



مدرسة الأفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

Child Protection & Safeguarding Policy



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Child Protection & Safeguarding Policy

Review date:13/9/2026

Reviewed By : Ms. Fatima Zaid

1. COMMITMENT TO STUDENT SAFETY AND WELL-BEING

1.1 Importance of Student Safety

The School recognizes that safeguarding children and protecting their physical, emotional and psychological well-being is a fundamental responsibility.

Every student has the right to learn and participate in school activities in an environment that is safe, respectful, supportive and free from abuse, neglect, bullying, exploitation and inappropriate behaviour.

The School is committed to taking reasonable and appropriate steps to prevent harm, identify concerns at an early stage, respond promptly to concerns and seek appropriate assistance when necessary.

Student safety is the responsibility of the entire School community. All staff members, volunteers, the Board, students and parents/carers have an important role in promoting a safe environment.

1.2 Applicability of the Policy

This policy applies to:

- All teaching staff.
- All non-teaching staff.
- Volunteers and temporary staff.
- The School leadership and management.



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- The Board.
- Any other person working or volunteering within the School who has contact with students.

The principles of this policy apply to students during:

- Normal school hours.
- School-sponsored activities.
- Educational trips and excursions.
- Extracurricular activities.
- Sports and other school events.
- Any other activity organized or supervised by the School.

The School will take appropriate action when a safeguarding concern relating to a student becomes known to the School, even where the concern may have originated outside the School environment.

1.3 Regular Review and Enforcement Commitment

The School will regularly review this policy to ensure that it remains appropriate, effective and consistent with applicable Bahrain laws, regulations and guidance.

The policy will be reviewed at least annually and whenever there is a significant change in legislation, school procedures or safeguarding requirements.

All staff are expected to follow this policy. Failure to comply with safeguarding responsibilities, including failure to report a concern, may result in appropriate disciplinary action.

2. KEY PRINCIPLES

2.1 Legal and Moral Obligations



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The School recognizes its legal and moral responsibility to promote the welfare of students, protect them from harm and respond appropriately to concerns relating to child abuse, neglect or other forms of maltreatment.

The School will comply with applicable laws and requirements of the Kingdom of Bahrain and will cooperate with relevant government and child-protection authorities when required.

Bahrain's Child Law provides a legal framework for the protection of children from abuse and identifies the Child Protection Centre as an important authority for child protection matters.

2.2 Rights of Children

The School believes that every child has the right:

- To be safe and protected from abuse and neglect.
- To be treated with dignity and respect.
- To be protected from physical and emotional harm.
- To be listened to when expressing a concern.
- To receive appropriate support when they are experiencing difficulties.
- To have their welfare considered when decisions affecting them are made.
- To participate in school life in an environment that promotes their well-being.

The School will take children's views seriously while recognizing that safeguarding concerns may need to be shared with appropriate persons or authorities.

2.3 Staff Responsibilities

All staff and volunteers have a responsibility to contribute to student safety.

Staff members must:

- Remain alert to signs that a child may be experiencing harm, abuse or neglect.



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- Take student disclosures and concerns seriously.
- Report concerns without unnecessary delay.
- Follow the School's safeguarding procedures.
- Maintain appropriate professional boundaries.
- Keep safeguarding information confidential and share it only with those who need to know.
- Never investigate a suspected safeguarding incident themselves.
- Never promise a student absolute confidentiality when a safeguarding concern has been disclosed.
- Cooperate with the DSL, DDSL and relevant authorities when required.

2.4 Open Environment for Concerns

The School aims to create an open, respectful and accepting environment in which students feel comfortable raising concerns.

Students are encouraged to speak to a trusted adult if they are worried about:

- Their own safety.
- The safety of another student.
- Bullying or harassment.
- Abuse or inappropriate behaviour.
- Something happening at home, at school or elsewhere.
- Any situation that makes them feel unsafe or uncomfortable.

Parents and carers are also encouraged to raise concerns with the School.

When a student approaches a staff member with a concern, the staff member must listen calmly, take the concern seriously and follow the reporting procedure.



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2.5 Reporting to Protect Student Safety

Safeguarding concerns must be reported even when the staff member is uncertain whether abuse has occurred.

Staff members do not need to prove that abuse or neglect has taken place. Their responsibility is to report the concern so that the appropriate person can assess it.

A staff member must not delay reporting because they believe that someone else may already know about the concern.

2.6 Action in the Face of Potential Harm

If the School suspects that a student's physical, sexual or emotional well-being is at risk, or that the student is being neglected or otherwise harmed, the School will take appropriate and proportionate action.

This may include:

- Reporting the concern to the DSL/DDSL.
- Recording the concern.
- Contacting parents/carers where appropriate and where doing so does not place the child at greater risk.
- Seeking advice from relevant child protection professionals.
- Making a referral to the appropriate authority.
- Contacting emergency services where there is an immediate danger.
- Cooperating with any subsequent investigation.

The School will always prioritize the immediate safety and welfare of the child.



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3. ROLES AND RESPONSIBILITIES

3.1 Staff and Volunteer Responsibilities

All staff and volunteers must:

- Familiarize themselves with this policy.
- Complete required safeguarding training.
- Remain alert to indicators of abuse, neglect or harm.
- Report concerns promptly.
- Record relevant information accurately and objectively.
- Avoid investigating allegations themselves.
- Maintain confidentiality.
- Follow instructions from the DSL/DDSL regarding further action.
- Cooperate with external authorities when required.

Teachers and other staff members play a crucial role because they may be among the first people to notice changes in a student's behaviour, appearance, attendance or emotional well-being.

3.2 Designated Safeguarding Lead

3.2.1 Name and Position

Designated Safeguarding Lead (DSL):

Ms. Fatema Zaid – Counselor

Deputy Designated Safeguarding Lead (DDSL):

Ms. Vishnu Vandana – Principal

In the absence of the DSL, safeguarding matters will be referred to the DDSL.



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The designated safeguarding roles will be communicated to all staff members, including volunteers.

3.3 Role of the Designated Person for Child Protection

The DSL is responsible for coordinating the School's safeguarding and child protection procedures.

3.3.1 Point of Contact

The DSL is the primary point of contact for staff and volunteers who need to report concerns regarding the safety or welfare of a student.

The DDSL will act when the DSL is unavailable or when circumstances require the involvement of the School's senior leadership.

3.3.2 Collaboration with External Agencies

The DSL/DDSL will:

- Liaise with appropriate external agencies when necessary.
- Develop and maintain appropriate working relationships with relevant child protection and government authorities.
- Make or support appropriate referrals.
- Provide relevant information to authorities when required.
- Cooperate with investigations and safeguarding procedures.

3.3.3 Record Keeping and File Transfers

The DSL will maintain accurate, confidential and secure records of safeguarding concerns, disclosures, referrals and actions taken.



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Safeguarding records must be kept separately from the student's general educational file where required by applicable procedures.

When a student leaves the School, relevant child protection records will be transferred securely and appropriately to the receiving school or designated safeguarding professional when required. Such information will be handled confidentially and addressed to the appropriate safeguarding personnel.

3.3.4 Skill Set

The DSL should have the ability to:

- Recognize safeguarding concerns.
- Assess the urgency of concerns.
- Respond appropriately to disclosures.
- Understand the School's safeguarding procedures.
- Maintain accurate safeguarding records.
- Communicate effectively with staff, parents/carers and relevant authorities.
- Recognize when external support or referral is required.

3.3.5 Training

The DSL/DDSL must receive appropriate safeguarding and child protection training and should undertake refresher training as required.

The School will provide appropriate training and professional development to ensure that safeguarding responsibilities can be carried out effectively.

3.3.6 Policy Management

The DSL, with the support of School leadership, is responsible for ensuring that:



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- This policy is communicated to staff.
- Staff understand their safeguarding responsibilities.
- Safeguarding procedures remain current.
- The policy is reviewed at least annually.
- Necessary amendments are made following changes in law, guidance or School procedures.

3.3.7 Parent Awareness

The School will make parents/carers aware of the existence and purpose of this Child Protection and Safeguarding Policy.

Parents/carers will be informed that the School has a responsibility to act when it has reasonable concerns about a child's safety or welfare.

Where necessary, the School may make a referral to an appropriate authority even where this may occur without prior parental consent, particularly where informing the parent/carer could place the child at greater risk or where authorities require immediate notification.

4. INDUCTION AND TRAINING

4.1 Overview for New Staff

All new staff members and volunteers will receive safeguarding information as part of their induction.

This will include:

- An overview of the School's Child Protection and Safeguarding Policy.
- The names and roles of the DSL and DDSL.
- How to recognize possible signs of abuse, neglect or harm.



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- How to report concerns.
- How to respond when a student makes a disclosure.
- Confidentiality requirements.
- Professional boundaries.
- Emergency procedures.

New staff members and volunteers will receive a copy of, or access to, this policy within one week of starting at the School.

4.2 Training Requirements for All Staff

All staff and volunteers who work with students are required to receive appropriate safeguarding training.

Training should ensure that staff understand:

- Their individual safeguarding responsibilities.
- Signs and indicators of possible abuse and neglect.
- How to respond to a disclosure.
- How and when to report concerns.
- The importance of accurate record keeping.
- Confidentiality and information sharing.
- The role of the DSL and DDSL.
- Emergency reporting procedures.

Refresher training will be provided periodically and whenever there is a significant change in safeguarding procedures or requirements.



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5. HANDLING CONCERNS

5.1 Steps to Report Suspicions or Concerns

Staff and volunteers are not responsible for investigating suspicions.

A concern must be reported if a staff member or volunteer:

- Receives information or a disclosure from a student.
- Suspects that a student may be at risk of harm.
- Observes an injury that appears to be non-accidental.
- Observes significant or unexplained changes in a student's behaviour.
- Suspects neglect or inadequate care.
- Becomes aware of possible physical, emotional or sexual abuse.
- Receives an allegation against a member of staff.
- Receives an allegation concerning inappropriate behaviour toward a student.
- Becomes aware of any other situation that may place a student at risk.

The staff member should:

1. Listen calmly if the student is speaking to them.
2. Take the concern seriously.
3. Avoid leading or investigative questions.
4. Do not promise absolute confidentiality.
5. Record the relevant facts as soon as possible.
6. Report the concern immediately to the DSL or DDSL.
7. Complete the required safeguarding/disclosure form.
8. Follow any further instructions given by the DSL/DDSL.



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If there is an immediate threat to the life or safety of a child, staff must seek emergency assistance without waiting for the normal internal reporting process.

5.2 Responsibilities of Staff and Volunteers

Staff and volunteers must not:

- Investigate allegations themselves.
- Confront an alleged perpetrator.
- Interview other students about an allegation.
- Promise that information will remain secret.
- Delay reporting because they are uncertain whether the concern is serious enough.
- Attempt to resolve a serious safeguarding matter independently.

Staff members must pass the concern to the appropriate safeguarding lead so that it can be assessed and handled correctly.

5.3 Record Keeping of Incidents

Safeguarding concerns must be recorded accurately and objectively as soon as reasonably possible.

Records should include, where available:

- Date and time.
- Name of the student.
- Name of the person reporting the concern.
- Factual description of the concern.
- Relevant words used by the student, where appropriate.
- Observations made by the staff member.



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- Date and time the concern was reported to the DSL/DDSL.
- Action taken.
- Any referral or communication with an external agency.

Records must be factual and should distinguish clearly between observations, information received and opinions.

Disclosure forms are available on the staff shared drive and must be completed and submitted to the DSL or DDSL without unnecessary delay.

Safeguarding records must be stored securely and access must be restricted to authorized personnel.

Failure to report a safeguarding concern may result in disciplinary action.

6. SAFEGUARDING IN THE SCHOOL

The School is committed to creating a safe environment through prevention, appropriate supervision, staff recruitment, training, student support and effective safeguarding procedures.

This policy should be read together with other relevant School policies.

6.1 Prevention of Bullying

The School will take reasonable steps to prevent and respond to bullying.

Particular attention will be given to bullying related to:

- Race or nationality.
- Disability.



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- Special educational needs.
- Gender.
- Sexual orientation.
- Religion or belief.
- Personal characteristics or circumstances.

Any bullying concern that may place a student at risk of significant harm must be reported through the safeguarding procedure.

6.2 Staff Recruitment

The School will maintain appropriate recruitment and selection procedures to help ensure that staff and volunteers working with children are suitable to work with students.

Where applicable, recruitment procedures will include:

- Verification of identity.
- Checking qualifications and employment history.
- Appropriate reference checks.
- Appropriate background or suitability checks.
- Safeguarding-related questions during recruitment.
- Appropriate induction and safeguarding training.

Any allegation or concern regarding a staff member's conduct toward a student must be reported and managed through the appropriate School safeguarding and disciplinary procedures.

6.3 Usage of Technology

The School will take appropriate measures to protect students from risks associated with technology and online communication.



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This includes risks such as:

- Cyberbullying.
- Inappropriate online communication.
- Exposure to harmful or inappropriate content.
- Online grooming or exploitation.
- Sharing of inappropriate images or information.
- Misuse of School technology.

Technology-related safeguarding concerns must be reported through the School's safeguarding procedures and, where appropriate, referred to relevant authorities.

6.4 Health and Safety

The School will maintain appropriate health and safety procedures to protect students from foreseeable risks.

Staff must report accidents, injuries and other safety concerns according to School procedures.

Where an injury or incident raises a safeguarding concern, it must also be reported to the DSL/DDSL.

7. COOPERATION WITH AUTHORITIES

7.1 Commitment to Law Enforcement

The School takes child protection matters seriously and will cooperate with Bahrain law enforcement and other relevant authorities when required.



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The School will not obstruct or interfere with a legitimate investigation into suspected abuse, neglect, exploitation or other harm to a child.

Where an allegation concerns a staff member, the School will take appropriate immediate steps to protect students while ensuring that the matter is handled fairly and in accordance with applicable procedures.

7.2 Notification of Relevant Authorities

Where required or appropriate, the School will notify and cooperate with relevant authorities, which may include:

- The Ministry of Education (MoE).
- The Child Protection Centre.
- Bahrain Police.
- Other relevant government or child protection authorities.

The School will provide relevant information and cooperate with referrals and investigations in accordance with applicable Bahrain laws and official procedures.

The School recognizes that the Child Protection Centre has responsibility for receiving and responding to reports concerning child abuse and maltreatment.

Where there is an immediate risk to a student's safety or life, emergency services will be contacted immediately.

8. EMERGENCY CHILD PROTECTION CONTACTS IN BAHRAIN

The following contacts should be readily accessible to the DSL, DDSL, School leadership and relevant staff.



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Child Protection Centre – Child Protection Hotline

Emergency Child Protection / Child Help and Support Hotline: 998

The Bahrain Ministry of Social Development identifies **998** as a free hotline for reporting cases where children may be experiencing violence, abuse, maltreatment or risk. The service can receive reports from children or other persons and can provide guidance and refer cases to the appropriate authorities.

Bahrain Emergency Services – Police

Emergency Number: 999

The Bahrain Government states that **999** is the Emergency Call Centre number and covers emergency services including **Police, Ambulance and Civil Defence**. Calls are free.

Bahrain Police Hotline

Police Hotline: 80008008

This number is listed by the Bahrain Government among its emergency contacts.

Family Protection

Family Protection: 17430515

This number is listed in Bahrain's official emergency contacts.

Immediate Danger

If a child is in immediate danger, has suffered a serious injury, or there is an immediate threat to life or safety:

CALL 999 IMMEDIATELY.



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The School should not delay emergency action while waiting for the DSL or DDSL if immediate intervention is required.

APPROVAL AND REVIEW

Policy: Child Protection & Safeguarding Policy

Review Date: 13 September 2026

Next Review: September 2027, or earlier if required

Reviewed By: Ms. Fatema Zaid

Designated Safeguarding Lead: Ms. Fatema Zaid, Counselor

Deputy Designated Safeguarding Lead: Ms. Vishnu Vandana, Principal

Approved By:

Ms. Vishnu Vandana

Principal

Signature: _____