



## School Safeguarding Policy

### 1. Purpose

The purpose of this policy is to protect **all students** from any form of **harm, abuse, neglect, exploitation, or discrimination**, and to ensure that every student learns in a **safe, supportive, and respectful environment**.

This policy establishes a consistent approach to **identifying, reporting, and managing safeguarding and child protection concerns** in compliance with national laws and ADEK requirements.

### 2. Scope

This policy applies to:

- All school employees (teaching, administrative, and support staff)
- Students across all grades and programs
- Volunteers, contractors, and service providers
- Parents and guardians when engaging in school-related activities

It covers all activities conducted **on school premises, during transportation, school trips, events, and digital platforms** used by the school.

### 3. Policy Statement

The school is committed to ensuring that every student is protected from abuse and neglect by:

- Promoting the **physical, emotional, and psychological wellbeing** of all students.
- Ensuring that **all adults working with children are properly screened, trained, and monitored**.
- Providing **safe systems and environments** for learning, play, and digital communication.
- Responding **immediately and effectively** to any safeguarding or child protection concern.



- Maintaining strict **confidentiality** in handling student protection cases.

Safeguarding is **everyone's responsibility**, and all school staff must act in the best interests of the child at all times.

#### 4. Legal and Regulatory Framework

This policy is based on and complies with:

- **ADEK Student Protection and Safeguarding Policy (Version 1.1, 2024)**
- **Federal Law No. 3 of 2016 (Wadeema's Law) – Child Rights**
- **Federal Decree-Law No. 31 of 2021 – UAE Penal Code**
- **ADOSH 4.0 – Workplace and Educational Safety**
- **UAE Federal Law No. 10 of 2017 – Domestic Workers Protection**
- **UAE Cybercrime Law (Federal Decree-Law No. 34 of 2021)**
- **NCEMA 6000 – Emergency Preparedness and Response Standard**
- **ISO 45001:2018 – Occupational Health and Safety Management Systems**

#### 5. Definitions

- **Safeguarding:** Actions taken to promote the welfare of children and protect them from harm.
- **Child Protection:** Specific procedures to respond to individual cases of abuse or neglect.
- **Abuse:** Any form of physical, emotional, sexual harm, or neglect inflicted upon a child.
- **Designated Safeguarding Officer (DSO):** A trained school representative responsible for leading and coordinating safeguarding matters.
- **Neglect:** The failure to provide adequate care, supervision, or basic needs.

#### 6. Types of Abuse

The school recognizes the following forms of abuse as defined by UAE and ADEK regulations:

1. **Physical Abuse:** Causing bodily harm through hitting, shaking, or other actions.



2. **Emotional Abuse:** Persistent negative treatment that impacts a child's emotional development.
3. **Sexual Abuse:** Any act that involves a child in sexual activity.
4. **Neglect:** Failure to meet a child's basic physical, emotional, or educational needs.
5. **Online Abuse:** Cyberbullying, exposure to harmful content, or online exploitation.
6. **Peer-on-Peer Abuse:** Bullying, harassment, or violence between students.

## 7. Roles and Responsibilities

### 7.1 School Principal / Management

- Ensure full implementation of the ADEK Safeguarding Framework.
- Appoint a qualified **Designated Safeguarding Officer (DSO)** and deputy.
- Support staff with safeguarding training and resources.
- Ensure that all reports of abuse are managed confidentially and reported to ADEK.

### 7.2 Designated Safeguarding Officer (DSO)

- Act as the main point of contact for safeguarding concerns.
- Record and assess all reported cases using the **Safeguarding Concern**
- Report serious cases to **ADEK Student Protection Unit** and **local authorities** when necessary.
- Maintain accurate and confidential records of all incidents.
- Provide guidance, awareness sessions, and training for staff and students.

### 7.3 Teachers and Support Staff

- Identify signs of abuse or neglect and report concerns immediately to the DSO.
- Build trusting relationships with students to encourage open communication.
- Maintain confidentiality and do not investigate cases independently.
- Ensure classroom activities promote respect, inclusion, and positive behavior.

### 7.4 Parents and Guardians



- Cooperate with the school in safeguarding initiatives.
- Report any concerns regarding their child's wellbeing.
- Support the school in maintaining a safe environment.

### 7.5 Students

- Treat others with respect and report any unsafe or abusive behavior to a trusted adult.
- Participate in safeguarding education programs.

## 8. Recruitment and Screening

- All new staff, contractors, and volunteers must undergo **background and police clearance checks** before starting work.
- Reference checks shall include prior employment verification and child safety conduct.
- Visitors shall be **escorted** and **wear identification badges** while on school grounds.

## 9. Reporting Procedures

### Step 1: Observation or Disclosure

If a staff member observes or receives a report of abuse, they must:

- Remain calm and listen carefully to the child.
- Avoid asking leading questions.
- Reassure the student and report immediately to the DSO.

### Step 2: Internal Reporting

- The staff member must complete the **Safeguarding Concern** the DSO within 24 hours.
- The DSO assesses the concern and determines the level of risk.



### Step 3: External Reporting

If the concern involves serious harm or criminal activity, the DSO must:

- Report the case to **ADEK's Student Protection Unit** and **Abu Dhabi Police (999)**.
- Coordinate with **Child Protection Units (CDA or DOH)** where appropriate.

### Step 4: Follow-Up and Recordkeeping

- The DSO maintains a confidential safeguarding file for each case.
- The Principal and OSH Department are informed of the outcome and corrective actions.

## 10. Training and Awareness

- All employees must complete **mandatory safeguarding training** annually.
- The DSO and deputies must complete **certified child protection courses**.
- Awareness sessions must be conducted for students and parents on:
  - Recognizing abuse
  - Online safety and digital citizenship
  - How to report concerns

## 11. Digital and Online Safety

- The school will implement internet filters and supervision systems.
- Students must not share personal data or engage in unsafe communication online.
- Staff must use only approved digital platforms for communication with students.
- Cyber incidents must be reported immediately to the DSO and IT Department.



## 12. Confidentiality

- All safeguarding concerns and reports shall be treated with **strict confidentiality**.
- Information shall be shared only on a **need-to-know basis**.
- All safeguarding records will be securely stored and protected under **data privacy regulations**.

## 13. Monitoring and Review

- The OSH Department and DSO will conduct **annual safeguarding audits**.
- The policy shall be reviewed every year or following any major incident.
- Updates will reflect ADEK and UAE law changes.

## 14. References

- **ADEK Student Protection and Safeguarding Policy (Version 1.1, 2024)**
- **Federal Law No. 3 of 2016 – Wadeema’s Law**
- **ADOSH 4.0 – Health, Safety, and Wellbeing Framework**
- **NCEMA 6000 – Emergency Preparedness Standard**
- **ISO 45001:2018 – Occupational Health and Safety Management Systems**
- **UAE Cybercrime Law (Federal Decree-Law No. 34 of 2021)**

Principal

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