



The Apple International School, Dubai

مدرسة التفاحة العالمية – دبي

GUIDANCE AND COUNSELING

Guiding Principles and Protocol

Child Abuse and Neglect: Statement of Position and Follow - Up Protocol

- **Definition:**

Child abuse is the physical, sexual or emotional mistreatment or neglect of a child or children. Child maltreatment is any act or series of acts of commission or omission by a parent or other caregiver that results in harm, potential for harm, or threat of harm to a child. Child abuse can occur in a child's home, or in the organizations, schools or communities the child interacts with. There are four major categories of child abuse: neglect, physical abuse, psychological or emotional abuse, and sexual abuse.

- **Statement of Position**

The Apple International School, Dubai condemns and denounces any attempt to violate the privacy of a child in any form. The school lays special stress and emphasis on protecting the child from any harm during school hours and maintains the trust reposed by the parent in keeping their ward in our care. The school shall never bear any harm to any child under any circumstances

- **Reporting and Follow up Protocol**

- ★ If there is a case of child abuse, the matter is referred to the Principal either by the child, parent, teacher, Supervisor, or support staff.
- ★ Whoever receives the report will immediately contact the Principal personally. If it is a holiday the Principal will be informed via phone.
- ★ The Principal constitutes a committee of the Senior Management and Administrative team. The Principal shall be the Chair while the counselor shall co-chair the Investigation proceedings.
- ★ The constitution of the Committee depends on the sex of the child/class of the child.
- ★ The Committee meets and first records details of the case from the first report received.

The procedure for investigation is as follows

- ★ A report is sent by the Principal to the Management.
- ★ Parents are met by the committee and details noted (it is imperative that the parents are kept calm and assured that action will be taken).
- ★ The child is questioned in front of the parents and committee and his/her version of the incident is noted.
- ★ The alleged person involved is then interrogated.
- ★ All findings are signed and recorded.
- ★ The Committee then comes to their conclusion and action plan is formulated
- ★ Depending on the severity of the situation the following could be suggested.

- ϕ Written apology sought
- ϕ Suspension for a particular number of days without salary
- ϕ Termination as per rules
- ϕ Case referred to police

★ All copies of relevant correspondence are placed in the child's file.

Ms. Pranjala Dutta

Principal

The Apple International School, Dubai

Enacted and Enforced: October, 2015

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