

## **CHILD PROTECTION POLICY**

### **Aims and Objectives**

The health, safety and wellbeing of all students will be of paramount importance to all adults who work in the school. Students' welfare and personal circumstances will be closely monitored and the information will be used to provide very effective individual guidance and support. Scaffolding and pastoral care will be of exceptional quality in the school. Protection from all forms of humiliation will be our focus. Acceptance and tolerance of differences will be the fundamental element of all our Child Protection Policies. All our policies will therefore be centered to empower the students, build self esteem, self reliance and confidence among our students.

### **Procedures**

1. The training of all staff in child protection will be mandatory, regular and thorough. All staff and students will be fully aware of child protection arrangements and procedures and will be diligent in practicing them. The staff will be sensitized to students' needs and concerns, and handle them effectively with absolute discretion. Workshops and seminars will be arranged for staff to fully understand their roles and responsibilities in ensuring safety at all times. Training in First Aid will be provided to all teachers.
2. Excellent supervision will be provided at all times. Any threat to the well being of children will not escape our staff, as child protection will be taken very seriously in our school. It will be the responsibility of school officials from administrators to ancillary staff to follow child protection laws to guarantee the well being of all students.

### **Child Abuse Protection**

#### **Procedures**

1. Allegations of abuse of pupils by teachers will be reported and investigated immediately. Abuse can be defined as physical punishment, psychological trauma or verbal abuse.
- The schools' leaders will work closely with the counselor when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, but the interest of the child will be of paramount importance.

- If a child alleges abuse, the school will make a referral without communicating with parents first. In some circumstances parents will be informed first.
- We regard all information relating to individual child protection issues as confidential, and we will only pass information on to appropriate persons.
  2. The discipline policy in the diary will clearly define the rules and regulations pertaining to prescribed and proscribed behavior.
  3. Warning/Reminder Letters will be handed to students after careful scrutiny of the misdemeanor.
  4. Community service also will be practiced as positive reinforcement for minor misdemeanor.

### **Codes of Behaviour**

We believe that education involves not only the development of knowledge, but also the reinforcement of positive attitudes and values to make our school a pleasant place in which to learn and work. We will count on our students to show pride in being a member of our school. We believe that within a healthy school environment , all students will:

1. Treat adults and fellow students with courtesy , respect and fairness.
2. Respect school property and other people's personal belongings.
3. Avoid behavior which is disruptive in classes or at a school gathering.
4. Wear the school uniform in the correct fashion throughout the day.
5. Refrain from inappropriate language .
6. Report on time to assembly ,homeroom and all classes.
7. Leave at home all objects that are not appropriate for school, or which may cause harm to others.

### **Student Rights And Responsibilities**

#### **Learning**

Students have the right to a meaningful, challenging education appropriate to their learning level, and to give feedback on courses taken. They have the responsibility to make the most of their opportunities to work hard, be punctual and appropriately prepared for class and contribute to the creation and maintenance of the classroom climate. They have the responsibility to attend all school assemblies and classes unless formally excused by the school. They also have the responsibility to ensure that all work is their own and that they have not used unfair practices in producing assignments or tests.

### **Respect**

Students have the right to voice their opinions in matters that directly affect the quality of their education, to be treated as individuals and to be free from all forms of discrimination. They also have the right to expect to be given instructions by adults firmly yet courteously. Students have the responsibility to show respect to their peers, the school staff, teachers and the Principal through courteous language and appropriate behavior.

### **Codes of Behavior**

Students have the right to expect clear notice about what is expected of them within the school and to receive equitable, fair treatment. Students have the responsibility to follow the school codes and to show consideration for others by respecting other peoples belongings, avoiding disruptive behavior, the use of inappropriate language .

### **Health**

Students have the right to a clean, safe school. They have the responsibility to maintain a healthy life style free from cigarettes, drugs and alcohol and to keep themselves clean and tidy.

### **Behaviour Policies**

In order for the school to run smoothly and to maintain NIS values, students are expected to honor the discipline policies.

### **Attendance /Absence**

Regular attendance contributes greatly to the academic standing of the student.

All students are expected to be present each day. Non-attendance will be recorded in the almanac.

**Punctuality**

Parents should ensure that students arrive at school on time. Students also need to be in all classes on time. Punctuality is a sign of respect for the teacher and the desire to be an effective student.

**Courtesy**

Courtesy in behavior, language and manner is expected of students at all times. These regulations apply to all school-related activities including field trips.

## **Honesty**

Students face many academic demands and challenges during the course of the year. Being able to deal with these in an honest, organized fashion is part of each student's development. Cheating on tests or assignments will lead to a score of zero on the test or assignment, and parents may be called for a conference. Forging of signatures is a serious offence as well and will lead to serious disciplinary action.

## **Care of School Property**

In order to have a school we can all be proud of it is necessary for everyone to feel a sense of responsibility. Students who deface damage or destroy school materials or property can expect strict disciplinary action and be required to pay ensuing expenses.

## **Vandalism**

Students are expected to respect themselves, others and their environment. It is the schools intention to seek redress of any student, or the parents of that student, in the amount of the damage for any act of vandalism committed by that student. Vandalism includes negligent, willful damaging or taking of any school property. Any student of the school who commits an act of vandalism is also liable to disciplinary action by the school.

## **Security**

Students should have their names written on all their personal belongings. Books and personal items are not to be left unguarded. Students are not allowed to wear valuable jewelry or bring expensive items to school, nor should they leave money and other items of value in their school bags, in the classrooms or in lockers. The school will not be responsible for items that are lost or stolen.

## **Bullying And Anti Bullying Procedures**

### **Anti - Bullying procedures**

We believe that bullying is very damaging to children and if left unchecked can become extremely widespread. We will have a definitive plan on how to deal with cases of bullying. We not only will protect children against bodily harm, we will also ensure that threats and intimidation will be dealt with just as seriously as violence itself. We will reinforce positive peer bonding and buddy groups, but will be extremely vigilant to peer pressure.

## **Cyber Bullying**

As technology has become so integrated into education, the possibility now exists that children will access offensive content. Workshops on cyber bullying will be conducted to make the students aware of the emotional and psychological trauma suffered by victims of cyber bullying. A pledge will be taken by the students to never indulge in such cowardly, anonymous attacks at the beginning of the academic year.

Bullying hurts and is wrong. Every student has a right to study in a secure, safe environment. We disapprove of bullying in all its forms and consider it a very serious offence. Bullying may be verbal, physical or psychological. Some forms of bullying are:

- Being called names
- Being pushed, kicked or hit.
- Being targeted through cyber bullying or internet postings that are harmful and cruel.
- Having personal effects damaged, taken away or destroyed.

All reports of bullying will be investigated and acted upon. The teachers and staff will work to develop an atmosphere of trust where students can report incidents of bullying with the expectation that it will be dealt with appropriately.

Our school will be a bullying free school.

Our school will be committed to providing all students and staff with a healthy and safe environment free from bullying and intimidation. Bullying will be a non-acceptable part of our school culture and contradicts our beliefs.

Anyone who experiences or witnesses bullying should report it as soon as possible. When bullying is reported it will be investigated quickly and in accordance with our procedures.

Every student has a responsibility to comply with this policy and to treat everyone at our school with dignity and respect.

## **Dress Code**

Our students will be expected to be appropriately dressed and groomed at all times. The school expects students to be neat and tidy in their appearance and to present a good image of the school within the community.

### **Uniform And Appearance**

- School uniforms will be compulsory, except for “No uniform Days.”(Mufti Days)
- Uniform shirts must be properly buttoned. Clothes must be of suitable size and length.
- Girls –uniform pinafores must be properly buttoned. Skirts must be in full length for seniors whereas junior students may wear the frock just below the knee.
- All shirts/pinafores have the school emblem.
- Only black/sports shoes to be worn.
- Jewelry that is distracting and draws attention should not be worn.
- P.E uniforms are required for P.E classes and for certain activities/occasions.
- All uniform items must be purchased through the school from the store room. Items tailored outside the school will be unacceptable.

### **Library And Resource Room**

The library will be open from 8.00a.m. - 1.45 p.m. during the school working days.

Library expectations

- Treat all people and materials with care and respect.
- Be productive
- Work in a manner that allows others to be productive.
- Share resources when limited, priority is given to those working on assigned school work.

### **Accidents and Emergencies:**

In case the child requires emergency treatment, every effort will be made to contact the parent/guardian. To assist with this, parents must keep the nurses informed of any change in the contact details.

### **Medical forms**

When the child starts at our school, the parent will be required to complete several medical forms promptly with the required medical information. It is of the utmost importance that the school is made aware of any condition of the child and any medication the child is receiving. This will affect how the child is treated in case of an emergency.

### **Consent for Paracetamol and Medicine at School:**

If the child is in pain or has a fever in school, we will give Paracetamol to relieve their symptoms. The Parent will be required to give signed consent on the health form for the school nurse to administer it. It is not permissible for the students to carry medicine with them under any circumstances. In such cases, medicine will not be returned to a student; it must be collected by an adult, either the parent/guardian

### **Internet Policy**

Our school will offer its students access to the internet. The internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our students through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The internet is a tool for life-long learning.

While our intent will be to make internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though our school institutes technical methods or systems to regulate students' internet access, these methods cannot guarantee the acceptable use of the internet. We believe that the benefit to students to access the internet exceeds any disadvantage. Ultimately, parents and guardians of minors will be responsible for setting and conveying the standards that their children should follow when using media and information sources. The use of the internet at our school is a privilege, not a right. Any student who uses the internet for purposes other than those that fit within our schools mission and purpose will face disciplinary action.