



KENT COLLEGE
WEST CAIRO

Anti-Bullying Policy

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| Owner | Head of College |
| Applied to | Whole School |
| Date last reviewed | September 21 st , 2025 |
| Date of next review | September 21 st , 2026 |
| Review period | 1 year |

AIMS AND OBJECTIVES

At Kent College, our community is based upon respect, good manners, and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence, and any form of harassment so that every one of our students can develop to their full potential. We expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All students should care for and support each other, inside and outside of School.

Kent College prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the School in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at school, online and at home, and that the School and parents co-operate closely together.

This policy is available on our website and on request. It is also communicated to all staff and students.

Bullying, cyberbullying, harassment, victimisation and discrimination of students or staff will not be tolerated by the School. We treat all our students and their parents fairly and with consideration and we expect them to respect the staff, the School and each other, in return. All forms of bullying are unacceptable at the School (including cyberbullying, prejudice-based and discriminatory bullying) and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action in accordance with the School's Behaviour Policy.

This policy applies to all students in the school and applies to actions undertaken both inside, and outside of the School.

DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Put another way, bullying is the intentional hurting, harming, or humiliating of another person. It may take many forms, including physical (including any threat of or use of violence of any kind), sexual, verbal (including cyberbullying via text messages, email, social media, gaming, or other instant messages and can include the use of images and video), and/or emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidating, and often involves an imbalance of power between the perpetrator(s) and the victim(s) whether that be a physical, psychological (knowing what upsets someone), or intellectual imbalance, or by the perpetrator(s) having access to the support of a group, or the capacity to socially isolate the victim(s).

Bullying can sometimes amount to peer on peer abuse, which is defined as abuse by one or more students against another student. It can be standalone or as part of wider abuse and can happen both inside and outside of school, and online. Further information about peer on peer abuse, including the procedures to follow when an incident on child on child abuse is reported can be found in the School's Child Protection and Safeguarding policy.

Bullying is often motivated by prejudice against particular groups. Bullying may be motivated by actual differences between children, or perceived differences.

Bullying can happen anywhere and at any time and can involve anyone - students, other young people, staff, and parents.

Where an incident of bullying causes or is likely to cause significant harm to a student, the School will follow the procedures set out in the School's Child Protection and Safeguarding Policy.

THE COLLEGE'S RESPONSE TO BULLYING

At Kent College, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles, and potentially with its policy on equal opportunities for students, and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss or downplay bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in

accordance with this policy. Staff will reassure any victim(s) that they are being taken seriously and that they will be supported and kept safe.

The School understands that bullying can be so serious that it may cause physical, emotional, and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of students is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour Policy. No one deserves to be a victim of bullying: everybody has the right to be treated with respect.

The School recognises that children with SEND or certain health conditions can face additional safeguarding challenges and may be more prone to peer-on-peer group isolation or bullying (including prejudice-based bullying) than other children. The School also recognises that certain children may face additional barriers to reporting an incident because of specific characteristics.

Students who are victims of bullying will always be supported and will be reassured that they will be kept safe. Students who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving and offered support for their own circumstances, where appropriate.

Bullying which occurs on School trips, online, or outside of the School's premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline students for misbehaviour online, outside School premises and outside School hours.

SIGNS OF BULLYING

- Changes in behaviour that may indicate that a student is being bullied include:
- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with, or spoilt by others;
- Books, bags, money, and other belongings suddenly go "missing", or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self-confidence;
- Frequent visits to the Clinic with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;

- Frequent absence, erratic attendance, or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/recorded as appropriate, in accordance with this policy.

BULLYING - PREVENTATIVE MEASURES

The School's response to bullying does not start at the point in which a student has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

Students

- The School promotes an ethos of good behaviour where students treat each other with respect at all times, inside and outside of school;
- All new students are briefed thoroughly on the School's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished, will be taken seriously and will be supported and kept safe;
- We use appropriate assemblies to explain the School's policy on bullying (including cyberbullying and prejudice-based and discriminatory bullying). Our Personal Development programme is structured to give students an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity and students are encouraged to avoid prejudicial and exclusionary language;
- Other lessons highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show all bullying to be unacceptable;
- All our students are encouraged to tell a member of staff at once if they are being bullied, or if they know or suspect that bullying is taking place. They are reassured that they will be taken seriously and will be supported and kept safe; and
- The School buildings display advice on where students can seek help. The School does not tolerate peer-group "initiation ceremonies" or hazing type violence or rituals designed to cause pain, anxiety or humiliation to students, and all staff remain alert to such actions.

Staff

- Upon induction, all new members of staff are given training and guidance on the School's anti-bullying policy and on how to react to, and record allegations of bullying at the School, including cyberbullying. The School will ensure that all School staff understand the principles of the School's policy, the School's legal responsibilities, actions to be taken to resolve and prevent incidents of bullying from arising or escalating and also details of sources of further support;
- The School recognises that certain children may be more at risk of bullying than others and may require additional support when dealing with an incident of bullying. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our students, and to enable all staff to provide an inclusive environment for all students;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the office of the Head of School in order that patterns of behaviour can be identified and monitored;
- We have a strong pastoral team of Tutors and class teachers who support the Heads of School and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying and will know when to apply our Child Protection and Safeguarding policy to bullying incidents;
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. INSET sessions are held regularly;
- Access to counselling is an important part of our pastoral support service, providing specialist skills of assessment and counselling. It is available to give confidential advice and counselling support to students when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a student;
- Staff are always on duty at times when students are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times;
- The School has the right, and duty, to investigate incidents of bullying involving our students which take place outside School hours, on School visits and trips, online, or that otherwise occur outside of School. The School has the right to take disciplinary measures in respect of such incidents. Disciplinary measures will be taken in accordance with the School's Behaviour Policy and will be applied in a fair, consistent, and reasonable manner, taking into account the needs of students with SEND and certain health conditions, and vulnerable students
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator(s). If staff reasonably suspect that a student may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection and Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL) without delay.

Parents

- We encourage close contact between the Tutors/class teachers and parents/guardians, and will always make contact if we are worried about a student's well-being;
- If parents know or suspect that their child, or another student, is being bullied, they should contact the School without delay. All concerns will be taken seriously; and
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

The School ensures that all instances of, or concerns about bullying and cyberbullying, both on and away from School premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept in the Head of School's files, and also on student files. Records will also be kept on files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

The School recognises that students are likely to report bullying to someone they trust: this could be any member of staff. The School also recognises that children may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. All staff will be trained in handling an allegation and will be aware that they must listen to the student, not ask leading questions, and make a written record of the allegation to the best of their ability.

The School also recognises that a first disclosure to a trusted adult may only be the first incident reported. It is not necessarily representative of a singular incident. Staff will take all reports seriously regardless of how long it has taken for the child to come forward. Staff will act immediately and will support the victim(s) when they raise a concern.

If an incident of bullying is reported, the following procedures will be adopted:

1. The member of staff to whom the incident was reported, or who first discovers the situation, will control the situation (the "Case Handler"), and will reassure and support the students involved, without promising absolute confidentiality;
2. The Case Handler will inform an appropriate member of the School's pastoral team about the bullying allegation as soon as possible;
3. Where an issue of student behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School's Child Protection and Safeguarding Policy rather than the procedure set out below;

4. The victim(s) and the alleged perpetrator(s) will each be interviewed individually by the Case Handler on their own (or, if appropriate, with a suitable person present for support) and asked to write their account of events;
5. Where the Case Handler considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the Case Handler will discuss this with the Head of College, and will report the matter to the Police without delay, if considered necessary. The School will then follow the procedures set out in the Child Protection and Safeguarding Policy as well as any guidance from the Police;
6. The incident/s should be recorded on a School incident form and signed and dated by the Case Handler. It should then be given to the Head of School who is responsible for securely storing all records of bullying and other serious disciplinary offences. If it is not practicable to use the incident form, the incident must still be written down, signed, and dated by the Case Handler, and held securely by the Head of School;
7. The Head of School will inform the Tutors and class teachers of both the alleged perpetrator(s) and the victim(s) as soon as possible. In very serious incidents, the Head of College should be informed;
8. The victim(s) will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator(s). They will be offered support to develop a strategy to help. It will be made clear to them why revenge or retaliation is inappropriate;
9. The perpetrator(s) will be interviewed again at a later stage by a member of the pastoral team, separately from the victim(s), and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. The School's Behaviour Policy may also be invoked. Sanctions under the Behaviour Policy might include, for example, detention and withdrawal of privileges. The School may exclude a student, either temporarily or permanently, in cases of serious or persistent bullying, or in the event that the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level.
10. The parents/ guardians of all parties will be informed and may be invited into School to discuss the matter, and the appropriate sanctions under the Behaviour Policy. The parents' support will be sought in respect of preventative measures, and any concerns of either party will be addressed;
11. A way forward, including where appropriate disciplinary sanctions and support for the perpetrator(s), should be determined, and where possible agreed with all parties. This should recognise that suitable support may be needed by the students who are being bullied, and also by the students who bully others, as well as dealing with disciplinary measures in accordance with the School's Behaviour Policy if appropriate;

12. As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode;
13. A monitoring and review strategy will be put in place and put on record;
14. In very serious cases, and only after the Head of College has been involved, it may be necessary to make a report to the Police or the DSL. However, in many cases it will be possible to resolve such issues internally under this policy and the School's Behaviour Policy.

CYBERBULLYING

Cyberbullying can be defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others" (Belsey, <http://www.cyberbullying.org/>). It is an aggressive, intentional act often carried out repeatedly over time, and often against a victim who cannot easily defend themselves. The School acknowledges that cyberbullying may take place inside School, outside of School and at any time of the day.

Cyberbullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear, or humiliation;
- Posting threatening, abusive, sexual, discriminatory, offensive, or humiliating material or comments on websites (including blogs, personal websites, and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

The School acknowledges that cyberbullying may take many different forms including: cyberstalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, and encouraging derogative comments on online platforms.

The School has a role to play in teaching students about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform, or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on Teaching online safety in school (June 2019).

Prevention of cyberbullying

For the prevention of cyberbullying, in addition to the measures described above, the School:

- Expects all students to adhere to its E-Safety Policy. Certain sites are blocked by our filtering system and our IT Department monitors students' use;

- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Behaviour Policy;
- Issues all students with their own personal School email address.
- Offers guidance on the safe use of social networking sites and cyberbullying in Personal Development lessons, which covers blocking, removing contacts from "friend" lists and sharing their personal data;
- Ensures its students are aware of the various forms in which cyberbullying can take place, that it can have severe and distressing consequences, and that participation in cyberbullying will not be tolerated;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure;
- Does not allow the use of mobile phones in classrooms, public areas of the School, or where they may cause annoyance, humiliation, or distress to others; and
- Does not allow the use of cameras/ mobile phone cameras in toilets, washing and changing areas.

Procedures for dealing with cyberbullying

The School will follow the procedures set out in this policy and in the Child Protection and Safeguarding Policy where relevant for incidents of cyberbullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating student conduct and protecting the reputation of the School, and the welfare of its students.

Although cyberbullying is not a specific criminal offence, there are however criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will inform the Police.

Electronic devices

In response to an allegation of cyberbullying, certain staff are permitted to conduct a search for electronic devices, such as a student's mobile phone, with the authority of the Head of College. Staff do not require the consent of the student, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the student is in possession of a prohibited item, or an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the student being searched), or cause damage to property, and provided they have the Head of College's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour Policy.

Where a search finds an electronic device that is prohibited by the School rules, or where the member of staff undertaking the search reasonably suspects that the electronic device

has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example, where there has been an allegation of cyberbullying. Parental consent to search through electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour Policy and the School rules. The School may then take steps to punish the student in accordance with the Behaviour Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any student, the School will follow the procedures set out in the School's Child Protection and Safeguarding Policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

COMPLAINTS PROCEDURE

Parents and students are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly.

MONITORING AND REVIEW

The School will record all incidents of reported bullying in accordance with this policy.

The Head of College or a designated member of the SLT will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments.

“The school aims to maintain high educational standards in all academic activities, stimulating excitement in learning and requiring discipline in study whatever the ability of the child.”

In the Junior School, we are committed to providing a broad and balanced curriculum that enables pupils to experience a wide range of subjects before progressing to the Senior School. Pupils are encouraged to engage fully with this breadth of learning in order to identify and develop their individual strengths and interests. Through these varied opportunities, we prepare pupils effectively for the responsibilities, challenges, and experiences of life in society. The curriculum also seeks to promote the core values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Alongside academic study, pupils benefit from an extensive programme of extra-curricular activities. Together, the academic and extra-curricular provision are designed to maximise the potential of every individual.

1. ACADEMIC TIMETABLE

The timetable in the Junior School is structured with seven periods of forty-five minutes duration (except during Ramadan when the times are reduced). Timetables are produced for each member of staff and for each class.

2. ASSESSMENT, PROGRESS and ATTAINMENT

Assessment within the Junior School is undertaken to evaluate pupils' progress and attainment in relation to age-related expectations and national standards. Both formative and summative assessment strategies are employed to provide reliable evidence of achievement and to identify areas requiring further support or extension.

Assessment outcomes take into account teachers' professional judgements and are reported to parents at regular intervals across the academic year. These outcomes are used to inform curriculum planning, ensure accountability, and secure the highest possible standards of learning and progress for all pupils.

3. CURRICULUM PLANNING AND ORGANISATION

As part of a Quality Assurance programme, curriculum changes are reviewed annually

The timetable comprises lessons in English, Maths, Arabic, Science, ICT, MFL, Humanities/Topic, PSHE, Music, PE, Religion, Art and STEAM.

3.1. Planning

Class Teachers and Specialist Teachers are responsible for developing and completing subject planning across their age range.

At the end of each academic year, [Curriculum Overviews](#) are produced to evaluate provision, highlighting areas of strength and identifying aspects requiring review or adaptation. These documents are published on the school website prior to the start of the

new academic year to provide transparency for parents and to support continuity of learning.

Medium-term planning is completed and stored on the school drive to ensure accessibility and consistency across year groups, while weekly planning is prepared for the professional use of teachers and to support cover arrangements in cases of staff absence. Each week, Teachers and Specialist Teachers will complete a [Weekly Learning for Parents](#) document, providing a concise overview of the learning planned for the week ahead. This document is to be populated by Tuesdays at 1:00 pm to allow adequate time for quality assurance.

Each curriculum area is subject to an annual review as part of the school's quality assurance cycle. This process ensures that the curriculum remains broad, balanced, and aligned with both the school's international context and global best practice. In particular, attention is given to embedding SMSC (Spiritual, Moral, Social, Cultural) and intercultural understanding, supporting multilingual learners, and ensuring progression towards internationally benchmarked outcomes.

The standard teaching commitment for a full-time member of staff is up to 80% of the 35-lesson timetable cycle. Alongside this academic provision, staff contribute to the wider life of the school by leading at least one co-curricular activity per week across the academic year. Teachers with lighter academic timetables are expected to lead additional activities. This co-curricular provision is considered an integral part of the curriculum, offering pupils opportunities to develop skills, interests, and personal qualities beyond the classroom. Each co-curricular activity will be accompanied by a [brief outline](#) detailing the progression of skills to be developed over the course of the activity.

4. REPORTING TO PARENTS

Reporting to parents in the Junior School is designed to provide a clear and comprehensive picture of each child's progress. At the end of each term, parents receive written reports that record attainment, describe learning in each subject, and include an overall teacher comment. Reports to parents should be written in clear, non-technical language and framed in a positive, constructive manner that highlights each child's progress and potential.

In addition, Attitude to Learning (ATL) reports are issued to highlight effort, engagement, and approach to school life. Parents are invited to scheduled parent conferences each term, during which they have the opportunity to meet teachers, visit classrooms, and review their child's work in their books.

Should further discussion be required, parents may request additional meetings during the school day between 7:45 am and 2:45 pm (1:45 pm on Thursdays). Communication

with parents is further supported through regular updates from class and specialist teachers, ensuring that the partnership between home and school remains strong and that pupils are supported in their academic and personal development.

5. LEARNING SUPPORT AND INCLUSION

The Learning Support Teacher is responsible for coordinating the Additional Support and Intervention Programmes within the Junior School. Regular meetings are held between the Learning Support Teacher, the Head of Junior School, and the Inclusion Department to ensure a collaborative approach to pupil support and to monitor the effectiveness of interventions.

Pupils identified as requiring additional support are provided with an Individual Education Plan (IEP), prepared by the Learning Support Teacher or the Inclusion Department. The IEP is shared with the Class Teacher, Specialist Teachers, and parents, ensuring a consistent and transparent approach to meeting the child's needs. The Learning Support Teacher monitors progress against the specific targets outlined in the IEP, while Class Teachers and Specialist Teachers remain responsible for tracking pupil progress within their subject areas. Teachers are expected to reference the IEP and to seek advice from the Learning Support Teacher or the Inclusion Department to ensure appropriate adaptations and strategies are in place so that pupils can access the full curriculum.

Children working with the Learning Support Teacher continue to follow the full school curriculum wherever possible. In certain cases, however, additional support in core areas such as English or Mathematics may be prioritised over the study of a Modern Foreign Language, particularly for pupils who are new to English. Furthermore, pupils for whom Arabic is not their first language may receive alternative provision during Arabic lessons, in line with school policy and local regulatory requirements.

Where a teacher identifies a potential barrier to learning or believes additional intervention may be required, they should complete a Referral Form (Appendix D) and submit it, electronically, to the Learning Support Teacher and the Head of Junior School. Parents are informed of any referrals, and their engagement is sought in the process of planning and reviewing support. All interventions are time-bound, regularly reviewed, and adjusted as necessary to ensure they remain effective in meeting the needs of the individual pupil.

Further curriculum documents:

- Homework Policy - Junior School Section
- Feedback and marking Policy - Junior School Section
- Library Policy

I. PURPOSE

Kent College West Cairo school clinic promotes and provides health services to all enrolled students, staff as well as parents/guardians and visitors. These health services

are in line with the health programs of Ministry of Health, School Health Section. These programs focus on disease prevention, early case findings and referral for intervention.

The services rendered are the following, but not limited to; consultations, first aid treatments of all injuries, provide care for those unwell and give referral if need arise for further evaluation and management.

II. AIMS

- To clarify procedures and confidentiality.
- To adhere to current standards of care and safe practice.
- To promote the health and welfare of all members of the Kent College West Cairo Community.
- To comply with the Children's Act 2004 which requires a Health Care policy to be in place to safeguard the children and young adults within the school.

III. IMPLEMENTATION OF POLICY

- The Head of College of Kent College West Cairo
- The School Doctor
- The School Nurse
- Matrons
- First Aiders
- Form Teachers

IV. CONFIDENTIALITY

Medical confidentiality will be adhered to by all medical staff. The School Doctor and Nurse are bound by professional obligations to maintain confidentiality. Information will only be disclosed when:

- Required by law or court order
- In cases of child protection concerns (as per safeguarding policy)
- In the public interest to protect others
- With consent from the student (or parent if under 16).

In accordance with the school doctor's professional obligations, medical information about pupils, regardless of age, will remain confidential. However, it is recognised that on occasions the doctor may have to liaise with parents or guardians, the Head of College or other academic staff, and that information, ideally with the pupil's/parent's consent, will be passed on as appropriate. With all medical matters, the doctor will respect a pupil's confidence except when, having failed to persuade the pupil to give consent to divulgence, the doctor considers it in the pupil's best interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

V. SCHOOL COUNSELLOR

The school clinic focus is not only in the physical but as well as in the emotional, social and moral well-being of all students, parents/guardians and staff.

- The School Counsellor is Ms. Dina Fahmi. Any student or member of staff may make an appointment to see them or attend their drop-in session.
- Appointments are confidential as laid down within the section on confidentiality. If a member of staff has concerns about a student, they should express these to the safeguarding team.

VI. MEDICAL INFORMATION

- Each student has a medical file in school. These health files will be kept locked in the clinic to ensure privacy and confidentiality.
- Parent/guardian will be requested to fill up the Student Medical Information Form at the start of academic year. This includes signing of informed consent and submission of their child's immunization records.
- If the student has transferred from another school, the medical file has to be collected from the previous school clinic.
- When a student transfers to another school, the medical file will be given to the parent or to the new school on request. Any transfer of files should be recorded and signed for in the clinic's file transfer register.

The health record shall be maintained by the school for a minimum of five (5) years after the student turn eighteen (18) years old, or five (5) years after the student leaves the school.

VII. MEDICATIONS PROCEDURES

The administration of medicines to students involves prescribing, dispensing, storage, administration, monitoring, and record keeping. This process must always ensure:

- The correct medication is given to the correct student,
- via the correct route,
- in the correct dose,
- at the correct time,
- on the correct date.

This policy safeguards students' health and ensures that only qualified staff (school doctor or nurse) are accountable for safe medication administration. On school trips, responsibility for administering prescribed or basic medications (e.g., paracetamol, ibuprofen, antihistamines) may be delegated to a trained First Aider.

A. Parental consent

- Written parental consent is required for all medications given at school.

- For temporary medications (e.g., antibiotics), a Medicine Authorization Form must be completed and signed by parents/guardians, stating the name, dose, and timing of the medicine.
- For regular long-term medications (e.g., asthma, allergy, diabetes), a Medical Care Plan must be completed and renewed annually.
- Medicines must be brought to and collected from the clinic by parents or matrons; students must not carry medicines to school.
- No medication will be given without parental consent, except in emergency cases as it will be a lifesaving action. Parents will be informed by doctor/nurse as soon as it is possible.
- No injections will be administered on school premises, except in certain circumstances approved by the School Doctor and parents.

B. Supply and ordering of medicine

- Stock medicines (minimal supplies of approved items) are prescribed by the school doctor and updated yearly.
- A list must be clearly written, signed, and dated by the school doctor.
- Records of all medicines ordered and received must be maintained.

C. Storage of medicine

- Medicines are stored securely in a locked cupboard, in a locked room, at temperatures not exceeding 25°C.
- Medicines requiring refrigeration are kept in a locked refrigerator between 2–8°C, with daily temperature checks recorded.
- Ointments/skin applications are kept in a designated locked cupboard.
- Keys to medicine cupboards are held only by the school doctor and nurse.
- Emergency medicines (e.g., for resuscitation, anaphylaxis) must be readily accessible while safely stored.
- Diagnostic reagents are stored in a locked cupboard.

D. Medicines brought by students

- All medicines brought by students must be received, recorded, and stored in the clinic's locked cupboard.
- Medicines must be clearly labeled, within shelf life, and positively identified.
- Unfit medicines will be returned home or disposed of with parental consent.
- Students bringing medicines from abroad may need an alternative prescribed by the school doctor.

E. Administration of medicines

Medicines are administered only by the school doctor or nurse, who are accountable for safe practice.

Before administration, staff must:

- Confirm the student's identity.

- Verify the medication and dosage.
- Assess the student's current health condition.
- Ensure correct timing, route, and dose.
- Record the administration immediately in the student's attendance/clinic log.

Parents are notified of medicines administered when appropriate.

If a dose is refused, withheld, or variable, this must be documented.

Dropped medicines must be discarded.

Labels must never be altered except with doctor's signed authorization.

F. Medication and consent on school trips

- For all school trips, parental consent for the administration of medication, first aid, and emergency treatment by staff is included in the trip consent form.
- Only approved medications will be carried and administered, following the same safety protocols as in school.

G. Medical errors

Errors may include incorrect prescription, dispensing, wrong student, wrong medicine, incorrect dose/route, expired medicine, or omission.

In such cases, the nurse must:

- Inform the student.
- Inform the person in charge.
- Report to the school doctor then to parents.
- Record the error in the daily log.
- Record serious errors in the controlled drug book or Engage system.

VIII. FIRST AID PROCEDURES

To ensure that there is good provision for first aid throughout the school and that procedures are understood and applied by all medical and first aid team.

SEE THE FIRST AID POLICY

IX. ACCIDENTS AND EMERGENCIES

- In the event of a pupil being involved in one of the following
 - a. Being rendered unconscious
 - b. Incurring serious burns
 - c. Incurring serious cuts or injuries
 - d. Breathing difficulties
 - e. Severe bleeding
 - f. Allergic reaction
 - g. Probable broken limb bone

- The person finding the injured pupil must immediately contact the Doctor/nurse.
- The Head (or a member of SLT) must be informed of the name of the pupil, the situation that was found and the hospital to which the pupil has been taken. The pupil must be accompanied by an appropriate adult.
- In the event of damage to the property or the incident being thought to relate to deficiencies in the property, the School Business Manager must be informed immediately.
- Details must be entered into the accident recording system.

Emergency preparedness

- A list of nearby hospitals, including their contact numbers, is maintained in the school clinic and at both receptions.
- This ensures quick access to emergency medical services and supports fast action in case of accidents or urgent situations.
- The list is regularly reviewed and updated to maintain accuracy.

Accident scene Management

- The accident site must be cleared immediately to ensure safety and allow proper medical intervention.
- Students must not be permitted to gather or remain near the accident site.
- Only the medical team and the responsible Senior Leadership Team (SLT) member may stay with the injured student, along with any other staff member whose assistance is specifically required.
- Crowd control is the responsibility of the nearest available staff member until the medical team arrives.
- Clear access routes must be maintained at all times for emergency services if required.

Transferring and sending students to home/clinic/hospital during:

A. Non-emergency cases:

After assessment by the doctor/nurse, if the student is not fit enough to remain in school, then:

1. Parents/Guardians will be informed via telephone or e-mail and asked to collect their child from the clinic.
2. An e-mail will be sent to the teacher in charge to inform her/his that the student will be going home.
3. An e-mail will be sent to the reception stating the student's name and class as well as the person who will pick up the student.

B. Accidents/Emergencies (Minor/Major)

After assessment by the doctor/nurse, if the injury incurred by the student needs further hospital/clinic evaluation and management, then:

1. Parents/Guardians will be contacted by the doctor immediately and will be advised to collect student as soon as possible.

2. A referral note will be given to the parents to be presented to their clinic/hospital of choice.
3. E-mail will be sent to the teacher in charge and in the reception to inform them that the student will be going home.
4. Parents/Guardians who will pick up the student will sign the Send Home logbook in the clinic.
5. An incident report will be filed in the student medical file.

C. Life threatening Accidents/Emergencies (Serious)

After assessment by the doctor/nurse, then:

1. Doctor will immediately call ambulance and she will give the details regarding the accident. Ensure someone goes to the front of the school to direct the ambulance.
2. Parents will be immediately notified regarding the details of the injury, the course of action taken and the hospital/clinic where the student will be brought.
3. Student will be transported immediately to the hospital where the school has an affiliation.
4. School nurse or other available school personnel will accompany the student to the hospital and wait for the parents/guardians to arrive.
5. An incident report will be filed in student's medical record.

PROCEDURES FOR INJURY OR ILLNESS

- Remain calm and communicate a calm, supportive attitude to the ill or injured individual.
- Never leave an ill or injured individual unattended. Have someone else call emergency assistance and the parent.
- Do not move an injured individual or allow the person to walk (bring help and supplies to the individual). Other school staff or responsible adults should be enlisted to help clear the area of students who may congregate following an injury or other emergency situation.
- Do not use treatment methods beyond your skill level or scope of practice.
- All persons working with students are encouraged to obtain training in CPR/First Aid

Accident/Incident Reporting

All serious injuries will be recorded in the Engage system. A doctor's note will be written on the student medical file for documentation. The incident/accident will also be logged in the clinic logbook. All dangerous occurrences are recorded even if they do not result in serious injury. Any recommendations/actions will be recorded as a Health and Safety report.

X. SCHOOL CLINIC PROCEDURES

The School Clinic is staffed during school working hours during term time for pupils who are unwell.

It is available for pupils who become unwell during the school day, until they are well enough to return to lessons or to be collected to go home.

- A pupil who is not well during the school day must report to the School Doctor.
- Pupils are not allowed to keep prescribed or non-prescribed medicines in their lockers without the full knowledge and specific permission of the School Doctor. Any medicines must be handed to the School Doctor/Nurse who will administer them if required as per the Medicine Policy.

A. Student Assessment Criteria

Each student entering the clinic will be assessed based on the following, but not limited to:

- Checking of vital signs, especially the temperature.
- History taking of the presenting complaints/symptoms.
- Physical examination.

After assessment, the student will be categorized as either needing immediate or emergency care, and/or to be transferred to the isolation room or to be treated at the treatment room.

B. Stay Home If Unwell

Students and staff who are sick, i.e. with fever, flu-like symptoms amongst others, whilst at:

*** Upon arrival to school or During the day**

- They must proceed to the school clinic for assessment. After assessment, if there's a need for them to be separated from others, they will be transferred to the isolation room.
- Parents/Guardians will be notified immediately to pick up their child. The staff will be sent home. The parents/guardians of the sick student and the unwell staff will be advised to seek further evaluation and management.
- They must stay home until they are symptom free
- A medical certificate must be submitted on the day that they report back to school, especially for those diagnosed with infectious diseases listed in the Ministry of Health Standards for Clinics in Educational and Academic Setting.

*** Home**

- Parents/Guardians of sick children should inform the school clinic and their child's teacher. Staff on the other hand, must inform the HRD and their line manager. The HRD will send an email to the school clinic informing the latter.

- A medical certificate must be submitted to the clinic on the day that they report back to school, especially for those diagnosed with infectious diseases listed in the Ministry of Health Standards for Clinics in Educational and Academic Settings.

C. School employees

- The school medical team are also responsible for medical emergencies relating to staff whilst staff are on site. They are available for advice to staff, and can administer medication if requested.
- Please note, this is not a service to include regular check ups, follow ups from a GP appointment or discharge from hospital review. However, the school doctor and nurse are there to help staff with basic medication, e.g. painkillers or to replace dressings.

D. Isolation Room

The Isolation room is located on the ground floor, right next to the main clinic. A nurse, wearing appropriate PPE, will be on duty to closely monitor students brought for isolation, until her/his, parents/guardians will pick up the student.

The following cases, but not limited to, will be placed in the isolation room:

- Students and staff with respiratory symptoms, with or without fever
- Suspected COVID 19 case
- Students and staff presenting signs and symptoms of other infectious diseases listed in the Ministry of Health Standards for Clinics in Educational and Academic Settings.

Deep cleaning/sanitization will be done after every use of the isolation room and/or between treatment of patients.

E. Diabetes Mellitus Care Management and Insulin

The school aims to ensure that diabetic students will participate and benefit fully from the educational opportunities offered by the school. The effective way to achieve this goal is for the parents/guardians to fill up the Diabetes Care Plan of their child.

The school medical team will ensure:

- All students with Diabetes Mellitus have complete, accurate and updated documents.
- All those involved in the care of the student while in school are made aware of the child's condition.
- All medications received for the student should be clearly labelled with the child name, class year and section, and should be in original containers with expiry date and instructions.
- The following supplies will be in the premises at all times:
 - For blood glucose level checking: Glucometer, test strips and lancets

- Medicine of the student (with signed Medicine Authorization Consent)
- Juice-containing sugar
- Insulin

In the event of Hyperglycemic/Hypoglycemic Emergency:

- Blood glucose level will be checked
- Appropriate first aid treatment will be provided by the school medical team as deemed necessary.
- Parents/Guardians will be notified
- Parents/Guardians may opt to collect the child or the school may arrange for transport to hospital of choice as deemed necessary by the school medical team.

The Diabetes Care Plan will contain the following:

- Date of Plan
- Student name, class year and section
- Type of Diabetes and date of diagnosis
- Name and contact numbers of parents/guardians and attending physician
- Level of independency of the student to check and manage his/her blood glucose level
- Guidelines for need to check blood glucose in the school
- Guidelines for Insulin therapy
- Guidelines for Glucagon therapy
- Signed consent for information sharing and emergency treatment

This information is documented as part of the child school medical record.

F. Allergies

Care and management of pupils with serious allergic reactions.

Aims

To ensure the health and safety of pupils in our care.

Precautions

- Allergies are listed on the school's Engage database.
- The Catering department is made aware of all known food allergies by the School Doctor/Nurse, and a list provided.
- Important notices will be displayed in the Kitchen, Clinic and as appropriate, stating the allergy, the treatment required and a photograph of the pupil.

Epipen

EPIPENS will be kept in the Clinic to be administered by the School Doctor/Nurse if required.

G. Eating Disorders

The school recognises that eating disorders are a serious health and wellbeing concern affecting both male and female students. Early recognition and intervention are essential.

Signs of Concern

Staff should be alert to:

- Noticeable weight changes, baggy clothing, skipping meals, avoiding eating in public, excessive exercising.
- Emotional/behavioural changes: withdrawal, anxiety, rigid routines, poor concentration, mood swings, low self-esteem.

Policy Actions

1. Any suspected case must be reported to the School Doctor/Nurse immediately.
2. Concerns raised by peers must be taken seriously; friends should be reassured and referred to the Safeguarding Team or School Counsellor if needed.
3. In consultation with the School Doctor/Nurse and Counsellor, a suitable staff member will speak with the pupil and encourage clinic/counselling support.
4. Participation in sports or physical activity will be permitted only on the advice of a healthcare professional.

H. Scheduled Physical Examinations

The doctor will schedule the physical examination of the students enrolled. A consent form will be sent to the parents through an e-mail informing the latter of the physical examination to be conducted before the schedule.

- Parents will be contacted if they failed to sign the consent. If the parents would not sign the consent, then they will be advised to submit a medical report of their child from their private physician.
- According to the Ministry of Health guidelines, physical examination will be done for the following student groups:
 - New admissions
 - Year 2
 - Year 5
 - Year 8
 - Year 11

The student's name and the medical details will be recorded in the student medical file.

Parent Communication

A communication/referral letter or e-mail will be sent to parents/guardians if abnormal findings will be identified during the visual screening, BMI checked and physical examination.

I. Annual Reports to Ministry of Health

An Annual Report is submitted to Ministry of Health by the doctor, which should include the following:

- Health education records
- Body Mass Index (BMI)
- Chronic Diseases record
- Notified Communicable Diseases
- Immunizations
- Number of Referrals
- First aid administration
- Visual Screening

XI. INFECTIOUS DISEASES

The school is committed to protecting the health of students and staff by preventing the spread of infectious diseases.

Key Principles:

- 1. Reporting:** All confirmed infectious diseases must be reported to the School Doctor/Nurse immediately. Certain conditions (e.g., COVID-19, influenza, measles, chickenpox, hepatitis, tuberculosis, norovirus, mumps, monkeypox) will also be reported to the Ministry of Health as required.
- 2. Exclusion from School:**
 - Any student with fever, diarrhea, or vomiting must remain at home for at least 24 hours after symptoms stop.
 - Some infections are highly contagious; the School Doctor may decide the student should not attend school.
 - The school follows Ministry of Health guidelines in all such cases.
- 3. Parent Responsibility:** Parents must inform the school if their child has a notifiable disease, and notify if their GP has reported the condition.
- 4. Return to School:** A medical clearance certificate may be required before returning after certain infections.
- 5. Prevention:** The school promotes hand hygiene, respiratory etiquette, routine immunizations, and regular cleaning of shared spaces.
- 6. Communication:** Parents will be informed promptly of any outbreak and provided with guidance on signs, symptoms, and required precautions.

XII. IMMUNIZATIONS

Immunization is a key preventive measure against infectious diseases.

- The school follows the Ministry of Health Immunization Guidelines.
- All enrolled students must submit their original vaccination records to the school clinic.

- The school medical team will review records and confirm each student's immunization status.
- A consent form will be sent to parents/guardians prior to any scheduled school vaccination.
- Parents who prefer vaccinations to be given by a private doctor must submit an updated vaccination record to the clinic.

XIII. INFECTION PREVENTION AND CONTROL

Universal/Standard Precautions is an approach used by the school to reduce the risk of transmission of a disease through direct contact with contaminated blood and body fluids.

The following are being implemented in the school:

1. Hand hygiene technique

Proper hand washing with soap and water for 20 seconds and proper application of hand sanitizer must be done if hands are visibly soiled and after using the restrooms. Hand washing techniques and hand sanitizing procedures posters are found in the designated areas of the school premise.

2. Personal Protective Equipment (PPE)

Wearing of PPE will be based on the risk assessment before doing any health care activity. Staff must assess the risk of exposure or contact of bodily fluids to contaminated surfaces, blood or body fluids before selecting the proper PPE.

3. Respiratory hygiene and cough etiquette

Staff and students who are sneezing and coughing must cover their nose and mouth with tissue or mask. Dispose the used mask and tissue properly and do handwashing after contact with respiratory secretions. Students with respiratory symptoms associated with fever will be sent home as stated in the school clinic infection control policy form.

For COVID 19 Preventive Measures:

SARS-COV 2 spread through droplet spray, hence, contact and droplet precautions must be practiced whenever spread of infection is suspected, such as:

- Wearing of Mask
- Physical distancing
- Frequent hand washing and/or use of alcohol-based hand sanitizer

4. Medical and hazardous waste management

- The school clinic generates different types of waste products. Each waste material has its own designated, colored garbage bag and bin, which is properly labeled.
- Waste contaminated with blood or other bodily fluids and expired; unused or contaminated drugs are placed in red-colored plastic bags and labeled as infectious materials.
- The general waste (non-infectious) will be thrown into the white-colored plastic bags. All bags will be tied, labeled and secured before they are removed from the clinic daily. These plastic waste bags will be brought to the waste storage area located on the school premises.

- Syringes, needles, blades and scalpels will be disposed of in the sharp's container placed above the ground. Disposal of the sharp's container will be done every 3 months from the time it is open or if it is 2/3 full.

XIV. OUTDOOR HEAT MONITORING

From May–September, when outdoor heat and occasional extensive heat waves occur, the medical team checks temperatures twice daily (15 min before breaks) to ensure outdoor safety.

- **35–40°C:** Moderate/low intensity activity only, regular water breaks, stay in shade, discretion advised.
- **40–45°C:** Max 10 min low intensity activity, 5 min water breaks, stay indoors during breaks/lunch due to activities being uncontrolled.
- **>45°C:** All activities, breaks, and lunch should be moved into an indoor space with air conditioning.

This policy will be revised following any concerns and/or updates to national and local guidance or procedures.

1. Policy aims and scope

- The purpose of this policy is to safeguard and promote the welfare of all members of the Kent College West Cairo community when using mobile devices and smart technology.
 - Kent College West Cairo recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all students and staff are protected from potential harm when using mobile and smart technology.
 - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), is recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as smartwatches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to students, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy) as well as children and parents/carers on school premises or away from the school on an activity, visit or other educational pursuit.

2. Students use of mobile and smart technology

- If a student brings a mobile phone into school then it must be switched off and handed to the form tutor during registration, to be handed back to the student at dismissal.
- Unauthorised use of a mobile phone will result in confiscation of the phone and it will be handed to the form tutor.
- Students will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to students as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection policy and relevant specific curriculum schemes of work such as PSHE and ICT.
- The use of personal devices (e.g. tablets or laptops) for a specific education purpose does not mean that blanket use is permitted. Therefore, unless being used for a specific task as requested by the teacher, the devices should be switched off.
- If a student needs to contact their parents or carers whilst on campus, they will be allowed to use the school phone.
 - If a parent needs to contact their child or pass a message to them, they are advised to contact the school reception.
- If a student requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headmaster prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the Headmaster and relevant Head of School.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
- Where students' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.
- Mobile phones and personal devices must not be taken into examinations. Students found in possession of a mobile phone or personal device which facilitates communication or internet access during an external examination will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations. For internal examinations this will be dealt with by the Headmaster.
- Any concerns regarding students' use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.
 - Staff will remind students to put their phone away, refusal may lead to the phone being confiscated or a suitable sanction put in place.

- Searches of mobile phone or personal devices will be carried out in accordance with our policy.
- Students' mobile phones or devices may be searched by a member of SLT, with the consent of the learner or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers.
- Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
- Concerns regarding policy breaches by students will be shared with parents/carers as appropriate.
- Where there is a concern that a child is at risk of harm, we will respond in line with our child protection policy.
- If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device may be handed over to the police for further investigation.

3. Links with other policies

This policy links with several other policies, practises and action plans, including but not limited to:

- Anti-bullying policy
- Behaviour and discipline policy
- Child protection policy
- Code of conduct/staff behaviour policy
- Confidentiality policy
- Online Safety

4. Safe use of mobile and smart technology expectations

- Kent College West Cairo recognises that use of mobile and smart technologies is part of everyday life for many students, staff and parents/carers but we want to ensure they are used safely and appropriately.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Kent College West Cairo community are advised to:
 - Take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - Use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms, toilets, bathrooms.
- We strongly encourage student face to face interaction during the school day and phones **are not** allowed to be used and should not be seen at break or lunch unless with the express permission of a member of staff.

- Students bringing a mobile telephone into school do so at their own risk. The school will not take responsibility for its loss, damage or theft.
- Mobile telephones and smart watches must not, under any circumstances, be taken into an examination.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of the Kent College West Cairo community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

5. School provided mobile phones and devices

- Some members of staff will be issued with a work phone in addition to their work email address, where contact with students or parents/carers is required.
- Kent College West Cairo mobile phones will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Kent College West Cairo mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Where staff and/or students are using Kent College West Cairo provided mobile phones and/or devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

6. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant Kent College West Cairo policy and procedures, such as Child Protection and Acceptable Use Policies.
- Staff will be advised to:
 - Keep their mobile phones and personal devices in a safe and secure place during lesson time.
 - Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Not use personal devices during teaching periods unless written permission has been given by the DSL or Headmaster such as in emergency circumstances or for educational purposes.

- Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting students or parents and carers unless for emergency reasons.
- Staff should only use Kent College West Cairo provided equipment (not personal devices - unless there is good reason and must be reported to DSL if a personal device is used):
 - to take photos or videos of students in line with our image use policy.
 - to work directly with students during lessons/educational activities.
 - to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the DSL.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, an investigation conducted by the school and the police will be contacted if necessary.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to use mobile phones and smart technology in an appropriate manner and should not be using their phone to take photos or videos unless permission has been given.
- If external visitors require access to mobile and smart technology, this will be discussed with the relevant Head of School prior to use being permitted. Further support or advice can be sought from the DSL.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and should inform the DSL of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Kent College West Cairo will review this policy regularly. The policy will be revised following any international or local policy updates and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing policies and procedures. This includes: the Child Protection Policy and Online Safety Policy.
- After any investigations are completed, SLT will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and students to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Students, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or DDSL) or the Headmaster will seek advice from the International Governor in accordance with our child protection policy.

