



Harvard American School child protection policy

The importance and logic of politics:

At Harvard American School, staff and management are committed to protecting our students. We recognize that all members of the school community have a role to play in promoting a safe and stimulating environment in order to achieve our goals of physical, intellectual, social, and emotional well-being and the health of students.

Child protection policy should be read in line with other TIDE policies such as:

- Monitoring and evaluation policy
- Employment policy
- Health and safety policy
- Crisis and emergency response policy
- Field trip policy
- Behavioral control policy
- Complaints policy
- ICT and Internet policy
- Attendance policy and late arrival
- Supervision policy



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- Food policy

Policy objectives

The main objectives of this policy are:

- Create a safe working environment in which students feel safe and supported to learn to reach their best abilities.
- Ensure that all staff are fully aware of their responsibilities in protecting our students as well as the professional codes of conduct of staff.
- Practice clear recruitment procedures that include good conduct and good conduct screening to ensure that staff are fit to work with children.
- Raising the level of understanding and guidance of all members of the school community with regard to child protection and protection issues.
- Implement procedures to monitor, identify and report any concerns and ensure that all members of the school community are aware of these procedures.
- Encourage joint curriculum activities that help children develop skills to protect themselves from any form of abuse such as violence and bullying.
- Follow clearly defined procedures for registering and responding to any complaints, noting any form of ill-treatment.



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Procedures

1. Administrative care:

- The school's management will ensure that qualified social worker is provided with care for our students.
- The social worker will monitor and review the implementation of child protection and policies in reading and proposing improvements or additions where appropriate.
- The Social worker /specialists act as role models so that students, parents, and staff feel comfortable discussing matters related to student protection with them.
- The social worker must have a good knowledge of child protection policies and guidelines provided by the Ministry of Education or any other relevant government body.
- The social worker will keep up-to-date and speedy records of all documents relating to child protection and confidentiality concerns.
- The social worker immediately informs the director if any complaints or concerns relating to the safety of the child are reported or ill-treated in any way by any member of the school community; the director appoints the investigation team if necessary and a confidential investigation report will be prepared by the designated person/persons.
- The Social worker will organize activities and workshops for staff, students, and parents to raise awareness of child protection.
- The social worker builds links with external organizations related to the protection and safety of children and helps parents and schools in the event of a referral to any organization within the scope of the child protection policy.



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- The senior leadership team is also expected to play a role in implementing child protection policies in reading and advising employees, students, or parents where appropriate.

2. Attendance, later arrival, or collection

All staff at Harvard American is required to follow the attendance, late arrival, and student assembly policy.

The class teachers and social worker are required to monitor attendance and contact parents in case there is a concern.

3. Measures to protect students on campus

- All staff members is expected to follow the Staff Code of Conduct at Harvard, This is also included induction program at the beginning of academic year, and staff is constantly reminded of their duties and responsibilities in this context through memos and staff meetings.
- Lists of shifts and adult supervision are prepared at all times.
- All members of the school community are informed of the conduct policy, which is implemented at all times to ensure the safety of students and in the event of any violation of the conduct policy, immediate action is taken.
- All other school policies related to student safety such as health and safety, crisis response, field trips, playground supervision, food, and information technology policy are implemented at all times.



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- The school gates are confirmed to be closed during school hours and monitored by security guards when students arrive and exit times.
- Bus passengers are monitored on arrival and departure and absence from the bus is reported directly by the supervisor.
- All school districts, classrooms, playgrounds, and halls are monitored through monitors.
- Visitors must log in to the visitors' log book at reception and are provided with a visitor's card if they need to enter the school building. The staff member accompanies visitors if they need to go to the school building during teaching hours.
- Students are not allowed to leave during school hours without an exit card and are only allowed to be accompanied by parents or any authorized person. Early check-out is recorded and monitored by management staff.
- Parents are not allowed to communicate with any other students on campus.
- The headmaster/deputy principal must agree to parents' request for class visits and parents can attend classes after an appointment has been made by the department.
- Employees are not allowed to disclose the names or contact statements of any other students to parents.



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- In the event of any disputes between more than one student, a separate meeting date must be given to the parents.
- The school has a health and safety team that ensures a safe school environment at all times and any necessary repairs or maintenance are dealt with by the business manager.
- All student trips require the approval of the Ministry of Education, students are not allowed to go on a trip without the written permission of their parents, and employees are not allowed to take any student with them on their transportation. The field trip policy must be implemented to ensure the safety of students.
- Firefighting exercises are conducted regularly and the school ensures that a sufficient number of staff receive first aid training.
- A qualified nurse is present in the school building at all times, conducting regular hygiene tests and parent alerts and/or school management where necessary.

4. Raising anxiety

Staff are advised to be aware of the fact that any child can be abused, and therefore his or her responsibility must be taken care of through established procedures. Child abuse can be physical, verbal, emotional, sexual, or negligent. Some indicators include:



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- Unexplained injuries, such as bruises, fractures, or burns
- Unexplained or sudden changes in behavior - such as aggression, anger, hostility, or changes in school performance.
- Depression, withdrawal from friends or usual activities.
- Anxiety or sudden loss of self-confidence.
- Frequent absence from school or reluctance to return home.
- Explicit sexual behavior, inappropriate awareness, or attempted inappropriate sexual intercourse with other children.
- Sudden weight loss or increase.
- Signs of self-harm.
- Poor growth or weight gain.
- Lack of cleanliness.
- Eat other students' meals without permission, eat inappropriate meals or not eat at all.
- Lack of attention to medical, psychological, dental problems, or lack of follow-up care.
- Seek the sympathy of other
- Staff needs to alert social workers if any of the above signs are observed by any student.



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- The social worker will notify the director and act in accordance with her advice. Confidential

investigations of such cases must be conducted by all relevant staff.

5. Volitation of the Child Protection Policy

If the school administration receives any complaint against an employee in relation to child abuse, the complaint procedure guidelines must be followed and the relevant staff will be formally notified and will be prevented from contacting this student or his or her parents during the investigation.

If the complaint is filed and confirmed, hr and CEO will be notified and actions will be taken in accordance with Qatar's labor law. Parents are informed of the school's decision on this complaint.

Fatine Al Najjar

School Principal



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