PPS SAFEGUARDING REFERRAL POLICY 2026-2027

Phoenix Private School, Doha – For Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

2. Purpose

The purpose of this policy is to outline clear procedures for responding to safeguarding or child protection concerns, including when and how to refer cases to **Sidra Child Advocacy Program (S-CAP)** and the **AMAN Center**.

The policy aligns with:

- *Keeping Children Safe in Education (KCSIE, 2025 – UK)*
- *Working Together to Safeguard Children (2023 – UK)*
- *Qatar Child Protection Law No. 10 of 2018*

3. Policy Statement

Our school is committed to safeguarding and promoting the welfare of all students. All staff share responsibility for identifying concerns and taking timely, appropriate action to ensure that every child is safe and protected from harm.

4. Roles and Responsibilities

Role	Responsibilities
Pastoral Head	Leads on child protection matters, manages safeguarding referrals, and liaises with external agencies such as S-CAP and AMAN.
Wellbeing Manager	Supports the Pastoral Head and acts in their absence.
School Counsellor	Provides emotional support, assists in assessments, and coordinates referrals under the guidance of the Pastoral Head.

All Staff	Identify, record, and report concerns immediately.
Principal	Ensures effective safeguarding systems are in place and staff receive regular training.

Pastoral Head:
Mr. Daire McComiskey
Email: daire.mccomiskey@pps.sch.qa

5. Recognising Concerns

Concerns may arise from:

- Observable changes in behaviour or emotional state
- Unexplained physical marks or injuries
- Disclosures made by a student
- Concerns raised by peers, parents, or staff

Indicators can relate to **abuse**, **neglect**, **and exposure to domestic violence**, or **emotional distress**.

6. Referral Pathways

Referrals are made according to the **Level of Need**:

Level 1 – Early Help / Internal Support

- Low-level wellbeing issues or mild emotional needs
- Managed within school by the Counsellor or Pastoral Team
- Parental engagement encouraged and regular monitoring in place

Level 2 – Targeted External Support (AMAN Center)

Referral to **AMAN Center** is appropriate when:

- The child or family requires **counselling**, **psychosocial support**, or **guidance** due to domestic or emotional concerns
- There is **emotional neglect**, **family conflict**, or **exposure to distress**
- No forensic or medical assessment is required

Referral Contact: AMAN Helpline – 919
Website: www.aman.org.qa

Level 3 – Child Protection / High-Risk Cases (S-CAP)

Referral to **Sidra Child Advocacy Program (S-CAP)** is required when:

- There are allegations or signs of **physical, sexual, or severe emotional abuse**
- Evidence suggests **significant harm** or **severe neglect**
- A **multidisciplinary medical, psychological, or forensic assessment** is needed
- A **parent or caregiver** may be involved in the abuse

Referral Contact: Sidra Child Advocacy Program (S-CAP)
Tel: 4003 3333 | Email: childadvocacy@sidra.org

7. The Referral Process

Step 1 – Record

- Complete a **Safeguarding Concern Form** immediately after a disclosure or observation.
- Record factual details only avoid assumptions or interpretations.
- Sign and date all documentation.

Step 2 – Report

- Share the concern with **Mr. Daire McComiskey (Pastoral Head)** or, in his absence, the **Pastoral team**.
- Do not investigate independently or promise confidentiality to the child.

Step 3 – Decision and Action

The **Pastoral Head** will:

1. Review and risk-assess the concern.
2. Consult with the **Principal** as required.
3. Determine whether the concern meets the threshold for external referral:
    - **S-CAP:** abuse or severe neglect suspected.
    - **AMAN:** emotional or psychosocial distress requiring external support.
4. Seek parental consent **unless doing so places the child at further risk**.

Step 4 – External Referral

- Submit the referral to **S-CAP** or **AMAN** as appropriate.
- Retain a confidential copy within safeguarding records.
- Follow up with the agency to confirm the child's engagement with support services.

Step 5 – Monitoring

- Continue to monitor the child's wellbeing within school.
- Document all follow-up actions.
- Attend inter-agency meetings where required.

8. Confidentiality and Record Keeping

- Safeguarding records are stored securely under the Pastoral Head's supervision.
- Information is shared **strictly on a need-to-know basis**.
- Records are retained in accordance with UK safeguarding record-keeping standards (until the child reaches age 25).

9. Staff Training and Awareness

- All staff receive **annual safeguarding training**, including how to recognise and report abuse.
- New staff receive induction training on safeguarding procedures.

10. Communication with Parents

The school works collaboratively with parents and carers. However, if informing the parent may **increase risk to the child**, the Pastoral Head will proceed with an external referral **without parental consent**, in accordance with safeguarding best practice.

11. Monitoring and Review

This policy will be reviewed **annually** by the **Pastoral Head** and **Principal**, or earlier if:

- National or local safeguarding guidance changes
- There is a serious safeguarding incident or case review
- Partner agencies recommend procedural changes

12. Key Contacts

Agency / Role	Contact Information
Pastoral Team	Email: pastoral@pps.sch.qa
Pastoral Head	**Mr. Daire McComiskey** –Email: daire.mccomiskey@pps.sch.qa
Wellbeing Manager	**Mr. Ilyes Azizi**–Email: pe1@pps.sch.qa
School Counsellor	**Ms. Fiza Jahanzeb** –Email: Counsellor@pps.sch.qa
Principal	**Mr. Faheem Mohammed** –Email: principal@pps.sch.qa
Sidra Child Advocacy Program (S-CAP)	Tel: 4003 3333 Email: childadvocacy@sidra.org
AMAN Center (Protection and Social Rehabilitation Centre)	Helpline: 919 Website: www.aman.org.qa

Policy Approval

Name	Role	Signature	Date
Mr. Faheem Mohammed	Principal		
Mr. Daire McComiskey	Pastoral Head		