The French Qatari School Voltaire Doha

Child protection Charter

School year 2025 - 2026

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Introduction

With respect to the Article 1, 28 and 29 of the United Nations Convention in relation to students' rights, the French Qatari Voltaire school in Doha trains students to multi-culturally, open, and ready to take their place in an interdependent world. We have a high standards and willingness to provide excellent education, accompanying the academic and personal development of students of all nationalities, through our taught programs and exams, as well as trilingual education: French, Arabic and English.

Choosing the French Qatari Voltaire school also means participating in a "living together" which favors the freedom of each person to choose their path. Equality of all to access an education of excellence, and the desire to make the school a place of fraternity between the nationalities represented there, allowing students to enrich their culture with the culture of others.

Taking into account the welfare of the child is at the heart of French Qatari Voltaire's policy.

The purpose of this Charter is to enable the school to put in place measures to prevent and protect children against physical and moral abuse of which they could be the victims.

This Charter is added to the school's policies, its educational project and / or its internal regulations and does not in any way replace them.

The Charter applies to all employees and volunteers who work at the school.

The main objectives of our Child Protection policy are as follows:

Ensure that we practice recruiting by ensuring the suitability of staff and volunteers to work with children.

Establish a safe environment in which children feel safe and are encouraged to speak and they are listened to.

Educate children on child protection issues and equip them with the skills to ensure their own safety.
Develop and implement procedures for identifying and reporting suspected or proven cases of bad treatment.

Support all the suffering students.

Contribute to the well-being of children by ensuring their protection against abuse, in partnership with parents.

Work in close collaboration with other organizations:

- Ministère de l'éducation et de l'enseignement supérieur (MOEHE)
- AMAN center (Protection and Social Rehabilitation Center)
- SIDRA Child Advocacy Program (S-CAP Child abuse protection services Qatar)
- Internal Security forces Qatar (Lekhwiya)
- Council of International Schools (CIS)

I- Organization and management

For the management of the school:

- Ensure that the site officers receive the necessary training to fulfill their role.
- Ensure that all staff, including temporary staff and volunteers, know the officers and their role.
- Make sure that all staff and volunteers understand their responsibilities and are attentive to any suspicious signs relating to the welfare of the child.
- Ensure that parents are informed of the arrangements put in place.
- Establish effective relationships with the competent bodies.
- Keep a "paper" register containing the files of proven cases of mistreatment (with the actions taken), the files of suspected cases, and other reports.
- Ensure that all records are kept secure, separate from the student's academic record.
- Develop and follow any procedure for making allegations against a member of staff or a volunteer.
- Ensure that recruitment practices are safe.
- Examine and plan case studies and plan training sessions for personnel when there isn't active cases..

For educational staff

- Transmit knowledge about the risks they may run in everyday life and the different forms of dangers they may face. This transmission takes place in the context of awareness programs and sessions.
- Help students acquire skills to learn how to protect themselves and ask for help.
  Make them aware of their rights and the child protection system.
- Foster a positive, stable and safe environment and give importance and attention to each child.
- Ensure, when a student has a file in the "Child protection" register, that the information is transmitted.

II- Monitoring and evaluation

Our child protection policy is monitored by the site officers and one board member representative. This

group meets at least 3 times a year to ensure the effectiveness of the practices put in place for the protection of minors within the school.
This monitoring and education are based on cultural developments and local legal requirements. Please see (Appendix 3)

The child protection **committee** including one parent, teachers from all sites, officers of the 3 campuses and the board member update the content of the charter and make the necessary improvements at the end of each school year.

Officer	Site	email
Ismael Larabi	Campus de Salwa	proviseur-adjoint@voltairedoha.com
Slimane Kaddour	Campus de Al Waab	directeur-alwaab@voltairedoha.com
Julien Malbouyssou	Campus de West Bay	directeur-westbay@voltairedoha.com
Rabie Al Khaldi	Board liaison	rkhaldi@rolacc.qa

III- Visitor reception procedure

Identification of visitors

A visitor is considered to be any person who is not employed by the school or who is not a student currently enrolled at the French Qatari school Voltaire.

Visitors registration procedure:

- **Check-in times:** During school hours, between 7:00 am and 4:00 pm, all visitors must report to the security officer upon arrival.
- **Identification:** Visitors must present a valid ID.
- **Visitor badge:** After registration and signing, a "visitor" badge will be given to them by security staff. This badge must be worn visibly for the entire duration of their presence in the school. The badge is designed to be easily identifiable with a specific color.

Security register:

The following information must be recorded in the security log:

- Arrival and departure time
- Name and surname of the visitor
- Identity number of the document presented

Responsibility for safety and child protection:

Child protection is a shared responsibility of all school staff. If an employee notices someone present in the school without a visitor badge, they have an obligation to approach them and ask them to go to the security office to register and receive a badge.

Personnel identification:

All school employees are required to wear their identification badge at all times during working hours.

Enhanced security:

The school has a network of surveillance cameras, located inside and around the school buildings, in order to reinforce security and act as a means of prevention. The camera recordings can also be used to supplement investigations in the event of incidents.

IV- Students reception and collection procedure

Students are welcomed from 6.30 a.m.

Students in nursery classrooms must be supervised by a nursery assistant at the school life section where space is reserved for them, until the classroom doors open.

After 7:30 am, parents are considered visitors and will no longer be allowed to accompany their child to class. A staff from "school life" will take over for elementary school.

Students in elementary classrooms are dropped off by parents at the entrance to the hall. Parents are not allowed to enter the basic play area of the lobby. Students are then supervised by school life staff from 6.30 am to 7.20 am then by teachers from 7.20 am to 7.30 am (class start time).

Any student arriving late, is taken in charge by the school life. A staff will register the delay and the student can join his/her next class.

Exit

Parents will no longer be considered visitors from 13:00 p.m. so they will have to wear a badge.

For kindergarten / nursey :

Parents can wait in the reception hall. From 12:30 p.m., they will be able to pick up their child at the door of the classroom. The preschool assistant or the teacher is present at the door of the class for verification.

After 13:00, parents will be able to pick up their child at the level in the class. Between 13:00 p.m. and 14:25 p.m., no parent is allowed to stay in the school hall or gymnasium. They can wait for elementary school to exit in the lobby or in the parents' room.

For primary school children:

From 14:15 p.m. to 14:25 p.m., parents can pick up their child at the level of their class. Children enrolled in the supervised study are led by the teacher to the assembly point. After 14:15 p.m., the other children are

taken back to school.

When a child is not picked up by his parent, he is necessarily taken to the nursery room. Late parents pick up their child from the nursery room and sign the attendance register.

V- supervision of and assistance to students

The school organizes the supervision of students and ensures their behavior and the detection of risky situations in order to prevent danger.

During recess, active surveillance by staff ensures that no area is left unattended. Teachers and supervisors agree to take charge of the students. Each child who reports an incident must be listened to by a responsible adult who will write a report. (Appendix 8)

In kindergarten, students going to the toilets are accompanied by the teacher or preschool assistant. In elementary class, children are not allowed to use the toilet during class time. Exceptionally, the teacher can grant using the toilet to a child.

VI- Medical procedures

School nurses occupy their posts at the 3 sites (WB, Al Waab, Salwa). The infirmary is open every day from 7 a.m. to 4 p.m. depending on service requirements

Medical register: The nurse keeps a medical register in which all passages and information relating to each student are recorded.

Procedure for accessing the infirmary:

Children who go to the infirmary are accompanied by a friend and carry a ticket issued by the teacher. An "infirmary report" (Appendix 9) is drawn up and given to the student or his teacher. It serves as a “return ticket to class” and will be given to parents for information.

Sick child

Children should not come to school if they show signs of fever or severe weakness.

If the student's state of health requires returning home, the nurse will notify the teacher through the report, will contact the parents, and inform the school life.
The sick student will wait for his parents at the infirmary where they will pick him up and sign an early discharge form at the school life office and at reception.

Parents absences

Parents who are absent from the country and who entrust the custody of their child to a third person must indicate in writing that this person is legally responsible for the child during this period.

Medication:

No medication will be administered to the child without a medical prescription delivered by the parents personally to the nurse. For health safety reasons, medications should under no circumstances be given to the child and left in their school bag.

Communication with parents:

Family employees are not responsible for transmitting medical information. Parents should be contacted directly.

Medical certificate:

Any absence of more than 3 days must be justified by a medical certificate and the eviction period must be respected. The student will not be allowed to enter the classroom if the medical certificate is not provided or respected.

Contagious diseases

Parents are required to report any contagious disease in their family to the school infirmary.

After an absence due to a contagious disease, the student cannot return to school without a medical certificate confirming the child's non-contagiousness.

The nurse contacts the contagious diseases department of the Ministry of Health to report the case and follows their recommendations.

The nurse regularly checks the cleanliness and hygiene of the classrooms and toilets.

Evacuation of the student

In the event of an accident, the parents are contacted for support for their child.

The nurse explains the situation to them, and the parents take their child to a doctor or to a hospital.

Emergency support:

If the child's state of health requires it or if the parents cannot be reached, the student can be taken care of by an ambulance to a care center, without waiting for the parents' consent, upon decision from the school nurse.

Accident report

When a student is injured during class or on duty at school, the school fills out an accident report.
The s c h o o l takes out insurance for all its students for both school and extracurricular activities.
In the event of an accident, parents must provide the school as soon as possible with a medical certificate confirming the injuries to the school infirmary.

VII- Child protection procedures

Child abuse is defined by the 1989 UN Convention on the Rights of the Child as “any form of violence, physical and mental abuse or brutality, neglect and neglect, ill-treatment or abuse, exploitation, including sexual violence” (Appendix 4).

All staff members have a duty to ensure the welfare of children and should be alert to any signs of suffering.

School personnel have a duty to report any concerns relating to the welfare of a child.

It may also be necessary to inform the Society for the Protection of Women and Children in Qatar (upon

decision of the head of the school).

Points of reference on the different types of abuse.

- Physical violence refers to any deliberate use of physical force against a child which constitutes a threat to his or her health, development and / or self-respect. There is a gradation of acts of physical violence. All must be reported.

- Child sexual assault refers to any sexual act committed against a child. Both attempted assault and assault must be reported.

- Neglect occurs when the adult does not meet the basic needs of the child; whether they are physical, emotional, medical or educational.

Psychological violence must be considered with the same attention as physical violence. Adult behavior can thus take various forms: rejecting the child, isolating it, ignoring it, terrorizing it, corrupting it or exploiting it.

Annual training will be given by the site nurse on abuse screening. Actions taken by staff

If a member of staff suspects a case of abuse, they should complete the "Child Protection" report form (Appendix 1), indicating all relevant elements and separating facts from impressions. This document is given to the officers who decide on the follow-up to be given.

The confidentiality work process in the event of an abuse:

- A file is opened in a special "Child Protection" register with all the data necessary for monitoring.

- The child is met by the Officer.

- Possible meeting with the nurse: the nurse examines the child, after his agreement, to check for the presence of marks, bruises, redness or bruising, the same applies to cases of suspected physiological abuse. She writes an infirmary report which will be given to the parents.

- The teaching team is listened to.

When the suspicion is unfounded, the report form and the notes taken will be kept in the "Child protection" register.

If the abuse remains at the stage of suspicion, the child will be placed under surveillance during which the referent and school employees will observe the child's behavior more precisely.

If the abuse is proven, the child should benefit from immediate protection. The officer notifies the head of the school.

Parents are invited to discuss the facts or a suspicion. The coordinator specifies that one of the school's missions is to protect the child and that the principal has a duty to report any abuse to the Society for the Protection of Women and Children.

Qatari authorities are informed. Please refer to (Appendix 4)

VIII- Exemplary behavior of staff

Each staff must wear their identification badge throughout their working day. Adults are called upon to behave impeccably in accordance with the ethical principles and safety standards set out in the **United Nations Convention on the Rights of the Child**. This includes professional behaviors that ensure a safe, respectful and protective environment for all students.

General behavior:

- **Identification:** Staff must wear their identification badge at all times during working hours.
- **Mutual respect:** Respect, courtesy and politeness must prevail between adults and students, in accordance with the principles of dignity and goodwill set out in the UN Convention.
- **Professional boundaries:** Staff must not maintain ambiguous relationships or excessive proximity with students, in order to preserve the integrity and safety of all.

Behavior Prohibitions:

- **No inappropriate affection:** Any excessive physical or emotional display is prohibited, in accordance with the UN child protection principles.
- **Physical contact:** It is prohibited to be alone in a room with a student or to have inappropriate physical contact.
- **Personal communication:** Personal exchanges by mail, e-mail or social networks with students are prohibited, unless strictly related to the school framework.
- **Invitations to the home:** It is prohibited to invite a student to the home as long as he or she is registered at the school.

Duty to Report:

- Reporting of risky behavior: In accordance with the United Nations Convention, all staff members have the obligation to immediately report any suspicious behavior or situation, and to inform the head of the establishment.

- **Professional and respectful relationship:** Interactions must always be respectful, without inappropriate gestures, verbal violence or any form of mistreatment.

IX- cases of child abuse by a staff member

In the event of a suspicion of mistreatment of a member of staff towards a child, an investigation is opened as soon as possible. The site officer should determine their veracity by hearing the witnesses and gathering as much evidence as possible.

In the event of proven abuse, the staff member will be immediately suspended from duty pending the outcome of the investigation. This suspension may be followed, where appropriate, by disciplinary or legal proceedings, in accordance with the Labor Code and legislation relating to child protection.

X- Safe recruitment

The recruitment of a staff member, whether employed or volunteer, must follow a rigorous and transparent process

in order to guarantee the safety of students and to respect child protection standards. It is the responsibility of the head of school and the human resources manager of recruitment to ensure that each candidate is assessed on their professional skills, moral integrity and ability to interact appropriately with minors. The school has a recruitment policy that takes into consideration the safety and the protection of children, the students.

XI- IT and security

The teaching team shall ensure that the legal framework and the rules protecting the interests of third parties and public order are respected:

● Inform the site officer of any illicit activity that may be observed in the use of the school's multimedia services.

● Train students in the use of multimedia services, by teaching them not only the tools available, but also the rules of conduct to be respected when using them.

● Raise students' awareness of the risks associated with transmitting information on the Internet, with an emphasis on the protection of personal data and caution with regard to online content.

● Set up an Internet browsing filtering system to restrict access to inappropriate sites and ensure a secure working environment.

● Have students sign the school's "Digital Charter" (Appendix 5) at the start of the school year, which defines the rules for using IT tools and multimedia services, as well as the expected behaviors in terms of security and respect for online privacy.

XII- School trips

School trips are important moments in the educational journey of students, but they also involve responsibilities and risks that must be managed rigorously. In order to guarantee the well-being and safety of students, the school implements strict rules concerning the organization of trips, the supervision of children, as well as logistical aspects such as information and means of transport.

1. Supervision of students
It is imperative that the number of chaperones is proportional to the number of students, with ratios imposed by the Ministry of Education to ensure safety and constant supervision. The teaching team must ensure that each adult present during the outing is informed of their responsibilities, particularly in terms of child safety, behavior management and emergency response. Under no circumstances should an adult be left alone with students without appropriate supervision. (Appendix 6)
2. Information and authorizations
Before any field trip, a letter detailing the terms of the trip is sent to the parents. This note must specify the location, date, program of the event, as well as the departure and return times. Parents must also provide a signed outing authorization, confirming their consent to their child's participation in the activity. In addition to this, information on specific risks (health, safety) must be clearly communicated, and any student with special needs must be taken care of in an appropriate manner.
3. Transport and logistics
The means of transport used must be safe and appropriate for the size of the group. When public transport or private buses are used, the school checks that the transport companies comply with current safety standards and that adequate supervision is provided during the journey. Priority is given to verified and reliable means of transport, in order to avoid any situation that could compromise the safety of students.
4. Charter for accompanying parents

Volunteer parents wishing to accompany the school trip must sign a specific charter (Appendix 7), which specifies the school's expectations regarding behavior and responsibilities. This charter ensures that each parent understands their role, particularly with regard to the supervision of students, the management of unforeseen situations, and the obligation to strictly respect the safety and organizational instructions provided by the school.

5. Emergency procedures and incident management

A detailed emergency protocol is put in place before each trip, with clear procedures to follow in the event of an incident (accident, loss of a student, etc.). This protocol is communicated to all chaperones, teachers and managers, who must be trained in first response and management of critical situations. In the event of a major incident, the establishment must be able to react quickly and effectively, with clear communication to parents and authorities if necessary.

This organizational process guarantees that each school trip takes place in the best possible conditions of safety and supervision, while offering students an enriching and well-supervised experience.

XIII- Students with Special Educational Needs (EBEP)

The director, the cycle coordinators and the teacher are in charge of monitoring the Students with Special Educational Needs.

First, a Personalized Educational Success Program is offered. It is an individualized action plan put in place for each student who encounters difficulties in their schooling. It can also be set up for the student who does not master the skills of the common base.

Intellectually precocious child also benefits from a Personalized Educational Success Program which contributes to their development, their welfare, and learning adapted to their possibilities.

At the end of one or more Personalized Educational Success Program, if the device seems insufficient, the teacher must complete a Students with Special Educational Needs reporting form (Appendix 2). From then on, an educational team was assembled. It is a meeting between the director, the parents, the child's teachers, the nurse and any other person involved in the education or in the care of the child (psychologist, speech therapist, etc.)

During this meeting, additional information is requested from parents (psychological assessments, monitoring outside of school, etc.). The school directs the family to recognized specialists but cannot impose examinations or specialists.

A Personalized Support Plan can then be offered for the child.
The Personalized Support Plan is an educational support system aimed at first and second- degree students for whom adjustments and adaptations of an educational nature are necessary, so that they can continue their school career in the best conditions.
The Personalized Support Plan responds to the needs of students who experience lasting academic difficulties due to one or more learning disabilities.
One of the measures of the Personalized Support Plan may be the intervention of special needs assistant.
The special needs assistant is subject to the approval of the site referent and is employed by the child's family. An agreement is signed.

Students with Special Educational Needs files are entered in the "Students with Special Educational Needs" register in paper and digital format. The Personalized Educational Success Program and Personalized Support Plan are also attached to the child's school record.

XIV- Student behavior

The internal regulations govern the life of the students within the school. This regulation includes:

- The rules of life
- Educational measures

These regulations are signed by the parents upon registration and a simplified regulations are presented to the students and are signed at the start of the school year.

XV- Right to the image

The French Qatari school Voltaire is sensitive to the wishes of parents regarding the distribution of photos and videos of their child.

No photo or video of the student may be taken, used or distributed without the prior consent of the parents or legal guardians. This right to image applies to all internal or external publications, including social networks.

Parents authorize, by signing the internal regulations of the school (Appendix10), a right to the image for internal distribution: posting within the school, secure class blog, school newspaper.

When signing the internal regulations, parents can, if they wish, give permission for the content to be disseminated publicly: school website, social networks, etc.

Appendices

Appendix 1 : « Child Protection » report form

Use this form when you have concerns about a student and perceive one or more signs of abuse.

This form must be submitted or sent electronically to the "Child Protection" Officer concerned.

Date	
Name and first name of the declarant	
Name and first name of the student concerned	
Classroom	
Signs noticed	
Impressions of the situation	
Signature	

Appendix 2 : « Students with Special Educational Needs » report form

Use this form when the aids provided to a student (differentiation, complementary educational activities, Personalized Educational Success Program) remain insufficient to allow a student to progress normally.

This form must be submitted or sent electronically to the site manager.

Date	
Name and first name of the declarant	
Name and first name of the student concerned	
Classroom	
Aids used	
Current behavioral observation	
Current situation in terms of learning	
Approximate level in French (ex: end of CE1)	
Approximate level in Mathematics	
Signature	

Appendix 3 : Mission of Officer « Child protection»

There are three Child Protection Officers (CPOs) at French Qatari school Voltaire, one for each site and one board member. CPOs act as a point of contact for both staff and Students. Having liaised with the Headmaster, they also need to take action when any child protection incidents are reported to them, including providing support to affected members of the school community.

Liaising with: All staff, parent/careers, external agencies and governors. Roles and responsibilities

The CPOs will:

Lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the school.

Monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.

Promote good practice by encouraging and championing the policies and procedures. Receive and coordinate referrals and arranging action

Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

Ensure that students in need are supported appropriately and sensitively. Where appropriate, provide support and guidance to parents/careers.

Liaise with colleagues to share good practice and plan collaborative activities.

Report to the Headmaster (and possibly to the board of governors) with regards to child protection matters.

Keep abreast of developments in the field of child protection, including the requirements for child protection in Qatar.

Assist with the compilation of references for or reports about Students for outside agencies.

Professional specification

An interest in the well-being of children and in safeguarding and child protection matters. Strong listening skills and the ability to deal with sensitive situations with integrity.

To be able to communicate effectively with parents, Students, colleagues and other interested parties

The confidence and good judgment to manage situations relating to the poor conduct/behavior of others towards a child.

In addition, the CPOs will have an ability and willingness to: Accept the authority of line managers.

Act as a good role model in behavior.

Maintain confidentiality and act with discretion. Work beyond the normal school day when necessary.

This job description, roles and responsibilities are not exhaustive. All members of staff are expected to fulfil any reasonable request made by or on behalf of the Headmaster.

Appendix 4 : Recognize Child Abuse

I/ The following signs may be signals of the presence of child abuse or neglect.

In line with the United Nations convention about the children rights (Article 19), gouverments have the obligation to protect children against all forms of abuse and neglect. These signs may include:

a) For the child:

- Show sudden changes in behavior or in school results, leading to trauma or stress. (Article 19 of the UN convention)
- Have not received support for physical or medical problems previously brought to the attention of parents which may lead to neglect. (article 28 of the UN convention)
- Have learning difficulties or difficulty concentrating that cannot be attributed to a specific physical or psychological cause.
- Constantly worried, as if he was expecting something to happen.
- Be conciliatory, passive, or restrained, mainly happens to students who are victims of psychological neglect.
- Arrive at school or other activities early, stay late and not want to come home, which can reflect a family environment not safe or hostile.

b) For the parents:

- Show little interest in the child or deny the existence of problems occurring in the school or at home (article 9 of the convention related to children rights of living in a stable and protecting family environment)
- Ask teachers or caregivers to use severe physical discipline if the child behaves badly which contravenes with the principles of rights of children in the UNESCO protocol more specifically.
- See the child as deeply bad, uninteresting or a burden.
- Require a level of physical or academic performance that the child cannot achieve which is bad for their normal development.
- Focus primarily on the child for the attention and satisfaction of specific emotional needs of parents without taking care of the wellbeing of the child. (Article 3 of the convention)

C) For the parent and child:

- Rarely touching or looking at each other emotionally which reflects a lack of affective relation and parental support.
- Consider their relationship from a negative angle to affirm that they do not have reciprocal love for each other. This is observed in the contexts of abuse and neglect. (Article 18 of the convention)

II/ Forms of Abuse

Some of the following signs are often associated with particular forms of abuse and neglect: physical

abuse, mental abuse or sexual abuse that are forbidden in the UN convention for rights of children (articles 19 and 34). However, it should be noted that very often these forms of abuse overlap and cannot be isolated from each other. A child who has suffered physical abuse, for example, also often has psychological trauma, and a sexually abused child may also be the victim of neglect.

III/ Signs of physical abuse:

a) For the child:

- Have unexplained burns, bites, bruises, bone fractures or a black eye (article 19 of the Convention and UNESCO recommendations about safety of children).
- Have injuries that are sometimes old or other signs of injury visible after an absence from school.
- Appear scared and protest or cry when it is time to go home which is a sign of a violent environment at home.
- Fold in on itself when adults approach it.
- Report abuse by a parent or other adult in a direct manner which is a violation of article 19 of the convention.

b) For the parent or another adult in charge of the child:

- Give contradictory explanations, not convincing or no explanation for the lesions of the child.
- Describe the child as a "monster" or in other very negative terms.
- Use severe physical discipline with the child as opposed to the principles of child protection (article 37 of the convention)
- Have a history of child abuse which can suggest a risk of repeated abuse.

IV/ Signs of neglect:

a) For the child:

- Be frequently absent from school, which indicates a lack of supervision and attention.
- Beg or steal food, signs of lack of physical and emotional attention.
- Lack of required medical or dental care, vaccines or glasses (article 24 of the convention for rights to medical care)
- Be constantly dirty or have a bad body odor or wear clothes not appropriate to the climate, reflecting a parental neglect.
- Assert that there is no one home to take care of them at home.

b) The parent or another adult in charge of the child:

- Seem indifferent to the child's needs.
- Appear apathetic or depressed which can affect the ability of providing an environment of adequate care (articles 18 and 27 of the convention)
- Behave in an irrational or bizarre manner.
- Have an abusive consumption of alcohol or other drugs which constitutes a risk for the security and

wellbeing of the child (article 33 of the convention).

V/ Signs of Sexual Abuse

a) For the child:

- Have pain and difficulty walking or sitting or suddenly refusing to change for the PE course or to participate in physical activities (article 34 of the convention about interdiction of sexual abuse)
- Demonstrate unusual or inappropriate sexual knowledge or behavior.
- Show a sudden change in appetite.
- Report nightmares or night sweats.
- Run away from home.
- Report sexual abuse committed by a parent another adult.
-

b) By the parent or another adult in charge of the child:

- Be overprotective towards the child or severely limit the contact of the child with other children, especially of the opposite sex.
- Be secret and isolated showing paranoid or excessive control of family interactions.
- Be jealous or exercise control over family members which can be a sign of sexual abuse or emotional manipulation.

VI/ Signs of Psychical Abuse

a) For the child:

- Show extreme behavior, such as exaggerated docility or protesting behavior, extreme passivity or aggressive behavior.
- Appearing adult in an inappropriate way (playing adult with other children, for example) or too childish (shaking or hitting the head frequently, for example).
- Have a delay in their physical or mental development often caused by emotional or psychological abuse.
- Have made suicide attempts or signs of severe emotional depression (articles 24 and 27 of the convention)
- Report a lack of attachment to their parents, which reflects an unstable home environment.

b) For the parent or another adult in charge of the child:

- Constantly blame, belittle or reprimand the child.
- Not be concerned with the child and refuse to offer him help to solve his problems.
- Openly rejecting the child depression (article 18 of the convention)

Appendix 5 - Personal Data Protection Charter

Personal Data Protection Charter

Preamble

The Lycée Franco-Qatarien Voltaire is committed to protecting the personal data of its students, parents, staff and any person who interacts with it. The purpose of this charter is to define the principles and rules applicable to the processing of personal data collected by the school.

Article 1 : Application field

This charter applies to all personal data processing implemented by the school, regardless of the medium used (paper, computer, etc.)

Article 2: Personal data collected

The school may collect different categories of personal data, including:

- **Identity data:** name, first name, date of birth, gender, address, telephone number, email address, etc.
- **School data:** class, school results, teachers comments, etc.
- **Data relating to social life and health:** family situation, medical information, etc.

Article 3: Purposes of processing

The personal data collected by the school are used for the following purposes:

- **Administrative and educational management of students:** registration, academic monitoring, communication with parents, etc.

- **Organization of activities and events:** school field trips, abrad trips, etc.

- **Human resources management:** recruitment, monitoring of absences, etc.

- **Communication:** sending information and newsletters, etc.

- **Statistics and analyses:** improving the quality of services, etc.

Article 4: Recipients of data

Personal data collected by the school may be transmitted to the following recipients:

- **School staff:** teachers, directors, administrative staff, etc.
- **Service providers:** IT service providers, travel providers, etc.
- **Official bodies:** Ministry of National Education, etc.

Article 5: Data retention and security

Personal data collected by the school are kept for the period necessary to fulfill the purposes for which they were collected.

Technical and organizational security measures are put in place to protect them against unauthorized access, loss, alteration or disclosure.
Among these measures:

- Secure data storage on protected servers.
- Controlled access to computer systems via secure identifiers.
- Regular backup of sensitive data.

Article 6: Rights of individuals

Individuals whose personal data is processed by the school have a number of rights, including:

- **Right of access:** the right to obtain information on the personal data concerning them and on the processing applied to them.
- **Right of rectification:** the right to request the correction of personal data concerning them if it is inaccurate or incomplete.
- **Right of deleting:** the right to request the deleting of their personal data in certain cases.
- **Right to restriction of processing:** the right to request the restriction of the processing of their personal data in certain cases.
- **Right of opposition:** the right to object to the processing of their personal data in certain cases.

Article 7: Contact

For any questions relating to the protection of personal data, the persons concerned can contact us at the following address: y.abdou@voltairedoha.com

Article 8: Modification of the charter

The school reserves the right to modify this charter at any time. The modified charter will be published on the school's website and will come into force on the date of its publication.

Written in Doha, on 17 Oct 2024 The General Director

Appendix 6 : School trips without overnight stays

Dear colleagues,

Each school trip requires preparation and organization made upstream in order to meet all educational and safety criteria.

The school trip sheet without overnight stay must be completed and validated by the management two weeks before the planned trip in order to carry out the administrative formalities in connection with the ministry and to reserve the means of transport.

For stays with overnight stays, the teachers concerned must complete the school trip file with overnight stays for the zone national education inspector, 8 weeks before the start of the stay.

In accordance with the prerogatives of the Qatari Ministry of Education, an exit authorization request will have to be completed by the parents of the students concerned for each outing.

It is the responsibility of the class teachers to plan the number of accompanying persons required for the outing or stay.

In the event of financial participation by parents, payment will be made directly to the site manager. The full amount must be paid two weeks before the scheduled date of the outing.

When traveling by bus, the teacher responsible for the class is asked to check that the seat belts are in good working order and that the students are using them correctly.

In addition, the teacher will have taken note of the route to be taken in order to be able to assist the driver if necessary.

For safety, the teacher will have taken the first aid kit from the site nurse.

Each teacher must have an up-to-date list of allergies and students' medical recommendations as well as the telephone numbers of parents in their class.

Appendix 7 : Charter for accompanying persons on school trips

The voluntary involvement of parents in the service of the French Qatari School Voltaire is important for the life of the school, in particular during school trips.

We thank you for your participation and your help in the smooth running of the outings.

The accompanying person's mission:

As outings take place within the school framework, the guide is under the teacher's authority and must comply with all of his instructions.

The accompanying mission begins from the start until the return to school, when the teacher indicates that the outing is over. The guide must have an active presence and be fully available to the students.

The guide identifies the children for whom he is responsible and makes sure that the children have also identified him.

He regularly checks that the group is complete and stays with him at all times.

If the child of an accompanying person is in the group for which he is responsible, he must have an equal attitude towards all children.

The accompanying person must have correct language and dress appropriate for the school trip.

Through his vigilance, his seriousness, his availability and his sense of responsibility, he ensures the safety of each child and thus allows them to make the most of the interest of the outing.

In the event of a security or discipline problem, he immediately warns the teacher. He refrains from using his phone (except in an emergency).
Children should not be photographed without the permission of the teacher.

At mealtime, the guide checks that each child has a meal, that he eats correctly and in peace.

Signature of accompanying parent:

Appendix 8 : Monitoring during recess time

The teacher's responsibility is engaged during supervision time. Any breach is considered professional misconduct.

In the event of an accident, the supervisor is required to complete the specific report.

A report is made in the form of a letter reporting the incident or any serious problem that occurred during break.

In the absence of staff, colleagues should organize themselves so that each supervisory position is filled.

Each teacher on a school trip must organize the replacement of his supervision. Some monitoring

rules:

- Breaks monitoring must be effective, vigilant and continuous.
- No child is allowed to go or stay alone in class.
- The table of services must be respected.
- Students must be accompanied to the hall.
- Access to the toilets must be regulated by colleagues on duty.
- The use of cell phones is prohibited.
- The surveillance is done standing.

Appendix 9 : Care provided by the nurse

Care provided by the nurse

Student's name

_____

Classroom

_____

Teacher's name

_____

Date of examination :

Examination time :

Symptoms and Care provided

_____

Student returned to Classroom :

Student sent home :

Consult the doctor if your child's condition deteriorates :

Signature of nurse

Appendix 10 – Rights to the image (French and Arabic)

Droit à l'image
Rentrée scolaire 2025-226

Madame, Monsieur,

Votre enfant peut apparaître sur des documents photographiques réalisés au Lycée : la traditionnelle photo de la classe, le site Web de l'établissement mais aussi les images des activités, des réalisations pédagogiques, etc …
Ces photographies sont librement consultables par tout parent d'élève. Nous accordons la plus grande attention à ce qu'aucune photographie ne puisse porter préjudice ni à la dignité de l'enfant ni à celle des parents à travers lui.
Aux termes de la législation, l'utilisation de l'image de votre enfant reste soumise à votre autorisation.
Aussi votre accord est nécessaire ; vous pouvez l'annuler à tout moment à votre convenance.

Autorisation de publication de l'image de mon enfant

Je soussigné, Monsieur, ……., père
Je soussignée, Madame, ……..…, mère

de l'élève …… de la classe de : …….., Site de …….

❒ Autorise la publication sur le site Internet de l'établissement ou dans des publications du lycée Voltaire des images où peut apparaître mon enfant.

❒ Accepte que mon enfant soit photographié et (ou) filmé à l'école sous réserve que ces documents ne fassent l'objet que d'une diffusion interne à la classe (utilisation en arts plastiques…)

❒ N'autorise pas la publication d'images de mon enfant.

❒ Autorise la publication sur les réseaux sociaux officiels de l'établissement.

Signature de la mère Signature du père

Doha, ……

حق نشر الصورة

السنة الدراسية -٢٠٢٦-٢٠٢٥

إلى الأهالي الكرام

يمكن لولدكم الظهور في صور المدرسية : صورة الصف التقليدية، الموقع الإلكتروني للمدرسة وصور أخرى ضمن نشاطات الصف أو الإنجازات التربوية، ....

بإمكان جميع الأهالي الإطلاع على هذه الصور.

نحرص على احترام الولد كما الأهل وعدم المسّ بشعورهم وكرامتهم من خلال الصور المعروضة.

تطبيقاً للقانون لن تعرض صور ولدكم الا إذا وافقتكم على ذلك.

موافقتكم ضرورية كما يمكنكم الغاؤها عند الرغبة.

الموافقة على نشر صور التلميذ / ة

أنا الموقع أدناه .....،والد

أنا الموقعة أدناه .....،والدة

التلميذ / ة..... في صف الـ ..... فرع .....

☐ أوافق على نشر صور إبني/تي على موقع أو مجلة المدرسة أو خلال النشاطات التربوية السنوية.

☐ أسمح بتصوير إبني/تي (ونشر الصور فقط داخل الصف) وضمن نشاط الفنون الجميلة.

☐ لا أوافق على نشر صور إبني/تي.

☐ أوافق على نشر صور إبني/تي على مواقع التواصل الاجتماعي الرسمية للمدرسة.

توقيع الوالد..... توقيع الوالدة.....

الدوحة .....