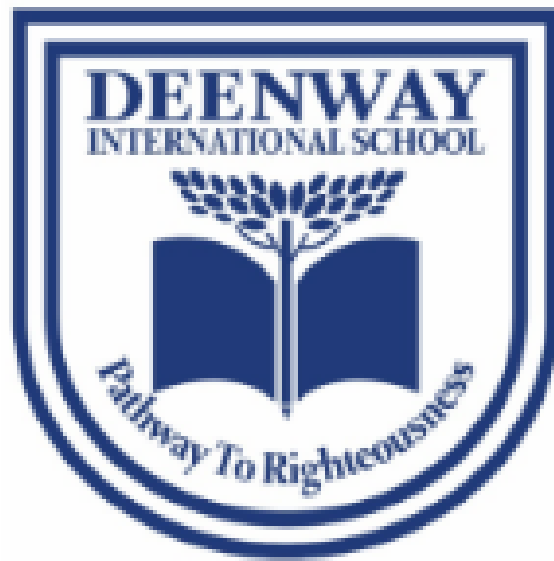


DEENWAY

INTERNATIONAL SCHOOL



CHILD PROTECTION POLICY

First Adoption date: 5th Nov 2019

Reviewed on: Dec 2024

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CHILD PROTECTION POLICY

Introduction

1.0 School's Commitment.

The **Deenway International School** values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

The name of the Child Protection Officer for the School will be displayed on the School Notice Board and a copy of this Child Protection Policy will be kept with the Hon. Board of Directors – Deenway International School.

1.1 Purposes

The purpose of Deenway International School children and young people's programme is to offer the children a safe and welcoming environment with fun activities where the children can grow and learn whether this be through Deenway International School activities or through other independent groups working in partnership with Deenway International School.

1.2 Aims

- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

1.3 What we stand for:

The Directors and School leadership are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Deenway International School has a **Staff recruitment policy and selection policy** when **appointing staff** and follows all the necessary procedures to ensure all staff and volunteers undergo child protection screening including enhanced checks with the safeguarding authorities.

1.4 This policy is based on the following frameworks: -

- *Constitution of Kenya 2010*
- *Children's Act 2001*
- *Persons with Disabilities Act, 2003*

- *Basic Education Act, 2012*
- *The Sexual Offences Act, 2006*
- *The Victims Protection, Act 2014*
- *The African Charter on the Rights and Welfare of Children/ Young people (1990)*
- *United Nations Convention on the rights of Children (1989)*
- *The universal Declaration of Human Rights*
- *The United Nations Convention on the Rights of the Children (UNCRC)*
- *The standards on Child Protection as defined in keeping children Safe Coalition and other networks on Child Protection in Kenya and internationally*

1.5 Policy Scope

This policy applies to:

- a) All Deenway International School: Nursery School; Primary School; Senior School
- b) All Members of the Board of Directors, Committees, Parents, Guardians, Sponsors, Community Members, Teaching and Non-teaching staff, Interns, Therapists, Student Assistants, Volunteers, Contracted Staff and Contractors providing services to or working with Deenway International School.
- c) This policy applies to all educational settings, which our children/young persons will be involved. Teaching staff and non-teaching staff from visiting/visited schools will be subject to this policy.

1.6 Organisation: Deenway International School

1. Each child and young person should be formally registered within the Academy. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely for quick references.
2. Attendance register: a register should be kept for each session.

1.7 Child Protection Representative:

Deenway International School has appointed a Child Protection Representative – The School Mudiir (The Assistant Principal-Pastoral). If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

2.0 OFFICERS AND OFFICES RESPONSIBLE FOR CHILD PROTECTION

2.1 Child Protection Committee

The **Deenway International School** - Child Protection Committee (CPC) is responsible for the implementation of this policy.

Its membership includes: -

1. The School Principal (Chairing)
2. Assistant Principal (CPO / Mudiir)
3. One Select female member of Proctor's
4. One Select male member of Proctor's

2.2 Roles and Responsibilities of Child Protection Committee

The overarching responsibility of the Child Protection Committee (CPC) is to ensure that the Child Protection Policy is implemented, monitored and reviewed for the benefit of the children/young people.

The specific tasks of the Child Protection Committee include: -

- i. Working within the school's existing structures to ensure development and adoption of a child protection curriculum within the Personal Social Health Education/Life Skills framework;
- ii. Ensuring that child protection curriculum is taught and assessed annually;
- iii. Steering the provision for professional development for Child Protection Officers (DCPOs); Members of Child Protection Committee; Teaching and non-Teaching staff on child protection emerging issues;

- iv. Facilitating parents evening education programs to support understanding of the objectives and goals of the Child Protection Policy and Child Protection Curriculum;
- v. Ensuring systems are in place and monitored to educate and involve all school staff and volunteers in the child protection program;
- vi. Supporting the Administration in screening all visitors in the school if they will interact with the children/young people;
- vii. Serving as an expert in working with cases requiring child protection, assist reporting; follow-up and disclosures to the Multidisciplinary Team;
- viii. Preparation of the personal safety materials, inventories and forms for use;
- ix. Research and review personal safety protocols and guidelines to ensure current safety practices and procedures for all children/young people including those with special needs;
- x. Scheduling future school-based support team meetings;
- xi. Reviewing schedules of the local multidisciplinary team meetings;
- xii. Providing venues where concerns can be discussed/assessed for suspected maltreatment to support teachers;
- xiii. Providing emergency and after-hours contact points and facilitate reporting;
- xiv. Networking with local social/medical/legal services, expertise;
- xv. Conducting internal self-audit on the child protection practices.
- xvi. Making annual reports to the Board of Directors.

2.3 Designate Child Protection Officer (DCPO)

The Deenway International School Designate Child Protection Officer (DCPO) will be responsible for all actions in this policy in line with safeguarding procedures in Kenya and Internationally. The Designate Child Protection Officer (DCPO) works closely with the Child Protection Committee.

The specific tasks of the **Designate Child Protection Officers (DCPO)** includes: -

- i. Supporting and providing leadership to the entire school community on issues to do with child protection and safeguarding;

- ii. Developing and implementing training programs on child protection;
- iii. Ensuring the Personal Safety Health Education/Life Skills program integrate child protection issues;
- iv. Investigating and keeping written records of all concerns when noted and reported by a staff, a concerned parent, a child or any other concerned person;
- v. Ensuring that such records are stored securely and reported onward in accordance with this policy, but kept separately from the child's general file;
- vi. Referring cases of suspected neglect and/or abuse to children/young people's social care or police in accordance with this policy;
- vii. Ensuring that when a child with a child protection plan leaves the school, their information is passed to their new school;
- viii. Attending and contributing to child protection meetings and conferences;
- ix. Coordinating the school's contribution to child protection plans;
- x. Developing effective links with relevant statutory, voluntary agencies and networks;
- xi. Ensuring that all staff sign to indicate that they have read and understood this policy;
- xii. Ensuring that the child protection policy is updated annually;
- xiii. Keeping a record of staff attendance at child protection training;
- xiv. Making this policy available to parents;
- xv. Observing confidentiality in all cases handled.

3.0 POLICY IMPLEMENTATION

The Child Protection Committee (CPC) and the Designate Child Protection Officers (DCPOs) are mandated to ensure that the Child Protection Policy is fully implemented in order to keep all children/young people safe from harm as contained in the **Deenway International School** Child Protection Manual. The implementation process outlined in this policy includes: -

3.1 Categorisation of Various Forms of Abuse and Neglect

All persons listed in the CPC will be made aware of the definitions, signs and symptoms of abuse and neglect. Four categories of abuse include Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect.

3.2 Responding to the Child Abuse and Neglect

All persons listed in the CPC must report suspected incidents of child abuse or neglect whenever they have reasonable cause to believe a student is at risk of any form of abuse or neglect.

3.3 Training, Awareness and Advocacy

All persons listed in CPC who may have contact with or who are or may be working with children/young people, **MUST** participate in regular child protection training and awareness programs.

3.4 Identification of the Multidisciplinary Teams (MDTs)

Deenway International School will partner child protection networks and participate in recruitment of Multi-Disciplinary Teams (MDTs) to enhance the delivery of child protection principles. Such MDTs will comprise persons with various qualifications and interests in ensuring that children/young people are kept safe.

3.5 Self-Audits

Deenway International School - will undertake self-audits at prescribed intervals on all programs relating to child protection to ensure there is compliance to the policy.

3.6 Child Protection Code of Conduct

The School Child Protection Policy and Staff Code of Conduct provides standards and guidelines on how to reduce risks on children/young people as detailed in the Child Protection Manual. All persons listed in CPC, including all Deenway International School staff must read, sign and comply with the Child Protection Code of Conduct.

The Board of Directors **must retain** a copy of the signed **staff Code of Conduct, child protection commitment letter** and a register of those persons who have been provided with and signed a copy of the code and trained in its obligations. Failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

4.0 PREVENTION OF CHILD ABUSE

4.1 Procedures for Preventing Abuse

The Designate Child Protection Officer (DCPO) in consultation with Child Protection Committee (CPC) will ensure that the following preventive measures are put in place to reduce risk of abuse:

- i. Ensure that Child Protection Policy is distributed annually to parents and staff;
- ii. Ensure that Child Protection Policy is understood, agreed and signed by parents/guardian during the admissions process;

- iii. Conduct on-going advocacy and awareness sessions;
- iv. Implement the child protection curriculum in all campuses;
- v. Staff are screened on recruitment and they sign a staff code of conduct that gives clear expectations and boundaries;
- vi. Align Child Protection Policy expectations to the Admissions Policy.

4.2 Procedures for Reporting Child Abuse

Deenway International School will encourage any persons listed in CPC who becomes aware of child abuse/neglect to make a report. A report of child abuse may include any disclosure, concerns or allegations made by a child, parent, staff member or other person, of child abuse or a breach of the Child Protection Code of Conduct.

The Designate Child Protection Officers (DCPOs) must notify the respective Heads of Schools when/if **Deenway International School** staff or volunteer or members are alleged to have committed child abuse.

On receiving the report, the Designate Child Protection Officers (DCPOs) will:

Step 1: Intake

When any child or adult reports abuse or neglect or a reasonable cause to believe that abuse or neglect is occurring, they will be guided to fill an incident form, and personally give it to the Designate Child Protection Officer as soon as possible.

The forms will be found in the relevant offices. The Designate Child Protection Officer (DCPO) will then discuss concerns with the child/young person and gather more details to make a report, and/or other witnesses or persons who may have relevant information.

Step 2: Investigation and Reporting

The report will be done within 48 hours. The investigations will ensure that factual documentation of information and strict confidentiality is maintained. The designated Child Protection Officer (DCPO) will interview the person/s who made the allegations or other witnesses to gather more information so as to be in an informed position.

This will help the DCPO identify immediate and potential risks to the children/young person. Based on the findings of the investigation the Child Protection Officers (DCPO) will make an informed decision and take necessary action. The DCPO will then develop and implement an action plan to ensure the child's safety.

Step 3: Intervention/Action Plan

Based on the findings of the investigation the designate person can either:

- i. Report the matter to local police and/or the child protection authority whether or not required by law; and/or
- ii. Ensure referral and support for the child and family; and/or
- iii. Manage internally in accordance with the school's processes if not a criminal matter.

Step 4: Closure

Putting closure on the investigation and interventions of a reported child abuse is important for all parties involved. Depending on the nature of the case being dealt with, there will be those that will end naturally while others may take a little longer.

Whichever is the case, the **wellbeing of the child/young person should remain the focal point**. Closure may revolve around providing support through counselling for the involved parties, continued review of the cases and situations that develop; evaluation and modification of protective interventions and any other support that will be needed.

Step 5: Handling Falsehood's and Malicious Reports

The DCPO in putting a closure to reported case may find that there was intentional falsehood and malice. In such cases the following actions can be taken:-

- i. Any member of staff or volunteer who intentionally makes a false or malicious report on any persons listed in CPC will be subjected to disciplinary action and/ or sued for defamation;
- ii. Any contractor who intentionally makes a false or malicious report on any persons listed in CPC may be subject to termination of contract and/or sued for defamation;
- iii. A student who intentionally makes a false or malicious report will be dealt with in line with the Students Code of Conduct;
- iv. A parent who intentionally makes a false or malicious report on any **persons listed in CPC can be sued for defamation.**

4.3 Confidentiality and information sharing

All members of staff should respect confidentiality on all child protection issues. Staff will be required to discuss concerns with the designated person and/or child protection committee only.

The Child Protection policy will be reviewed on an annual basis to ensure that it is meeting its aims.

5.0 OTHER RELATED SAFEGUARGING PROCEDURES

5.1 Deenway International School Trips/Outings procedure:

- i. When organising a trip/outing we commit to ensure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed trip /group information/consent forms. (If a trip / group information/consent form has not already been completed for a child or young person, then it will need to be completed).
- ii. Ensure that there is adequate insurance for the work and activities.

5.2 Deenway International School safeguarding procedures: Personal/Personnel Safety

- i. A group of children or young people under sixteen will not be left unattended at any time.
- ii. Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- iii. At no time should a staff, volunteer or worker from any external organisation arrange to meet a young person away from the activity without the presence of Deenway International School teaching staff or associate staff.
- iv. As such meetings should be planned and have the approval of the Head of School or member of the Board of Directors - Committee(s) (this must be someone other than the organiser themselves).
- v. Teenage assistants should always be supervised.

5.3 Safeguarding standards at DeenwayInternational School

- i. We commit to ensure that the area we use for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
- ii. We commit to ensure that all workers and assistants know
 - a. Where the emergency phone is and how to operate it
 - b. Where the first aid kit is
 - c. Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - d. What to do in the event of a fire or other emergency
- iii. We commit to ensure, once a year there should be a fire practice drill
- iv. We commit to ensure not to let children go home without an adult unless the parent has specifically said they may do so. We also commit

never to allow a child go with another adult unless the parent has officially informed us that this will happen.

- v. We commit to ensure: If private hired bus / buses /cars are used for an outing, the drivers must be briefed / approved by the committee on safeguarding procedures, be properly insured, have rested before driving, and should have clean licenses and PSV. We shall ensure always to have at least one other responsible person / adult in each vehicle. We will ensure that: all vehicles are fitted with full seatbelts. N/B: Full seatbelts should always be used.

In the case of trips or outings, we commit to ensure that parents are informed if hired bus / buses will be used and where the children or young people will be picked and returned to.

5.4 Recruitment procedures for New Workers

Workers and assistants are by far the most valuable resource DeenwayInternational School has for working with young people. The following steps shall be undertaken when recruiting and selecting paid contracted staff / workers and volunteers at DeenwayInternational School:

- i. Completion of an application form;
- ii. An interview by three people from the Select Committee, who will take the final decision;
- iii. Identifying reasons for gaps in employment, and other inconsistencies in the application;
- iv. Checking of the applicants' identity / background (identification card, passport, driving license, authenticated qualifications certificates, etc);
- v. Taking up references prior to the person starting work;
- vi. Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;(certificate of good conduct)
- vii. Taking appropriate advice before employing someone with a criminal record;
- viii. Allowing no unaccompanied access to children until all the above have been completed;
- ix. A probationary period of 3 months for new paid staff /workers and volunteers;
- x. On-going supervision of paid staff /workers and volunteers;

- xi. Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- xii. A nominated child Protection representative on the Management Committee.

5.5 Deenway International School Child Protection Training and Advocacy:

Deenway International School will undertake regular training for this type of work. The CPC committee will keep workers informed of relevant courses.

Deenway International School commits to train all Board of Directors / staff / volunteers on child protection.

Procedure to follow when they receive a complaint from a student: -

- i. Listen to the child/young person;
- ii. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone;
- iii. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture;
- iv. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer;
- v. Speak immediately to the Head of School or the Principal for further advice and guidance.

5.6 What you should not do

- i. Project workers/volunteers should not begin investigating the matter themselves.
- ii. Do not discuss the matter with anyone except the correct people in authority.
- iii. Do not form your own opinions and decide to do nothing.

5.7 Things to say or do:

- i. 'What you are telling me is very important'

- ii. 'This is not your fault'
- iii. 'I am sorry that this has happened/is happening'
- iv. 'You were right to tell someone'
- v. 'What you are telling me should not be happening to you and I will find out the best way to help you'
- vi. Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

5.8 Things *not* to say or do:

- i. Do not ask leading questions – Why? How? What?
- ii. Do not say 'Are you sure?'
- iii. Do not show your own emotions e.g. shock/disbelief
- iv. Do not make false promises

Annex 1 Standards of Behaviour - Child Protection Code of Conduct

Commitment letter

The Child Protection Code of Conduct applies to Deenway International School Board of Directors, staff, volunteers, contractors and visitors associated with Deenway International School.

I _____ agree that while working with or engaged in activities funded by Deenway International School I will:

- i. Treat children/young people with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- ii. Not use language or behaviour towards children/young people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- iii. Not engage a child (under the age of 18 years) in any form of sexual activity or acts, including paying for sexual services or acts;
- iv. Wherever possible, ensure that another adult is present when working in the proximity of children/young people;
- v. Not invite unaccompanied children/young people into my home, unless they are at immediate risk of injury or in physical danger;
- vi. Not sleep close to unsupervised children/young people unless absolutely necessary, in which case I must obtain my supervisor's permission, and

- ensure that another adult is present if possible;
- vii. Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children/young people or to access child exploitation material through any medium (see also 'Use of children/young people's images for work related purposes', below)
 - viii. Not use physical punishment on children/young people
 - ix. Not hire children/young people for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
 - x. Comply with all relevant local legislation, including labour laws in relation to child labour;
 - xi. Immediately report concerns or allegations of child abuse and exploitation in accordance with Deenway International School - Child Protection Policy;
 - xii. Immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with School that relate to child exploitation and abuse.
 - xiii. Use of children/young people's images for work related purposes when photographing or filming a child or using children/young people's images for work related purposes.

I must:

- a. Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- b. Obtain informed consent from the child and a parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- c. Ensure photographs, films, videos and DVDs present children/young people in a dignified and respectful manner and not in a vulnerable or submissive manner. Children/young people should be adequately clothed and not in poses that could be seen as sexually suggestive;
- d. Ensure images are honest representations of the context and the facts; and
- e. Ensure the file labels, met a data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form. I understand that the onus is on me, as a person associated with Deenway International School to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

I acknowledge that I have been provided with and read the Child Safe Policy and that a failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Signed: _____ Date: _____

Annex 2: Child Safe Recruitment

For all Board of Directors, staff, volunteers, and contractors, who will work with or who may have contact with children/young people, the following process applies:

Screening Preferred candidates

1. For any roles in which a person may have contact with children/young people:

- i. An applicant must be asked and must disclose whether they have been charged with a child abuse or exploitation offence;
- ii. A referee for a preferred candidate will always be asked if they hold any concerns about the applicant (or if complaints were made about the applicant), in connection with working or having contact with children/young people.
- iii. The preferred candidate will be required to submit a completed Criminal Record Check, as detailed below, in respect of offences in connection with any aspect of child abuse or exploitation a satisfactory Criminal Record Check is a pre—condition of appointment of the preferred candidate as an employee or volunteer **OR** The preferred candidate will be asked to sign a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation. A satisfactory declaration is a pre—condition of appointment of the preferred candidate as an employee or volunteer.

2. An additional requirement for any roles, which involve working with children/young people:

Targeted behavioural questions that are specific to positions, which involve working or having contact with children/young people, will be included in the interview schedule.

3. Criminal Record Review or Declaration

A criminal record review or declaration for a preferred candidate must cover:

- i. Each country in which the person has lived for 12 months or more in the 5 years preceding the date of review; and
- ii. The person's country of citizenship. No Criminal Record Check may be undertaken, unless the candidate has consented to it being obtained. The preferred candidate is to be informed:
- iii. That any certificate arising from the Criminal Record Check will be used in connection with determining whether the applicant will be offered the position; and
- iv. A detailed record of the recruitment is to be maintained (including the response to the request for disclosure of any charges of a child abuse offence, a referee's comments and the outcome of the criminal record check or other process)

Annex 3: Incident Reporting Sheet

Please complete this form if you believe that child abuse or exploitation, or a breach of the Child Protection Code of Conduct, may have occurred or that a child's safety is in danger.

All child protection concerns should be reported immediately to the Designate Child Protection Officer. The report must be treated in strict confidence.

Name of Child _____ Grade _____

Date: _____ Time _____

Details of Concern/Suspicion/Incident

Please fill out as many sections as possible with as much detail as you can.

1. Describe what happened: give details of time/date/names of people involved/behaviour or signs/ other details.
2. Details of any conversation with the child.
3. Have you contacted anyone about this concern? Yes/No (Please *circle one*).
4. If so, who have you contacted?

Please sign this report and print your name and your position in the organisation

Signed.....Date.....

Name: _____ Position: _____

Office Use

Name of person who received Incident Report _____

Date received _____

Action taken _____

Attach all documentation

Signature and name of person who has dealt with report _____

Annex 4: Related Policy Documents

- a) Board of Directors' Policy

This policy was first adopted by the **Board of Directors** On: 5th Nov 2019

The policy has been revised by the Deenway International School - Board of Directors

On: Date: 20th December 2024