BEHAVIOUR MANAGEMENT COMMITTEE CONSTITUTION

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Implemented Date	Sep 2020
Next Review Date – reviewed	Sep 2023
Next Review Date	Sept 2024

Vision

To create a happy, caring, stimulating learning environment in which students and their teachers recognize and develop the student's fullest potential in a spirit of mutual respect and cooperation.

Mission

It is our sincere endeavor to provide the highest quality of education to our students that will equip them with knowledge, skills, personality traits and value systems, necessary for them to function effectively in the future as responsible adults and exemplary citizens of the world.

Preamble:

We at Royal Private English school are committed to:

- Ethical, safe, and responsible conduct of all staff, on campus and online and in creating a positive learning environment by fostering a safe and secure environment and digital citizenship amongst our children, staff and parents.

- Providing the school, a direction where every individual of the School is involved with a sound evidence base to guide policy and practice to prevent incidents that hamper the safety of the students.

- Raising the level of consciousness and awareness among every student, staff and parent with regarding child protection and digital citizenship through policy guidelines and trainings for awareness and safe practice. Safe conduct is to be embed in the School Culture, all stake holders and the wider community .

Purpose of the behaviour management committee:

Royal Private English High School, Fujairah takes seriously its responsibility to protect and safeguard the welfare of children and young people under its care. We are dedicated to the promotion of the welfare and well-being of the children entrusted to us, whether on campus or online.

The School is committed to promoting and safeguarding the welfare of all students; hence constitution of an effective online safety group is of paramount importance.

The three elements of the Behaviour Management Committee :

- **Prevention** through the creation of a positive school atmosphere and the teaching and pastoral support offered to pupils on campus and online. We have comprehensive preventive protocols to safeguard students from potential harm and abuse.

- **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns. Staff are trained on the signs and types of abuse and the reporting policy for the same.

- **Support** is meted out to pupils who may have been bullied, abused or are at the risk of being abused and those with behavioural, social or psychological issues, through appropriate interventions.

BEHAVIOUR MANAGEMENT COMMITTEE:

The Group consist of following members:

Whole school responsibility - School Leader: Principal , Mr. Syed Ali Taher

Whole school support – Headmaster, Mr. Bassam

For online incidents - Online Safety Leader: Manager – School Operations

For incidents involving the use of devices- Online Safety Coordinator – IT Administrator

DESIGNATED SAFEGUARDING LEADS:

Dr Alaa M Abdelmagid (School Doctor)

Mr Tamoghna Chakraborty (Senior School Supervisor – CBSE)

Mr. Alex D'Souza (Head of IGCSE)

Mr. Mohammed Shakeel (Senior School Supervisor - IGCSE)

Ms. Shaikha Salim Sulaiman Alkaabi (Middle School Supervisor - IGCSE)

Ms. Manpreet Kaur (Middle School Supervisor – CBSE)

Ms. Diba Siddique - (Early Years and Junior two / KG to Gr.2 – CB & IG)

Ms. Samiha (Arabic supervisor)

Ms. Remya Kuruvilla (School Counsellor & Social Worker)

Ms. Asmaa Husain (Arabic Social Worker)

Ms. Gokulalakshmi (Special Educator)

Mr. Alaa Ahmed Tharwat (Discipline officer for boys)

Ms. Aisha Rashed Al Mesmari (Discipline officer for girls)

All **staff, parent and students** also have responsibilities to ensure safety and child protection procedures in school.
Parents – Represented by the Parent Council
Student – Monitors and leaders across phases.

Roles and responsibilities

1. **The Governing Body and the Principal**
   - The Governing Body and the Principal has overall responsibility for safeguarding arrangements within the School, including the School's approach to online safety and the use of technology and provide access to appropriate resource required by the IT team and the Principal in safeguarding students within the School.
   - The Governing Body is required to ensure that all those with leadership and management responsibilities at the School actively promote the well-being of students. The adoption of this policy is part of the Governing Body's response to ensure child protection and safety procedures are adhered to by all members of staff.
   - The Governing Body will undertake an annual review of the School's safeguarding procedures and their implementation, which will include consideration of the effectiveness of the behaviour management committee, its policies and procedures and related policies in meeting the aims of safeguard arrangements within the school.
   - The Principal is the final decision maker when a critical incident has been reported. The principal along with members of the behaviour committee decide on the degree of the violation, the consequences for the same and restorative practice across the school.
   - In case of violations requiring dismissal and suspension as relevant to their degree, the Principal decides on the same in line with the MOE behaviour Policy.

2. **Whole school support – Headmaster**
   - The Headmaster liaises with the principal and other members of the Behaviour Management committee to ensure the safety of all students in school.
   - The headmaster along with the Principal makes decisions on crucial incidents of the third and fourth degree.
   - The headmaster may call for meetings with the behaviour management committee as deemed necessary.
   - The headmaster oversees that relevant training and supervision is conducted to ensure safety and child protection procedures are complied with.
   - The headmaster reports and incidents that he has been directly notified about to relevant Designated Safeguarding Leads and the Principal.
   - The headmaster oversees the safety of students on campus and reports and cause or hinderances to student safety , to relevant staff.
   - Along with the Principal, the headmaster gives his valuable input regarding incidents and restorative practices to be implemented to ensure it is not repeated.

- The headmaster oversees that all members adhere to their duties as advocates of discipline.
- All cases are dealt with professionally and with extreme confidentiality.

3. Online Safety Leader - MSO

- The Online Safety Leader has the overall executive responsibility for the safety and welfare of members of the School community - online
- Act and further develop the role of the DSL
- In addition to leading the online safety group, the Online Safety Leader should be ensuring that there is effective online safety training and awareness raising. Overlook and plan for the training of staff and member of the online Safety Group.
- Delegate and monitor the duties of DSL in terms of reporting incidents, interventions, training to help the aim and objective are achieved , online safety strategies permeating to all levels.
- A developing part of their role should be effective delegation of responsibility to others, ensuring that a wide range of relevant staff owns such responsibilities.
- The other referred policies are integrated with online safety and child protection, to monitor the awareness of online safety such that it reaches all the stakeholders and wider community.
- Curriculum planning and delivery gives scope for cross-curricular links to online safety, cyberbullying, child protection and promote digital citizenship.
- Overlook and plan for the training of staff and member of the online Safety Group.
- Coordinate with the Board of Governors for the safeguarding arrangements with the school.
- Ensure that the appropriate resources are available in safeguarding the online safety of students within the school.
- Designate a senior member of staff to act on his/ her behalf in case of absence
- Advise the governing body on all e-safety matters.
- Liaise with the local authority, IT technical support and other government agencies as required.
- Ensure any technical e-safety measures in the school (e.g. Internet filtering software), are fit for purpose through liaison with the local authority and/or ICT Technical Support.

4. Online Safety Coordinator - IT Administrator

- The IT Manager, together with his team, is responsible for the effective operation of the School's filtering system so that students and staff are unable to access any material that poses a safeguarding risk, illegal and inappropriate content and extremist material, while using the School's network.
- The IT Administrator's Online Safety Coordinator is responsible for ensuring that the School's Technology infrastructure is secure and, so far as is possible, is not open to misuse or malicious attack.
- Ensure that the user may only use the School's Technology if they are properly authenticated and authorised.

- Make sure the School has an effective filtering policy in place and that it is applied and updated on a regular basis.
- Ensure that the risks of students and staff circumventing the safeguards put in place by the School, are minimised.
- The use of the School's Technology is regularly monitored to ensure compliance with this policy and that any misuse or attempted misuse can be identified and reported in line with the reporting protocol to the appropriate individuals for investigation.
- Monitoring software and systems are kept up to date to allow the ICT team to monitor the use of email and the internet over the School's network and maintain logs of such usage.
- The IT administrator will provide details on request outlining the current technical provision and safeguards in place to filter and monitor inappropriate content and to alert the School to safeguarding issues.
- Report regularly to the leadership Team on the operation of the School's Technology. If the IT administrator has concerns about the functionality, effectiveness, suitability or use of Technology within the School, s/he will escalate those concerns promptly to the appropriate members(s) of the School's Leadership Team.
- The IT Manager is responsible for maintaining the Technology Incident Log and bringing any matters of safeguarding concern to the attention of the DSL in accordance with the School's Child Protection & Safeguarding Policy and Procedures.

5. Senior Leadership Team – Designated Safeguarding Leads

- The Designated Safeguarding Leads (DSL) are senior members of staff from the Senior Leadership Team. The responsibility of the DSL includes managing safeguarding incidents on campus and those involving the use of Technology in the same way as other safeguarding matters, in accordance with the School's Child Protection & Safeguarding Policy.
- The DSLs will work with the IT Manager / counsellor/ SENDCO / MSO in monitoring Technology uses and practices across the School and assessing whether any improvements can be made to ensure the online safety and well-being of students and provide necessary interventions where required.
- The DSLs will regularly monitor the Incident Log maintained by the IT Manager and the School Counsellor.
- The DSL will regularly update the Principal and other members of the SLT on the operation of the School is safeguarding arrangements, including child protection.
- The DSL shall ensure the incident logs are maintained by their respective department members.
- The DSL shall ensure that all incidents are appropriately reported and settled. Minutes of all meetings to be maintained for future records.
- Inform parents involved and arrange necessary meetings.
- The DSL shall guide and train teachers on policy, reporting lines, etc. as designated by the Principal.
- Responsible for monitoring incidents and handling sensitive issues in their respective departments.

- Keep up to date with the latest risks to staff whilst using technology; familiarize themselves with the latest research and available resources for school and home use.
- Review the policies regularly and bring any matters to the attention of the Principal.
- Advise the Principal, governing body on all safety and child safeguarding matters.
- Engage with staff on safety matters at school and/or at home.
- Retain responsibility for the safety incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Make themselves aware of any reporting function with safety measures on campus as well as online i.e. internet filtering reporting function; liaise with the Principal and responsible governor to decide on what reports may be appropriate for viewing

The School Counsellor:

- The School Counsellor will share responsibility for safeguarding and child protection along with the DSLs.
- All incidents reported to the counsellor are dealt with confidentiality. Incidents are reported to relevant DSL's for further investigation and action.
- Counselling serves are planned for students involved in violations.
- All incidents will be reported accordingly to the Principal and DSLs.
- Immediately respond when safety incidents of the third of fourth degree occurs. Inform the relevant DSL, the principal and other relevant members of the Behaviour Management committee. The violation is assessed, and relevant consequences are determined in line with the behaviour policy.
- Provide the necessary safeguards and support for all pupils involved, such as providing appropriate counselling/pastoral support or offering specific advice on blocking, reporting and removing online content.
- Plan and conduct awareness sessions in line with promoting positive behaviour across the school.
- Maintain a log of incidents reported and relevant behaviour forms and documents.
- If appropriate, advise the Principal for referral to external agencies.

All staff members

- All staff must follow the protocols as mentioned in the MOE behaviour policy and act as good role models to promote good behaviour.
- Arrive to class on time to avoid incidents.
- Be vigilant during duties assigned such break , arrival and dispersal.
- The School staff have a responsibility to act as a good role model in their use of Technology and to share their knowledge of the School's policies and of safe practice with the students.
- Staff are expected to adhere to all school policies and keep child protection as their priority.
- Staff have a responsibility to report any concerns about a pupil's welfare and safety in accordance with this policy and the School's Safeguarding & Child Protection Policy.
- Contribute to this policy and digital citizenship to improve the overall curriculum of the school.
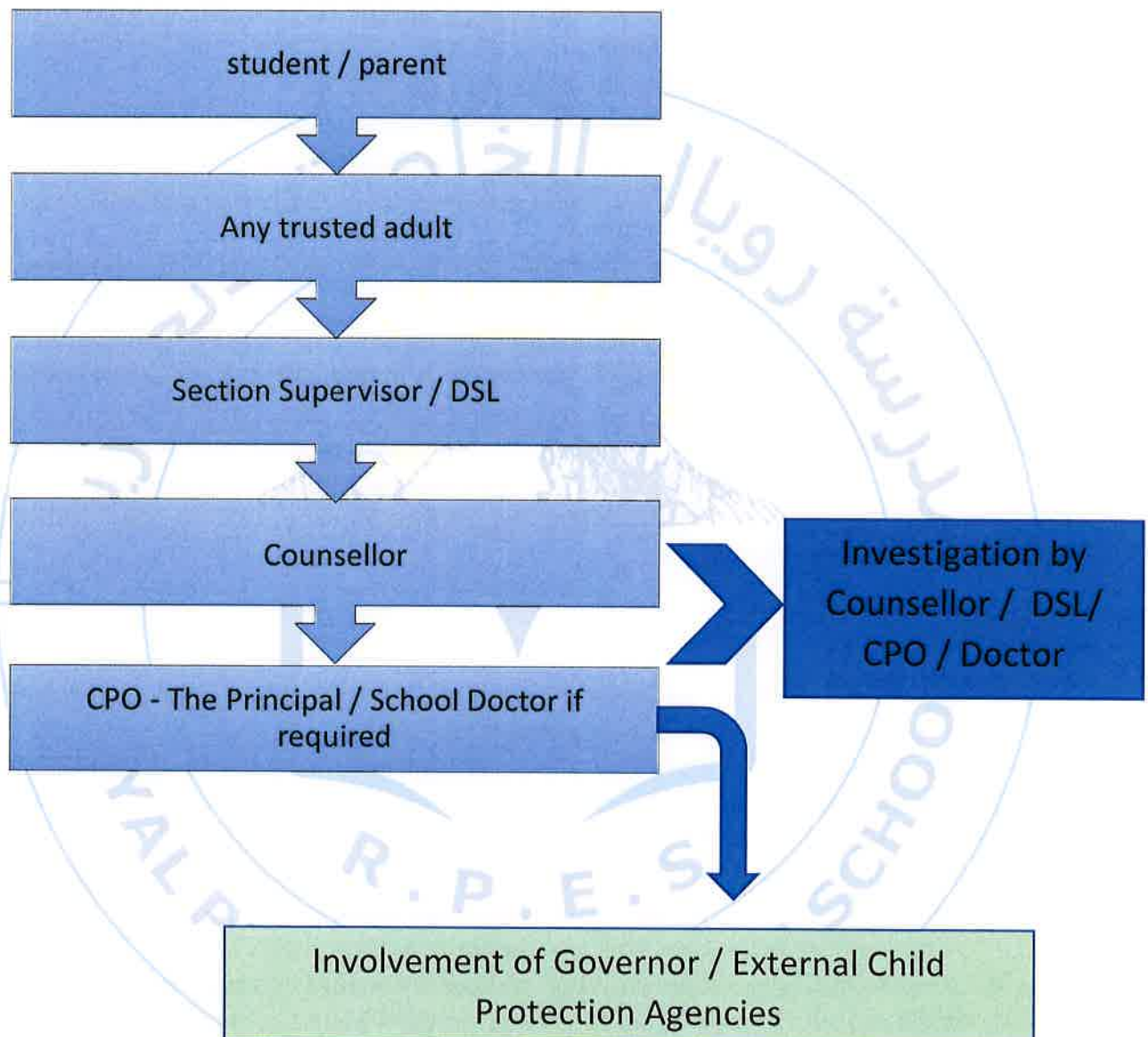- Plan and implement lesson in line with safety measures.

All Parents

- Follow the MOE behaviour protocols and encourage their wards to follow the policy. Sign the undertaking for the same.
- Attend meetings as required by the behaviour committee.
- Ensure that their ward understands how to stay safe on campus and when using devices. Ensure that their ward is familiar with the reporting procedures in school.
- Technology is crucial. The School expects parents to promote safe practice when using Technology on school campus.
- Support the School in the implementation of this policy and report any concerns in line with the School's policies and procedures.
- Talk to their child / children to understand the ways in which they are using the internet, technology, social media and their mobile devices and promote digital citizenship and responsible behaviour.
- encourage their child to speak to someone if they are being bullied or are otherwise concerned about their own safety or that of another pupil or need support.
- If parents have any concerns or require any information about safety, they should contact the DSL or the counsellor.

Students

- The role of students to understand how to stay safe on campus and when using Technology on campus or when on distance learning.
- Students may report incidents or cases of child protection to any trusted adult in school.
- Student safety is also a focus in all areas of the curriculum and key safety messages are reinforced as part of assemblies and tutorial/pastoral activities.
- Students are familiar about the risks associated with using the Technology and how to protect themselves and their peers from potential risks.
- To be aware of the behaviour Policy and adhere to its protocols.
- How to recognise suspicious, bullying, radicalisation and extremist behaviour;
- The definition of cyberbullying, its effects on the victim and how to treat each other's identities with respect;
- The consequences of negative behaviour and taking responsibility for their actions.
- How to report incidents of bullying / cyberbullying and/or incidents that make students feel uncomfortable or under threat and how the School will deal with those who behave inappropriately.
- Contribute to this policy via their inputs shared through the Prefects of the Student Council.
- Report any incidents to relevant staff in school.

REPORTING PROTOCOL

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│         student / parent         │
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│         Any trusted adult        │
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│      Section Supervisor / DSL    │
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│            Counsellor            │─────────────▶│ Investigation by │
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                 │                                │   CPO / Doctor   │
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│ CPO - The Principal / School     │
│      Doctor if required          │──┐
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        │ Involvement of Governor / External Child  │
        │          Protection Agencies              │
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Procedures for handling incidents

- Once an incident is reported , relevant members of the behaviour committee are informed.
- The incident report is documented by the relevant supervisor and necessary investigation regarding the incident is carried out.

- The supervisor reviews the cctv footage and other relevant sources regarding the incident.
- For incidents involving physical fights , the doctor checks students for bruising or any other relevant trauma and reports the same to the Leadership team.
- Students with injuries are dealth with in accordance with the policy and doctor's judgement of the same. Students are referred for treatment to a hospital as deemed necessary by the doctor.
- The Behaviour Managment Committee conducts a meeting and then decides the degree of the incident and the consequences in line with the Behaviour Policy.
- Parents are called for a meeting and necessary behaviour forms are signed by parent and student.
- The students are referred to the cousellor for counselling / pastoral care.
- With repeated violations, a Behaviour intervention Plan is made for the student.

CONFIDENTIALITY

All members of the Behaviour Management Committee have a resposibiity towards the information shared with them. Under no circustances will the members circulate , share confidential information or incidents to other memebrs of the school fraternity or community unless it is in the best interest, safety and wellbeing of the persons involved. Keeping in mind the wellbeing of all members of the school , Students, all staff, parents and visitors, the DSL records and keeps all incidents, confidential .

EXTERNAL GOVERNEMNTS AGENCY FOR CHILD PROTECTION UAE :
The 'Child Protection Unit' initiative

Ministry of Education (MoE) has launched a 'Child Protection Unit' initiative for the benefit of students of government and private schools across the UAE. The initiative is aimed at protecting children from all forms of harm, negligence and abuse which they may experience at school or home and maintaining their safety with regard to their physical, psychological and educational aspects.

To report child abuse case, call either the MoE's Child Protection Unit on their dedicated number 80085 or the Ministry of Interior's Child Protection Centre on **116111** or email the report to **CPU@moe.gov.ae** with supporting documents, if any.

Read more on the **'Child Protection Unit' initiative**.

CHILD PROTECTION COMMITTEE AND CENTRE

Ministry of Interior (MoI) established the Higher Committee for Child Protection in 2009 and the MoI's Child Protection Centre in 2011 to undertake the role of developing, implementing and customising the initiatives and processes aiming at providing safety, security and protection for all children living in the UAE or even those coming as visitors. The committee plays a key role in maintaining the safety of children, because achieving justice and protection for children is a shared responsibility.

Principal 27.5.23

Royal Private English School, Fujairah