



NCES SAFEGUARDING POLICY

At New Capital English Schools (NCES) we aim to provide a safe and happy environment with a high quality of care to all students.

Policy Statement

In NCES, we are committed to promote and protect the safety and wellbeing of all students while enrolled in the school to ensure positive learning. NCES does not tolerate any form of child abuse or neglect perpetrated by parents, guardians, caregivers, or NCES employees.

NCES is committed to:

- Respecting the equal human rights of all our students.
- Educating all of the NCES community on the importance of diversity, equity, inclusion and belonging.
- Respecting the equal rights of our staff and other members of the school community.
- Valuing, respecting, and listening to children and adults, maintaining confidentiality, and acting proportionately.
- Maintaining strong protection systems, procedures and minimizing and managing situations where abuse could occur through planning, risk assessment and safeguarding policies.
- Sharing safeguarding best practice and information regarding safeguarding concerns with relevant parties and involving children and adults where appropriate.

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered.

Legal Framework:

- The policy is based on the provisions of Egypt's Child Protection Law, which emphasizes the rights of children to protection from abuse, neglect, and exploitation.
- Children include any individual under the age of 18, as defined by Egyptian law. In line with the United Nations Convention on the Rights of the Child (UNCRC), 1989. Under this policy, a child is defined as anyone who has not reached their 18th birthday.
- Respect for children's rights, including the right to protection and the right to participate in decisions affecting their lives, as enshrined in the United Nations Convention on the Rights of the Child, 1989.



- Equality of opportunity to ensure that all children can enjoy our activities safely regardless of their gender, ability, race, ethnicity, circumstances or age. Vulnerable children require particular attention in order to optimize their safety and protection and promote their access to opportunities.

Policy Purpose

This policy shows the procedures for identifying and reporting suspected cases of abuse or neglect and for supporting students who have been harmed

The purpose of the NCES Child Protection Policy Statement and Procedure is to highlight and signpost next steps should a member of staff become concerned about a child's welfare and safety (both within and outside of the school). In this way, all staff contribute to a healthy school environment for NCES students and also take the necessary action should they be concerned about a child's safety.

What is Safeguarding?

Safeguarding is the action taken to promote the welfare of children and protect them from any kind of harm

It means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with safe and effective care
- Taking action to enable all children to have the best outcomes

Policy Principles

- Welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff, including supply staff and parent volunteers, have an equal responsibility to act swiftly on any suspicion or disclosure that may suggest a child is at risk of harm.
- All staff, including supply staff and parent volunteers, believe that our school should provide a caring, positive, safe and stimulating environment that promotes the physical, social, emotional and moral development of the individual child
- Pupils and staff involved in child protection issues will receive appropriate support

Types of Child Abuse

- Physical Abuse: This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused



when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

- Emotional Abuse: When persistent emotional maltreatment causes adverse effects on the child's emotional development.

When persistent emotional ill-treatment of a child causes severe and long-lasting effects on the child's emotional and psychological development. It can also involve age or developmentally inappropriate expectations being imposed on children, or causing children frequently to feel frightened or in danger.

Some level of emotional abuse is involved in all types of maltreatment of a child although it may occur alone.

- Neglect: This is the persistent failure to meet the child's basic physical and / or psychological needs, where the parent has the means to do so, likely to result in the serious impairment of the child's development. For example, inadequate supervision which leaves a child in a dangerous situation where they could be harmed (but only if this can be avoided).
- Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. May involve non-contact activities such as involving the child or young person in looking at, in the production of, sexual images, watching sexual activities, encouraging the child / young person to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Personnel Involved

The Designated Safeguarding Persons (DSPs) at NCES:

- Dalia Fouad: MFL HOD (DSL)
- Noha Ibrahim: School Superintendent (DGS)
- Tarek El Kazzaz: Discipline Officer (ADSL)
- Faten Hamed: Social Worker
- Nourhan Mahmoud: School Counselor
- Ahmed Tarek: School Counselor

Roles & Responsibilities

The Designated Safeguarding Team

The DSL and ADSLs are responsible for:

- Leading safeguarding initiatives and ensuring policy compliance.



- Acting as the first point of contact for safeguarding concerns or regarding student welfare.
- Maintaining confidential records of safeguarding
- Ensuring multi-agency collaboration when necessary.
- Providing training and updates to all school staff.
- Provide information and advice on child protection within NCES.
- Ensure that NCES' Policy and Procedures for the protection of children are followed and particularly to inform the principal of concerns about individual children.
- Keep relevant people within the school informed about any action taken and any further action required.
- Visibility of the Safeguarding Team
The pictures of the designated safeguarding leads (DSL) are prominently displayed throughout the school. This ensures that all students are aware of who to approach for help.
- Awareness and Education
Students are informed about the role of the safeguarding team and the circumstances under which they should seek assistance. Regular discussions and training sessions are held to reinforce this information.
- Identification During Breaks
The safeguarding team are wearing identifiable vests during break times, making it clear to students who they can approach for support.

By taking these steps, we aim to create a safe and supportive environment where students feel empowered to seek help when needed.

Procedures

Procedures for Reporting Concerns

Responding to Disclosures

If a child makes a disclosure, the adult must:

- Listen carefully to the child and keep an open mind - without interrupting, questioning or coercing.
- Not ask leading questions - allow the child to share at their own pace.
- Not promise confidentiality - explain that their safety is the priority.
- Report the concern to the DSL immediately and/or via phone to SLT if it is a high-level concern.
- Record the details verbatim and submit them securely through reporting.



- Report concerns to the DSL on the same day they are received.

Involving Others

When a child discloses possible abuse, it is not appropriate to include another member of staff in the conversation, as the disclosure may be traumatic for the child. Where another member of staff happens to be around, they observe the disclosure silently.

Child/Young people's disclosures are always referred by staff to the DSL.

Low-Level Concerns

Staff must report any concerns, even if they do not meet the threshold for abuse. If such concerns are about colleagues, they must be logged confidentially with the DSL via written statement.

Allegations Against Staff

If an allegation is made against a staff member:

- It must be reported to the principal immediately.
- If the allegation is against the principal, it must be reported to the Director.
- The school must follow suspension and investigation procedures.

Preventative Measures

- Safer recruitment to select staff suitable to work with children

NCES takes all reasonable measures to prevent unsuitable individuals from working with children. This includes not only where staff directly works with children but also where they can have access to children.

- Use of images and photographs of children

NCES has e-safety procedures which guide the use of images of children and which must be applied in all situations. This guidance applies to all individuals who are to have access to images or are users of photographic equipment. This includes children, parents and carers, staff, visitors, contractors and community users.

- Training

Provide comprehensive training on child protection laws and policies for all personnel.

- Awareness Programs

Educate students and parents about child rights and protection mechanisms.

All staff must:

- Read and understand the safeguarding policy.



- Report any safeguarding concerns immediately through alerting any member of Safeguarding leads or DSL directly via phone if it seems to be a high alert concern.
- Recognize the signs of abuse, neglect, or exploitation and respond appropriately.
- Create a safe learning environment where students feel able to speak up.
- Complete safeguarding training annually.

Time reviewed

This policy has been created in August 2019 and is to be reviewed annually to ensure it is updated with best practice and new laws and regulations.

Last updated: August 2025