



CHILD PROTECTION POLICY

2025 - 2026





Contents

1. Policy Statement	01
2. Definitions.....	01
3. Key Roles and Responsibilities:.....	01 - 02
4. Policy Context.....	02
5. Procedures.....	02 - 04
6. Legal References.....	04

Child Protection Policy

Policy Statement:

The Maplewood International School is committed to safeguarding and promoting the welfare of children in our school. We recognize and work to ensure that children have the right to feel secure. This policy acknowledges that parents, caregivers, staff, and others can harm children either by direct acts and/or by failure to provide proper care. The purpose of this policy is to establish awareness and procedures that will foster safety and safeguard children in our school. We endeavor to work in partnership with parents, guardians, and other service providers committed to protecting children.

Definitions:

1. **Abuse and Neglect** are forms of maltreatment of a child by an adult or another child, either by infliction of harm or by failing to act to prevent such harm.
2. **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development. Neglect may result from a failure to provide adequate food, clothing, or shelter, or a failure to protect a child from physical and emotional harm or danger. A failure to provide adequate supervision or access to appropriate medical care or treatment is neglect.
3. **Physical Abuse** may involve but is not limited to hitting, shaking, throwing, poisoning, burning or scalding, drowning, and suffocating.
4. **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
5. **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening.

Key Roles and Responsibilities:

- **School's Social Worker/Child Protection Officer:**

The social worker will maintain current training and certification as a child protection officer. Her role in the school is to support students and their families, to liaise with the school for the families, and to identify all behavioral, emotional, and social concerns. The social worker will support staff in addressing behavioral issues, and will help identify child protection issues that require follow-up and/or reporting. She will assist in proactive awareness training for students, their families, and staff.

- **The School Nurse** will ensure that all medical concerns are identified and treated either on-site or through proper referrals. The health nurse will provide proactive health activities and awareness training for students, their families, and for staff. She will support the school in promoting good health and wellbeing. The health nurse is responsible to ensure that all clinical procedures and practices are in keeping with Ministry guidelines and policies, and that school policies reflect best practice

Policy Context:

Although it is the intent of this policy is to promote and maximize openness and cooperation between the school and home, the school reserves the right to contact the Police without prior parental notification if such action is deemed to be in the child's best interest.

Children may suffer neglect, emotional, physical or sexual abuse or any combination of such.

The following procedures apply to all staff and employees working in the school. The aim of our procedures is to prevent children from being abused, and to safeguard and promote the welfare of pupils by implementing procedures that:

- Raise awareness of child protection and clarify roles and responsibilities of staff and school volunteers;
- Develop, implement, and review procedures that enable all staff and volunteers to identify and report suspected or confirmed cases of abuse;
- Properly support pupils who have experienced abuse and who have additional needs;
- Ensure safe recruitment and hiring practices;
- Establish a safe environment in which children can learn and develop;
- Ensure that all suspected cases of abuse or neglect are dealt with in accordance with Ministry of Education policies and procedures, and in collaboration with the police.

Procedures:

1. At the beginning of each year the principal will ensure that all staff are familiarized with this policy and are informed of child protection concerns, signs of abuse and neglect, and of the necessary procedures and practices for safeguarding children in their care.
2. At the beginning of the school year, the school's principal will inform parents of the school's responsibility to our students regarding child protection, and will clarify the procedures and practices the school will use to ensure child safety and security. Parents will be provided copies of this policy upon request.
3. The school's social worker and nurse will maintain current training in child protection matters and will provide staff with child protection awareness training at the beginning of each school year.

4. At the beginning of the school year, the school's social worker and nurse will coordinate with teachers to inform and educate students on child protection matters through age appropriate classroom presentations that reinforce the child's right to a safe and secure environment at all times. Presentations will ensure that children can identify the safe adults both in school and at home who they can approach to seek support and help.
5. Health and physical education teachers and other teachers where appropriate will utilize curricular outcomes to ensure that all students develop the skills they need to recognize and stay safe from abuse.
6. All staff are required to maintain vigilance and to follow up on all and any suspicion of child neglect or abuse by any individual. Teachers are to refer all incidents of suspected abuse to the school's social worker and/or nurse for further follow up and support.
7. The school's social worker and/or nurse are to report all suspected cases of child abuse to the school principal.
8. The school's principal will follow the guidelines and practices for reporting child protection matters to the proper authorities as outlined in ADEK **Policy 3: Students Protection**.
9. All staff and volunteers are to have completed necessary security checks and criminal record checks prior to their employment with the school.
10. Staff and volunteers are expected to dress appropriately for their roles and are expected to avoid unnecessary contact with children except where it is necessary to remove a child from a dangerous situation or to remove an object from a student in order to prevent harm to self or others.
11. When restraint is required, trained staff are to follow the restraint procedures as per their training.
12. Staff and school volunteers are to avoid out-of-school contact with students and all personal communications including inappropriate emails and or phone calls unrelated to the usual curricular communications approved by the school.
13. Staff and school volunteers are to refrain from taking pictures of children not related to the school's education program and as previously approved by the parent/guardian through a signed parent consent form
14. All visitors to the school are to be cleared through security, wear a proper identification tag, and follow all school protocols for contacting students while in school. Such procedures are to be communicated to parents at the beginning of each school year.

15. Each year a supervision schedule must be developed and enforced such that all children have access to adequate supervision that is proactive, sufficient in number, and attentive. Each staff member is individually responsible to fulfill his/her obligation as per the supervision schedule.

16. The school's principal and school nurse are to ensure that all staff, including temporary staff, and volunteers are informed of all students in their care who have medical needs that require adult vigilance or the administration of medical invention and care. A posting of all students with medical needs is to be maintained and current, and displayed in the staff room where staff may review such requirements. Additionally, a summary sheet of the medical needs of students is to be maintained for each classroom teacher and is to be kept in their day book so that it is available for substitute teachers at all times.

17. Emergency preparedness policies, training, and drills regarding fire, and missing children will be clarified at the beginning of each year, and records of drills and teacher training will be maintained.

18. First Aid training will be provided early each year in order for sufficient staff to be qualified and certificated.

19. In cases of extreme weather such as high heat or winds, or heavy dust storms students will be kept inside for recesses. On hot days students will be allowed ample water breaks and will be monitored for their exposure to the heat and sun. The shaded play areas will be utilized on hotter summer days. Where the heat exceeds 40 degrees students will be given alternate inside areas for their breaks. During very hot weather students will be required to wear hats when outside, and they will be supervised to ensure that they are well hydrated.

20. The ratio for off-site field trips will be as per the following guidelines:

Grade Level Student to Adult Ratio	
KG 1 and KG 2	8:1
Grades 1-3	10:1
Grades 4-6	12:1
Grades 7-12	15:1

Legal References:

- ADEK Private Schools Policy and Guidance Manual Policy 3: Students Protection Corresponding to Article (5) of the Organizing Regulations.
- ADEK Private Schools Policy and Guidance Manual Policy 64: Health Safety and Environment Corresponding to Article (69) of the Organizing Regulations.