



HAPPY HOME ENGLISH SCHOOL, SHARJAH

SAFEGUARDING AND CHILD PROTECTION POLICY 2025-2026

OUR DESIGNATED SAFEGUARDING LEAD (DSL) IS MS.MALATHY (SUPERVISOR)

1. Policy Statement

Our school is committed to keeping every child safe and happy. We follow the safeguarding and child protection requirements set by the Sharjah Private Education Authority (SPEA). As our motto says, *"Every child matters,"* we believe that all children have the right to learn in a safe, caring, and supportive environment where they feel protected and valued.

Keeping children safe is everyone's responsibility. All staff, volunteers, visitors, and anyone working with our school must help to protect children and always act in their best interests.

2. Purpose and Aims

This policy aims to:

- Comply fully with SPEA safeguarding and child protection expectations
- Protect children from abuse, neglect, exploitation, and harm
- Provide clear procedures for identifying, reporting, and responding to safeguarding concerns
- Ensure all staff understand and carry out their legal and professional responsibilities to safeguard children.
- Support the early identification of concerns and work closely and effectively with parents.
- Promote a culture where safeguarding is a priority, concerns are shared openly, and the best interests of the child are always at the centre of practice.

3. Scope of the Policy

This policy applies to:

- All pupils enrolled at the school
- All staff (teaching and non-teaching)
- School leadership and management
- Visitors, contractors, and service providers

4. What Safeguarding Means

Safeguarding and child protection means:

- Keeping children safe from any kind of abuse, neglect, or harm.
- Preventing anything that could affect a child's health, growth, or wellbeing.
- Making sure children are looked after in safe, caring, and supportive environments.
- Acting quickly to ensure the best outcomes for every child.

5. Types of Abuse and Safeguarding Concerns

Safeguarding concerns can include, but are not limited to:

- Physical harm or injury to a child
- Emotional or mental harm
- Sexual abuse
- Neglect or lack of proper care
- Bullying, including online (cyberbullying)
- Abuse between children (peer-on-peer abuse)
- Risks related to online safety and digital content
- Domestic violence or abuse in the family
- Exploitation of children
- Exposure to harmful beliefs or radical ideas

6. Designated Safeguarding Structure

Designated Safeguarding Lead (DSL)

The DSL is responsible for safeguarding and child protection at the school and will:

- Lead on all safeguarding and child protection matters
- Make sure concerns are acted on quickly and appropriately
- Work with SPEA, social services, and other relevant authorities when needed
- Keep accurate and confidential records of safeguarding concerns
- Ensure all staff receive regular safeguarding training and updates

7. Roles and Responsibilities of Staff

All staff and adults working in the school must:

- Follow this safeguarding policy at all times
- Put children's safety, rights, and wellbeing first
- Stay alert to any signs of abuse or neglect
- Report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL)
- Record concerns clearly, accurately, and without delay
- Keep professional boundaries and behave appropriately at all times

Failure to follow safeguarding procedures may result in disciplinary action.

8. Procedures for Reporting Safeguarding Concerns

- Any concern about a child's safety or wellbeing must be reported immediately to the DSL
- Concerns must be recorded in writing on the school's safeguarding reporting system
- If a child is believed to be at immediate risk of harm, emergency services will be contacted without delay
- The DSL will determine next steps, including internal monitoring or parental engagement, or referral to external agencies, in line with SPEA guidance

9. Confidentiality and Information Sharing

- Safeguarding information is confidential and shared only with those who need to know.
- Records are stored securely, separate from academic files.
- Information may be shared with SPEA or other authorities if a child's safety is at risk.
- All data protection rules are followed at all times.

10. Recruiting Safe and Trusted Staff

The school follows safer recruitment practices in line with SPEA requirements, including:

- Checking identity, qualifications, background, and work history
- Providing safeguarding awareness when staff join the school
- Ensuring all staff follow the school's Code of Conduct
- Allowing only those who meet our safeguarding standards to work with pupils

11. Online Safety and Digital Safeguarding

The school is committed to protecting children online by:

- Educating students about safe and responsible use of technology
- Monitoring and managing the use of school digital systems
- Responding promptly to online safety incidents
- Working with parents to promote online safety at home

12. Supporting Children and Early Intervention

The school believes in providing help as early as possible. We will:

- Listen carefully to children and take their concerns seriously
- Offer appropriate emotional and personal support
- Work closely with parents, SPEA, and other professionals
- Act quickly to prevent problems from getting worse

13. Raising Concerns About Staff

- Any concern about a staff member's behaviour must be reported immediately to the Principal or Designated Safeguarding Lead (DSL).
- The school follows SPEA procedures for handling any allegations against staff.
- The school has clear procedures to protect anyone who reports concerns safely and responsibly.

14. Policy Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in response to changes in SPEA regulations or guidance
- Monitored by school leadership to ensure it is followed effectively

The school fully complies with SPEA safeguarding expectations and is committed to keeping every child safe, supported, and protected.