Comprehensive Child Protection Policy

Encyclopedia of Science Schools

Science Encyclopedia Schools are committed to providing a safe and inclusive educational environment that protects children and ensures their well-being. The school guarantees the protection of children from all forms of abuse and neglect. It aims to create suitable conditions for their healthy development, ensuring their psychological, physical, and emotional safety.

The school's policy is built on preventive measures to avoid abuse, remedial actions to address incidents and provide support, and disciplinary measures to enforce child protection effectively and maintain a safe school environment.

Section 1: General Principles of Child Protection

- **Right to Protection:** All children have the right to live with dignity and safety, free from any physical or psychological harm.
- **Zero Tolerance for Abuse:** The school adopts a strict zero-tolerance policy toward all forms of abuse.
- **Shared Responsibility:** Protecting children is everyone's responsibility, including teaching and administrative staff, students, and parents.
- **Confidentiality:** All cases are handled with utmost confidentiality to ensure the protection of the child and their family.
- **Education and Awareness:** The school promotes awareness among students, staff, and parents regarding children's rights and protection mechanisms.

Section 2: Key Definitions

- **Child:** Any individual under the age of 18.
- **Abuse:** Any act or neglect that harms the child psychologically, physically, or socially. It includes:
  - Physical Abuse: Intentional infliction of bodily harm.
  - Emotional Abuse: Using words or actions that diminish a child's self-esteem.
  - Sexual Abuse: Any act involving sexual exploitation or assault.
  - Neglect: Failing to meet the child's basic needs.

Section 3: Preventive Measures

Promoting Equality and Preventing Discrimination

- Ensuring no discrimination among students based on race, religion, gender, nationality, social status, or disability.
- Conducting awareness and training programs for teachers and students to foster a culture of inclusivity and respect for diversity.
- Providing equal opportunities for all students to participate in educational and recreational activities, including integrating students with special needs.

Empowering Children and Respecting Their Opinions

- Encouraging students to express their views through student councils and creating a safe platform for them to share concerns.
- Allowing students to contribute to school decisions through democratic processes like student elections.

Providing Preventive Healthcare

- Offering free healthcare services, including: regular vaccinations in collaboration with the Ministry of Health; a fully equipped health unit within the school under qualified medical supervision; referrals to clinics and hospitals for emergencies with school monitoring follow-ups.
- Training teachers and students in first aid to ensure immediate response in emergencies.

Ensuring Food Safety

- Banning the sale or distribution of foods containing harmful additives or preservatives.
- Conducting regular inspections of school cafeterias to maintain hygiene standards.
- Developing a nutritious menu to promote students' health.

Protecting Children from Inappropriate Content

- Prohibiting the dissemination of any media promoting behaviors against societal values.
- Monitoring educational and entertainment materials to ensure alignment with Islamic values and cultural norms.
- Organizing cultural and educational programs to enrich students' intellectual and moral development.

Meeting Cultural and Recreational Needs

- Providing activities that foster creativity and innovation in students.
- Equipping sports and recreational facilities suitable for all ages.
- Designing programs that promote physical and mental well-being.

Section 4: Sources of Abuse

Within the School:

1. From staff (teachers or administrators):
   - Using physical or emotional punishment on students.
   - Acting unprofessionally or exploiting authority.
   - Neglect by administrative staff or teachers.
2. From other students:
   - Physical, verbal, sexual, or cyberbullying.
   - Harassment or aggressive behavior in classrooms or shared spaces.
3. Due to lack of supervision:
   - Inadequate supervision during activities or recess.
   - Ignoring or dismissing student complaints.

Outside the School:

1. From family members or caregivers.
2. From the surrounding community.
3. Through online platforms.

Section 5: Roles and Responsibilities

Administration:

- Develop and review policies regularly.
- Enforce a disciplinary system and implement it effectively.
- Provide necessary resources for child protection measures.
- Investigate complaints thoroughly and ensure appropriate actions are taken.
- Train staff and monitor compliance with the policy.

Teachers:

- Observe and report any signs of abuse.
- Create a safe and supportive classroom environment.
- Ensure the safety and security of students within and outside school premises.

School Counselors:

- Provide psychological and social support to affected children.
- Document cases and maintain confidentiality.
- Organize individual and group awareness programs.

Administrative Staff:

- Document and track reports accurately.
- Enforce disciplinary procedures effectively.
- Prioritize student safety within and beyond school boundaries.

Students:

- Understand and exercise their rights and responsibilities.
- Report any abuse or harassment they encounter.
- Comply with school rules and policies.

Section 6: Internal Reporting System

Immediate Reporting:

- Report directly to the Child Protection Officer using the official reporting form available on-site.
- Reports must be submitted to the Child Protection Officer within 30 minutes of witnessing or noticing a case.

Escalating Reports:

- The Child Protection Officer conducts a preliminary investigation and provides psychological support to the student.
- Parents are involved and informed of the incident and the measures taken.
- For severe cases, the matter is referred to appropriate authorities (e.g., police or child protection services).

Confidentiality:

- All reports are handled with strict confidentiality to protect the privacy and rights of the child.

Section 9: Disciplinary Procedures for Violations

Party	Stage	Action
Staff / Teachers	**Stage 1: Written Warning**	Issue a formal written notice identifying the non-compliant behavior with corrective guidance.
	Stage 2: Advisory Session	Conduct a session with the direct supervisor to discuss the behavior, clarify its impact, and set a performance improvement plan.
	Stage 3: Final Warning	Issue a formal written warning to be filed, with notification of consequences for repetition.
	Stage 4: Disciplinary Action	May include salary deduction or temporary suspension per HR policy.
Students	**Stage 1: Guidance & Warning**	Issue a verbal warning to the student while explaining the required code of conduct.
	Stage 2: Guardian Meeting	Notify the guardian and hold a meeting to define the expected behaviors.
	Stage 3: Educational Sanctions	Include formal apology or performing voluntary work within the school.
	Stage 4: Administrative Action	Class transfer or, in serious cases, temporary suspension per regulations.
Parents/Guardians	**Stage 1: Initial Guidance**	Send a formal letter clarifying the non-compliant behavior and requesting cooperation.
	Stage 2: Direct Meeting	Hold a meeting between the guardian and school management to discuss and resolve the issue.
	Stage 3: Formal Warning	Issue a written warning clarifying consequences of repeated violations.
	Stage 4: Legal Action	If violations continue, refer to appropriate authorities.

Section 10: Student Rights and Duties by Age Group

Grades 1–3 (Early Primary)

My Rights as a Student:

1. Safety & Protection: No one is allowed to harm me physically or verbally; teachers are here to protect me.
2. Freedom of Expression: I can share my ideas and feelings in a respectful and safe way.
3. Quality Learning: I learn in an engaging way that supports my growth and development.
4. Rest and Play: I enjoy break time for play or relaxation.
5. Respectful Treatment: Everyone treats me with kindness and listens when I need help.
6. Right to Ask for Help: If I face a problem, I can speak with my teacher or supervisor.
7. Equality & Non-Discrimination: Everyone treats me fairly regardless of my race, religion, nationality, or gender.
8. Safe Technology Use: I may only use electronic devices for learning and play in class under teacher supervision.

My Duties as a Student:

1. Treat everyone with respect and kindness; use polite language.
2. Keep my school clean; put litter in bins and care for my belongings.
3. Listen to my teacher and participate: focus in class and join lessons.
4. Apologize when I make mistakes and learn from them.
5. Help my classmates and encourage them when they need support.
6. Follow all school instructions and rules.
7. Take care of school property and avoid damaging it.
8. Use electronic devices only for educational games and lessons, and ask permission before using them.
9. Respect others' privacy and avoid interfering in personal matters.
10. Apply the Golden Rule: find a solution for negative feelings without harming myself, others, or property.

Grades 4–6 (Primary)

My Rights as a Student:

1. Safe Environment: No person is allowed to bother me or bully me.
2. Freedom of Expression: I am allowed to speak about my feelings and thoughts with others respectfully.
3. Creative Learning: Teachers encourage me to experiment and learn in innovative ways.
4. Access to Support: I can request academic or psychological support when needed.
5. Protection from Bullying/Abuse: Any unacceptable behavior is addressed immediately.
6. Equality & Non-Discrimination: Everyone treats me fairly regardless of background.
7. Safe & Responsible Technology Use: I use devices and the internet in a way that respects privacy and avoids risks.

My Duties as a Student:

1. Show respect and appreciation for my teachers and classmates at all times.
2. Take care of school property and use it carefully without damaging it.
3. Comply with school rules: respect regulations and follow instructions.
4. Take responsibility for my actions: admit mistakes and learn from them.
5. Help those who need support and show cooperation with others.
6. Use technology wisely and safely: do not share personal information or misuse devices.
7. Respect classmates' and teachers' privacy; do not share or transfer their personal information.
8. Apply the Golden Rule: express negative feelings without harming myself, others, or property.

Grades 7–9 (Middle School)

My Rights as a Student:

1. Safe learning environment free from bullying: the school provides a place where everyone is respected.
2. Treatment with dignity and respect regardless of cultural background or opinion.
3. Participation in activities and programs that develop my skills.
4. Access to psychological and social support: counselors are available to listen and support me.
5. Right to personal privacy: no one is allowed to violate my privacy.
6. Equality & Non-Discrimination: treated fairly regardless of race, religion, nationality, or gender.
7. Safe and effective technology use: follow rules and avoid any abusive online behavior.

My Duties as a Student:

1. Be a positive role model in my behavior and speech inside and outside school.
2. Actively participate in classroom and extracurricular activities.
3. Take responsibility for my decisions and actions; learn from mistakes.
4. Keep the school environment clean and safe.
5. Comply with school rules and follow instructions inside and outside class.
6. Report any harmful or dangerous behaviors I witness.
7. Use technology in a positive and productive way.
8. Respect others' privacy and refrain from interfering in personal matters or sharing information without consent.
9. Apply the Golden Rule: manage negative feelings constructively without harming myself, others, or property.

Grades 10–12 (Secondary)

My Rights as a Student:

1. Learn in a safe and respectful environment that allows academic and personal growth.
2. Treated with dignity and equality regardless of background or beliefs.
3. Participate in school activities and clubs to develop skills and talents.
4. Access to psychological and social support when needed.
5. Maintain personal privacy and expect others to respect it.
6. Right to express my opinions respectfully and constructively.
7. Safe and effective use of technology for learning and development purposes.

My Duties as a Student:

1. Show respect and responsibility towards teachers and classmates; treat everyone with kindness.
2. Take care of school property and public facilities; use them carefully.
3. Comply with school rules and follow instructions inside and outside class.
4. Take responsibility for my actions and decisions; learn from mistakes.
5. Contribute to creating a positive environment through cooperation and constructive participation.
6. Respect others' privacy; refrain from interfering in personal matters or sharing information.
7. Use technology wisely and responsibly; avoid any negative or harmful use.
8. Apply the Golden Rule: manage negative feelings constructively without harming myself, others, or property.

Section 11: Staff Rights and Duties

Staff Rights:

- Right to a safe and respectful work environment free from verbal or physical violence.
- Right to appreciation and respect from students, parents, and administration.
- Right to professional development through continuous training and educational workshops.
- Right to express opinions and participate in decisions related to the educational process.
- Right to appropriate resources and educational tools to support teaching.
- Right to a work-life balance through a reasonable and supportive working hours system.
- Right to guidance and support from administration and colleagues.
- Right to legal protection from any abuse or exploitation.

Staff Duties:

- Comply with school regulations and implement approved policies.
- Treat students with respect and fairness, supporting their academic and social growth.
- Provide a safe and stimulating learning environment that encourages students to learn.
- Plan lessons effectively and ensure activities are suitable for students' needs.
- Communicate effectively with parents and administration to support student learning.
- Be a positive role model in ethics, discipline, and professional conduct.
- Update professional knowledge and participate in training courses to improve performance.
- Report any harmful or suspicious behaviors to protect students and the school.
- Support students emotionally and psychologically when needed.
- Handle technology wisely and responsibly to support the educational process.
- Recognize signs of abuse or neglect and immediately report them to the appropriate administration.
- Promote a culture of protection within classrooms and encourage students to speak about concerns.
- Ensure all activities include safety elements and avoid any potential risks to students.
- Guide students toward positive behaviors that protect them from bullying or exploitation.
- Safeguarding students' safety and security as a core responsibility, with zero tolerance for negligence.
- Carry out assigned responsibilities with integrity and dedication to ensure child protection and well-being.