - Student's first name and first initial of their last name
 - Student's grade level
 - Attention: Name of the Child Protection Coordinator
- Set a time to see the CPO Coordinator to hand over the documents and have them sign as an acknowledgment that they have received your documentation.

Please note that once it is in the hands of the CPO coordinator, they do not have to inform you of what happened or what the follow-up was. If you need to be informed the Child Protection Coordinator will touch base with you. This procedure allows us to safeguard the staff when they are reporting a concern.

Section 18: Concern for a Student's Safety and Well-Being Form (CSSWB) page 1 of 3

This portion is to be filled out by the staff that has the concern

Division Child Protection Officer	Date (mm/dd/yy)

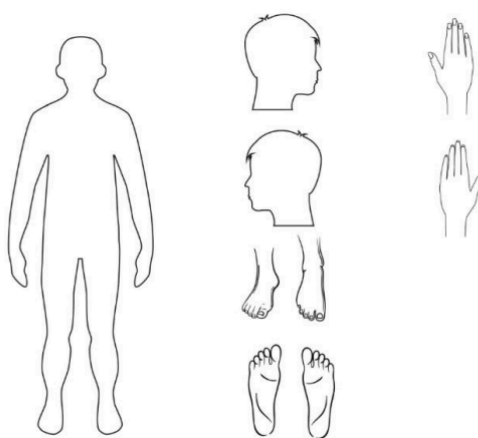
Student Full Name	Student ID	Qatar ID	D.O.B (mm/dd/yy)

Mother's Name	Mother's cell number	Mother's work number

Father's Name	Father's cell number	Father's work number

Who reported suspected abuse to the CPO <input type="checkbox"/> Staff Member <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Community Member	Type of Abuse Suspected: <input type="checkbox"/> Emotional <input type="checkbox"/> Neglect <input type="checkbox"/> Sexual <input type="checkbox"/> Physical
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Please indicate any marks or areas that were a concern with a description

	
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Concern for a Student's Safety and Well Being' form (CSSWB) page 2 of 3

This portion is to be filled out by the concerned staff

Incident Description:

Teacher _____ Designated CPO _____

Teacher’s Signature _____ Designated CPO’s Signature_____

Date of Report _____ Date Received by CPO _____

Concern for a Student’s Safety and Well Being’ form (CSSWB) page 3 of 3
This portion is to be filled out by the Child Protection Officer (CPO)

Investigation Description:

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Follow-up Procedures/Appointments/Actions:

Designated CPO _____CPO Coordinator _____

Designated CPO Signature _____CPO Coordinator signature_____

Date of Report _____ Date Received _____

This form should be maintained and stored confidentially by the Child Protection Coordinator

Section 19: Whistleblowing Form for Safeguarding Students

STAFF VIOLATION OF CHILD PROTECTION POLICY FORM (page 1 of 2)

Name of Employee	Job Title	Date of Report

Name of employee(s) involved in suspected abuse:

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Summary of the incident (include as much detail as possible: names, dates, events): Please refer to child protection policy to help guide you

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STAFF VIOLATION OF CHILD PROTECTION POLICY FORM (page 1 of 2)

Name of Employee	Job Title	Date of Report

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I have read the VIS Child Protection Policy and understand that it is my duty to report.
The information that I have provided herein, in my opinion, violates the VIS Child Protection Policy and compromises the safety and/or well-being of students. Instead of: in regards to safeguarding students.
I understand that in reporting this incident, the information that I have provided will be kept confidential, and since I am not compromising the well-being of a student, there will be no investigation directed towards me.

I _____ hereby declare that the information in this report is true and correct to the best of my knowledge and belief.

Employee signature: _____

Child Protection Coordinator Signature _____

1st Amendment: September 23, 2024
Approval Date: November 9, 2022