CHILD PROTECTION AND SAFEGUARDING POLICY

Approved by: Governing Board	Date: December 2024
Last reviewed on:	Date: August 2026
Next review due	by August 2027

This policy is developed in accordance with ADEK's School Safeguarding Policy (Version 1.2, January 2025), UAE Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema), and other relevant national regulations. It outlines safeguarding procedures in compliance with ADEK's security, digital safety, and student protection standards

All employees will read and understand this policy in conjunction with the school's Child Protection & Safeguarding Policy, Bullying Prevention Policy, Inclusion Policy, Behaviour Management Policy, and The Employee Handbook**.**

The Child Protection and Safeguarding policy in Educational Institutions in United Arab Emirates (September 2022) has been shared with all employees.

These policies apply to all staff (teaching and administration) working in the school.

Monitoring and review

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

This policy has been updated to ensure full compliance with ADEK's School Safeguarding Policy (Version 1.2, January 2025). The school shall regularly review and update its safeguarding procedures to meet the latest regulatory requirements.

A. POLICY STATEMENT

The top priority of the International School of Choueifat – Khalifa City is the safety and wellbeing of all students, including students with additional learning needs, whether on campus or online learning. The school aims to create a healthy environment where students feel secure, valued, encouraged, listened to, and protected against any occurrence that may threaten the child's physical and mental health and against any form of abuse or exploitation. The school believes in an ethos which promotes a positive and supportive learning environment. The school asserts its complete commitment to ensure the welfare, safety and respect for all children, without discrimination on grounds of ethnicity, gender, origin, religious doctrine, social standing or disability.

Protecting and enhancing our students' welfare is the collective responsibility of everyone at the school; every person who deals with students and their family has a role to play. To effectively honor this responsibility, every person dealing with a child must ensure that the welfare, wellbeing and best interests of the child operate as the primary and guiding focus of all dealings with the child.

The school shall ensure that the safeguarding committee or lead works closely with the wellbeing committee, head of inclusion, school counselor, social worker, health and safety officer as well as other relevant stakeholders (e.g., teachers, parents) to promote the safeguarding and security of all students. The school shall ensure that safeguarding practices and associated policies and initiatives take into account the individual needs, communication and behavior styles, and engagement of all students.

B. RECRUITMENT POLICY

Our recruitment policy requires the following:

- All members of staff recruited at the school are obliged to be police vetted from their own country or any country they have previously been a resident of, to ensure they are an appropriate and suitable candidate to work amongst children.
- Additionally, three references from their previous employer are required to further guarantee that they are a viable employee to have in a school environment.
- The employee must not at any time resort to the use of corporal punishment, bad language, or address a student in a manner which is insulting or humiliating.

C. AIMS

We aim to always safeguard and promote the welfare of our children in school, which directly aligns and corresponds with the following UAE laws and requirements:

- UAE Federal Law No. 3 of 2016 on Children's Rights (Wadeema's Law)
- UAE Federal Law No. 3 and No. 7 of 1987 on Penal Code
- National Child Protection and Safeguarding policy in Educational Institutions in United Arab Emirates (September 2022)
- The Professional Codes of Conduct for workers in the General Education Sector published by the Ministry of Education, September 2022.

The school has an assigned leader to take the overall responsibility for safeguarding children and all that is related to the child's rights and protection, and he/she shall liaise with the corresponding and relevant local bodies, if and when necessary. The school:

- Commits to regularly assess the effectiveness of the Child Protection and Safeguarding policy and ensure that any necessary revisions and improvements are made.
- Follows a safe and confidential reporting and archiving system for cases of potential or suspected child abuse.
- Trains all personnel working at the school about confidentially secure information reporting procedures, and their responsibility to report any abuse or suspected forms of abuse or violence towards a student.
- Ensure that all relevant staff members working for the school attend and/or complete all training programs related to Child Protection.
- Endeavour to detect cases of abuse early, identify the risk factors, develop the appropriate plans and programs for supporting the students through enhancing the competence of the child protection professionals for early intervention and awareness campaigns.
- Spread awareness among students about child rights and the need to report any type of abuse or suspected abuse they or other students may be exposed to
- Spread awareness among parents about child protection and the importance of their role in protecting children.
- Promote the principle of tolerance among all members of the school community.

- School rules and regulations are aimed at supporting vulnerable students. The school will ensure that all violators (i.e. parents, students, as well as staff members) will be held responsible/accountable for their actions.
- Endeavour to achieve justice and equality in treatment for all students.
- The school shall take all the necessary measures to safeguard and protect the children against substance abuse, including the use of narcotic, intoxicating and stimulant substances, all types of psychotropic substances, or the child's involvement in their production or trafficking.
- Promote and inform staff about the professional Codes of Conduct for workers in the General Education Sector published by the Ministry of Education, September 2022.

D. OUR CHILD PROTECTION AND SAFEGUARDING POLICY

The school ensures that there is an effective Child Protection and Safeguarding Policy for the provision of health and safety throughout the school. At the beginning of the academic year, the school will issue an updated policy to ensure that stakeholders are fully informed about the Child Protection and Safeguarding Policies at the school.

In line with the Child Protection and Safeguarding Policy, Child Protection and Safeguarding training is carried out annually during the induction training of all new members of staff. All teachers and administrative staff are obliged to complete a mandatory "Child Protection Policies Course," on the Virtual Learning Environment (VLE). The Virtual Learning Environment (VLE) is a digital platform that provides all employees with easy, up-to-date access to a wide range of learning opportunities (https://spdi-vle.sabis.net). Online courses cover a variety of technical, behavioral, and functional topics. The course is developed and tailored to meet the needs of the region. The course features eight modules. Each module is followed by an assessment, which needs to be passed to proceed to the following module. The eight modules are:

- A Child Protection Guide - Cue Cards
- Abuse and Neglect
- Allegations Against an Adult Connected to the School
- Appendix A - Types and Signs of Abuse and Neglect
- Disclosure of Abuse and Neglect
- Guidelines on Child Protection

- Main Elements to School Safeguarding
- Thresholds for Intervention

In addition, the school will conduct training and awareness workshops periodically designed to ensure our students are fully aware of all things related to their welfare and safety. Parents who require support and further information on this topic are invited to attend 1-on-1 sessions with the relevant CPO to ensure they fully understand their role in ensuring their child is safeguarded/protected.

E. CHILD PROTECTION and SAFEGUARDING COMMITTEE

The school has an assigned Child Protection and Safeguarding Committee to take overall responsibility for safeguarding children and all that is related to the child's rights and protection, and the committee shall liaise with the corresponding and relevant local bodies, if and when necessary. The school ensures that there is an effective policy for the provision of health and safety throughout the school.

The Safeguarding Committee includes Director, Maintenance Supervisor, Head Supervisor, Health and Safety Officer, Social worker / Child Protection Officer, and shall be responsible for:

- Annually monitoring and reviewing the effectiveness of the school's Safeguarding policy to ensure it is known, understood, and practiced appropriately by the school community
- Ensuring the safeguarding policies and procedures adopted by the school's governing board are fully implemented and observed
- Ensuring that all staff, volunteers, and invited visitors are informed of their responsibilities in relation to safeguarding procedures
- Ensuring parents have access to the school's safeguarding policy and all supporting documents, through the school website
- Developing an induction and training program to ensure all staff and volunteers receive information on the school's safeguarding arrangements
- Ensuring compliance with relevant processes set out in the ADEK school Student protection policy

The Child Protection Officers will commit to their responsibilities and ensure that:

- The school Director is up to date with any important or sensitive information that requires input to make further necessary decisions, in order to take the appropriate action with each case.
- Members of staff are informed of all child protection procedures, and these procedures are efficiently and effectively implemented.
- Adequate training, updates and support is provided for all members of staff.
- Comprehensive records are maintained with each case and kept in an allocated and secure location marked 'Strictly Confidential.'
- Following an incident or case, students, members of staff and parents are continuously supported as required. Any additional care, advice, or guidance required will be provided by the respective Child Protection Officer.

F. DUTIES AND RESPONSIBILITIES OF SCHOOL STAFF

The key duties and core principles of all staff members of the school are as below:

- They must be vigilant at all times and aware of any signs of abuse and neglect: physical, emotional, sexual, and/or neglect and deprivation.
- They must be aware of the key figures of the school's Child Protection and Safeguarding Committee.
- They are fully aware that any unusual behavior they observe, inside or outside the classroom, is to be immediately reported to the concerned committee member. The concerned school's Child Protection and Safeguarding committee member should be alerted immediately in case a sign of abuse or neglect is detected.
- Observations will be recorded either in the SABIS® School Management System
- The school has an official policy in place against bullying/cyber-bullying and misuse of social media.

G. SECURITY MEASURES FOR STUDENTS' SAFETY

- Security guards are stationed at all entry points and verify IDs for all visitors. The school maintains a visitor log with ID verification
- The school Security Department guarantees that any individual that enters the school campus during school hours must have a valid form of identification that will be exchanged for an access pass and will be returned once they exit the school.
- Anyone acting in a suspicious manner will be automatically approached by a member of security to ensure their presence at the school is justified and permitted.
- Throughout the school day there are **7** members of security staff allocated around the campus.
- The School Security Department organizes a total of four fire drills per annum: ○ Infants and Primary Schools ○ Secondary School ○ Infants, Primary and Secondary together ○ Infants, Primary and Secondary, along with the Civil Defense (Mandatory requirement by law.)
- Each member of staff has been given training prior to the fire drill; therefore, they are aware of their assembly point according to their department. Each teacher is given a student checklist in order to ensure all students present on the day are accounted for.
- The security team reports daily to the Head of Security, and in the case of an emergency report immediately. Every morning the night shift team report their observations related to school maintenance and security.
- The school installed and continues to maintain CCTV systems that monitor all entrances, exits, hallways, common areas, and outdoor spaces, ensuring compliance with the Monitoring and Control Center (MCC) standards. CCTV will not be placed inside bathrooms or changing rooms.
- Only authorized personnel (Principal, security team, ADEK inspectors) can access CCTV footage. Unauthorized sharing of recordings is strictly prohibited.

H. ONLINE SAFETY (E-SAFETY)

The school, with the help of the IT Department, conducts annual training for both staff members and students regarding e-safety which contains, but is not limited to the following:

- Inform staff and students to keep personal information limited and private
- Inform the school community about the privacy option, and how to enable it
- Practice safe browsing and be mindful of suspicious browsers and pop-ups
- Remember to regularly change passwords, and choose strong passwords

- Be mindful about what they download online
- Be mindful of what, where and how they post online
- Be mindful of who they are connecting or communicating with online, and the dangers of engaging with strangers or people that they do not know in the physical world, especially if they request private or personal information. (Full name, home address, current location, pictures of oneself or one's home…)

The school shall ensure that all staff and students comply with ADEK's School Digital Policy, safeguarding personal data and restricting unauthorized sharing of student information.

Students shall be educated on digital literacy, including identifying online threats, responsible social media use, and reporting cyberbullying.

Cyber-Bullying and Cyber Harassment:

Cyber Bullying and Cyber Harassment, like other forms of bullying and harassment, imply a relationship where an individual has some influence or advantage that is used improperly over another person or persons, where the victim(s) is subjected to a disadvantage or detriment, and where the behavior is unwarranted and unwelcome to the victim. Cyberbullying occurs when technology is used to convey the bullying message to the victim, and/or to those around the victim. Mobile phones are the preferred medium for these acts, and the proliferation of apps such as WhatsApp as well as app based social media platforms make it increasingly easy to spread negative messages further than was possible before. In addition, secondary perpetrators can readily forward and share the negative material, resulting in its rapid and widespread dissemination. The message may be viewed multiple times by a larger and more diverse audience – it could be sent to the victim's parents, siblings, teachers, neighbors, and broader social groups. The UAE's Child Rights Law (Federal Law No. 3 of 2016) affirms that all children have the right to education and basic protection in the UAE. Defamation, which is often at the core of cyberbullying, is a criminal offence in the UAE. Article 138 of the Penal Code stipulates that a punishment of jail and a fine (determined at the discretion of the judge) "shall be inflicted on any person who publishes through any means of publicity news, pictures or comments pertaining to the secrets of people's private or familial lives even if the same is true." The school is committed to raising awareness of the need for E-Safety in a technologically advancing world. The practice and education within the school aims to inform children, staff and parents of the

need for safety in regard to content, contact and conduct when accessing the internet, social media, or other forms of e-communication.

I. IDENTIFYING CHILD ABUSE – WHEN TO GET INVOLVED

Child abuse refers to the physical, mental, or sexual harm/maltreatment/exploitation or neglect of a child, under the age of 18, by another person. It is vital that every staff member is able to recognize any noticeable signs of abuse and/or neglect such as:

- An injury sustained from an action/activity that would not be the result of a typical accident e.g., hitting, shaking, slapping, or a burn that resulted in a mark on the body.
- Shouted at, threatened, insulted, humiliated, undermined, blamed, judged, or intimidated.
- Feeling neglected – unsafe, isolated, or unwanted.
- Forced into a sexual act – inappropriate touch, watching pornography or exposure to sexual content in any form.
- Absence of adequate basic needs – e.g. food, shelter.
- Neglect – emotionally, medically, hygiene, educationally.

- All suspected child abuse cases must be reported to the Safeguarding Committee within 24 hours.
- Serious cases shall be escalated to ADEK and relevant authorities immediately.

- A record of all reports and actions taken shall be securely maintained for compliance review.

1. GENERAL SIGNS AND SYMPTOMS

- Depression and anxiety
- Shame and guilt
- Fear
- Bruising
- Addiction
- Isolation and withdrawn
- Aggressiveness
- Impulsive behaviour
- Sleep disturbance – persistent tiredness, bed wetting or nightmares
- Decline in academic performance or poor school performance or a decline in engagement in activities
- Signs of an eating disorder
- Anxiety

2. SEXUAL ABUSE

Sexual Abuse and Exploitation involves forcing or enticing a student to take part in sexual activity or exposure to sexual content. It may include actions that involve physical contact and also non-contact activities, such as viewing or producing pornographic material, watching sexual activities, sexual hinting, sexual conversation, exposure to sexual content/material, or encouraging students to behave in sexually inappropriate ways (in person or online).

Signs of sexual abuse to be vigilant for:

- Unusual behaviour that could be general or of a sexual nature
- Unwilling to get changed for P.E. lessons
- Inappropriate sexual behaviour that could be questionable in relation to the child's age
- Sexually transmitted diseases/infections
- Any physical clues that would suggest harm to the genital or anal areas – such as pain, bruising, bleeding, or itching
- Vaginal discharge or infection
- Discomfort of the genitals or anal areas when walking or sitting

3. NEGLECT

Neglect is the persistent failure to meet a student's basic physical, emotional and/or psychological needs, likely to result in serious impairment of the child's health or development. It involves the failing of a parent or guardian to take actions that are considered necessary to care for children including, but not limited to:

- provide adequate food, clothing, and shelter ○ protect the child from physical harm or danger ○ provide adequate care (including the use of adequate caregivers) ○ provide healthcare and appropriate medical treatment ○ provide education and regular school attendance ○ maintain personal hygiene

Signs of neglect to be vigilant for:

- Poor personal hygiene ○ untreated medical issues ○ Inability to form social relationships with peers ○ Detachment, isolated, withdrawn ○ Stealing
- Hunger – under/overweight ○ Substance abuse – alcohol or banned substances such as drugs ○ Reoccurring lateness or absences without valid excuse ○ Self-harm ○ Inappropriate clothing

4. PHYSICAL ABUSE AND CORPORAL PUNISHMENT

PHYSICAL ABUSE is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This involves actions including, but not limited to, hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, confinement, or giving the student drugs not prescribed by a physician to control behavior or to cause harm.

CORPORAL PUNISHMENT is a physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as physical abuse.

Signs for physical abuse to be vigilant for:

○ Unexplained bruises or injuries ○ Injuries which have not received medical attention ○ Repeated abdominal pain ○ Withdrawal from physical contact ○ Marks or scars ○ Fear of returning home ○ Fear of contacting caregivers/parents ○ Self-destructive tendencies ○ Displaying aggression towards others ○ Unusual passive behaviour ○ Repeated running away from home ○ Cigarette burns ○ Human bite marks ○ Broken bones ○ Burns

5. EMOTIONAL ABUSE

Emotional Abuse/Psychological Abuse is the persistent emotional ill-treatment of a student to cause severe and persistent adverse effects on the student's emotional growth and development. It involves actions such as, but not limited to, conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It involves causing students to feel bullied, frightened or in danger, or the exploitation or corruption of students. Some level of emotional abuse is involved in all types of ill-treatment of a student, although it may also occur in isolation.

Signs of emotional abuse to be vigilant for:

○ Excessive tiredness ○ Fear of a new situation ○ Low self-esteem ○ High levels of anxiety ○ Unusually passive or aggressive behaviour ○ Delayed speech ○ Inappropriate emotional responses to situations ○ Running away ○ Lying

- Neurotic behaviour e.g., sulking, hair twisting, rocking
- Fear of making mistakes
- Self-harm
- Developmental delay in terms of emotional progress

J. DAILY REPORTING PROCEDURE

Communication between school and parents is both formal and informal with observations and official meetings / any major incidents / complaints recorded in the SABIS® School Management System. Meeting procedures and record keeping are formalized, so as to ensure that a full and detailed record of incidents concerning students is kept securely.

1. DIRECTOR/DEPUTY DIRECTOR

The Director is the head of the pyramid and the person in charge of all that takes place in the school. He / She has scheduled meetings with all members of the administrative team. The Director reports to the Regional Office any serious concerns that the school has regarding individual students. The Regional Office will support the school Director to decide on the most effective course of action that should be taken, if required.

2. TEACHERS

Teachers are the first point of reference in observing any behavioral concerns within the classroom. Teachers must communicate their concerns to the Child Protection Committee member in the school by filling out the Child Protection Incident report form (Appendix B).

3. SUPERVISORS

School supervisors are usually the first point of reference in observing any concerns outside the classroom. Supervisors observe and advise students on a daily basis and are therefore aware of behavioral changes. Supervisors must communicate their concerns to the concerned Child Protection Committee member in the school and by filling out the Child Protection Incident report form.

4. ACADEMIC QUALITY CONTROLLERS (AQCS)

AQCs meet students on a formal and informal basis, attend classes and meet with parents. Concerns about students are reported to the Director on a daily basis. Details of meetings with students, and/or parents are recorded in the SSMS. AQCs must communicate their concerns to the concerned Child Protection Committee member in school and by filling out the Child Protection Incident report form.

5. SECURITY AND MAINTENANCE TEAMS

The security and maintenance teams perform daily checks during and after school hours on school facilities and surroundings. Daily reports are submitted to the Heads of Security and the Head of Maintenance for immediate action.

6. SABIS® STUDENT LIFE ORGANIZATION (SLO)

The SABIS® Student Life Organization® is an integral part of the SABIS® Educational System, and it plays an important role in the school community. Emphasizing the acquisition of life skills through real-life experiences, the SABIS SLO® is a student-led society that empowers students to hold responsibility for many aspects of school life such as: Academics, Discipline, Social responsibility, Activities, Wellness etc. While providing opportunities for emotional, social, and moral growth, the SABIS SLO® helps students to develop their academic, managerial, organizational, innovation and leadership skills through a variety of academic and non- academic activities.

The Student Life Coordinator works alongside students and is available for both formal and informal meetings with students in the SLO® regularly. The SLO® structure encourages students to be aware of the needs of others. Student Heads of Sections, Class Prefects, Outreach Prefects and Anti-Bullying Prefects are empowered to help deter or report any potential bullying or offensive acts that may take place at school or online. Students are also strongly encouraged to share their concerns with a member of staff that they feel comfortable talking to. These members of staff must report all such incidents to the concerned Child Protection Committee member in school.

In 2020, a ninth department, The Wellness Department, was added to the School's SLO® structure. The Wellness Department helps to promote a healthy lifestyle amongst members of the school community. This department organizes events and campaigns to encourage and give both students and staff the necessary tools and tips to maintain a healthy, wellbalanced life. Healthy lifestyle campaigns include raising awareness of the importance of sleep, stress management, keeping active, social and emotional development, and the benefits of healthy food. This Department also aims to ensure that the school is a safe environment for everyone by reporting safety issues and possible hazards on campus. The Wellness Department cooperates with, and works alongside, the School Clinic, and the Social Workers.

7. SCHOOL MEDICAL TEAM

The school medical team meets students that require medical attention throughout the school day. The school nurse reports any concerns regarding students' wellbeing to the Child Protection Committee who will take corrective measures and report the concern to the relevant CPO.

The School Clinic will ensure that a first aid kit with adequate materials is present in the Medical Clinics, P.E. Hall, and Science Laboratories throughout the school.

K. PROCEDURE WHEN A STUDENT DISCLOSES SENSITIVE INFORMATION OR WHEN ABUSE IS DETECTED/SUSPECTED

- Your reaction should be in the child's best interest.
- Reassure him/her and do not blame the child for what happened.
- Don't overreact and calm him/her down.
- Don't neglect the incident: report the abuse immediately.
- Inform the designated personnel in the Child Protection Committee
- Fill out the required form and give it to the responsible person that will help the child.
- In cases where there are physical signs, fill out the physical signs report form (Appendix B) and indicate on the figures the accurate locations of the bruises, injuries, and scars.

- As a person who is not specialized, do not interfere in the details of what happened with the child: you may unintentionally offend the child by asking inappropriate questions (re-traumatizing).
- Maintain the confidentiality of the information for the child's best interest.
- Praise the student for reporting the incident(s) and reassure them that they are not at fault for this incident(s) occurring.
- Inform them of the next step – i.e. who has to be informed.

L. RECORDING THE DISCLOSURE OF SENSITIVE INFORMATION

- The teacher/ staff member must write down all necessary notes directly after the conversation with the student. Additionally, the Child Protection Incident Report (Appendix B) is to be completed.
- Important information is to be documented: date, time, place, particular words used, demeanour of the student and unusual behaviour.
- If there is a physical injury, only a member of the medical team may take a photograph of the injured area.
- Inform the relevant Child Protection Committee member/ officer of the incident and send the completed Child Protection Incident Report form on the same day.
- The concerned Committee member must privately meet with the teacher(s) of the student in question to gather further information. The teacher(s) must acknowledge that any information disclosed in the meeting must remain strictly confidential.
- The Child Protection and Safeguarding Officer member will meet with the School Director to discuss whether the incident should be referred to the concerned authorities/NGO.
- The follow up action taken must be completed in the Child Protection Incident Report form and the concerned Child Protection and Safeguarding Committee member will follow up on the case three times per term or more depending on the requirements of the case.

M. PROFESSIONAL SUPPORT

If an incident takes place, the school commits to report the incident within 24 hours of it taking place. Below are the usual routes to report an incident:

- POLICE: 999
- AMBULANCE: 998
- FIRE: 997
- ALAMEEN SERVICE: 800 4888
- MINISTRY OF COMMUNITY DEVELOPMENT: 800 623

N. GUIDELINES FOR STAFF

This guidance is with respect to promoting positive interactions between staff members and students. All staff members should be aware of their position of authority and never abuse it. The students' best interest should always be a top priority.

- If there is a suspicion or gut feeling that something is not right regarding a student, they must not let it go unreported/unrecorded.
- Inform the student that we care about their wellbeing and that we are always there to talk about any of their concerns.
- Ensure all relationships with students remain appropriate and do not compromise the boundaries of trust. No suggestive remarks or gestures should be made in person or online.
- Ensure not to be alone with a child in a closed room: meet children in groups, or have another adult present (guardian, staff member or the teacher's assistant)
- Refrain from any physical contact (hugging/kissing)
- All school staff, including administrative and support personnel, must complete ADEK-approved safeguarding training annually when provided by ADEK. New employees must undergo safeguarding induction before assuming duties

O. COMPLAINTS AGAINST THE SCHOOL MEMBERS OF STAFF

- All accusations or complaints regarding the school members of staff (inclusive of thirdparty staff e.g. cafeteria, transportation and housekeeping employees) will be directly reported to the School Director.

- If an incident has occurred or is suspected to have occurred, whereby a student has been abused by a member of staff, the School Director must be informed immediately. A detailed report will be documented to record any important or crucial information regarding the suspected incident. In the case that the school director is at the centre of the investigation, the Regional Director shall be contacted immediately to investigate the case.

- An internal investigation will determine if the staff member in question is suitable to remain as an employee at the school. All evidence will be gathered and used to support an impartial outcome.

- If the outcome of the internal investigation is confirmed and the member of staff in question is guilty of misconduct (physical, emotional, or sexual abuse), the school will contact the relevant authority and any other concerned Governmental entity to seek further support in order to terminate the employment contract of the concerned employee and prevent any future employment opportunities within the UAE.

P. LOST CHILD POLICY

- All staff understand that student safety is their top priority, inside as well as outside the school campus when they are responsible for their wellbeing (e.g. school trips).
- The concerned Supervisor/Head Supervisor will call the parent/guardian of any student that failed to arrive to school, to ensure that they are rightfully absent, and nothing has happened to them on their way to school. (Before 9AM).
- An attendance register is kept by each teacher for each class to ensure that all students are present. In addition to this, the number of times students requests to use the bathroom is

documented, when necessary, in order to keep record of any overuse that can later be discussed with the parent/guardian.

- If any student goes missing, the teacher must immediately report their disappearance to the concerned corridor Supervisor and AQC. The AQC will be responsible for informing the school director, deputy director, office manager, head of security and head of IT department.
- Investigate and ask fellow students or classmates the last time they saw the missing student in question.
- All members of the Security Department will keep a close watch on all exit doors.
- The Head of Security will monitor and replay the CCTV footage to trace the lost child.
- If the child has not been found within 15 minutes, the parents must be informed. The school director/deputy director/officer manager must call the Police and continue the search with as many adult staff members as possible. Once the child has been found, and his / her safety confirmed, follow up procedure takes place for further action if necessary, and the incident is documented.

Q. SCHOOL DISMISSAL

- All students from Pre KG to Grade 2 will be dismissed from their classroom by a teacher, who will document who has collected the child in a dismissal record book at the end of every school day.
- All teachers are to be informed if any person, other than the guardian/ usual designated person, comes to collect the child. Before handing over the child, the teacher must speak with the corridor supervisor to clarify that there has been prior arrangement for this person to collect the child.
- If a parent would like a friend/family member or trusted individual to collect their child from school, they are obliged to send an e-mail to the school, stating the name of the adult who will collect their child. On arrival to the school, this individual must present their Emirates ID (as a form of identification) to the corridor supervisor/ teacher in charge of dismissing the students.

- Upon written consent by parents, students in Cycle 3 are authorized to arrive at and depart from school unaccompanied.
- School already has an established system to record any absence and lateness and communicates this to parents regularly on the SABIS® Digital Platform and SABIS® Parent Application for all cycles.

R. DISMISSAL TIME PROCEDURES • PRE-KG TO GRADE 3

Parents of children in Pre-KG to Grade 2 must collect their children promptly at dismissal time at 3:10pm for PKG to Grade 2 and at 4:00 for Grade 3 (Monday to Thursday). On Friday, PKG to Grade 1 leave at 11:10am Friday while Grades 2 and 3 at 12pm. Pre-KG to Grade 3 students and guardians have designated exit doors.

It is the parent's duty to pick up their child on time as the school does not provide after school hours childcare. After dismissal time, lateness will be recorded, and the same conditions will apply as per Morning lateness.

Collection after 3:10 pm is not considered as late if an older sibling is collecting their younger sibling once their class finishes at 4:00pm. Students can wait in the classroom no later than 4:00 PM. If the older sibling is in Grade 5 or 6 and the parent would like for them to collect their younger sibling, then a Letter of Agreement should be completed.

Siblings in Grades 7 and above do not need to complete this agreement. Please note that the responsibility for the safety of the younger sibling lies with their older sibling once he/she has been collected from the classroom. Therefore, we advise parents to please be sure that he/she is mature enough to take good care of the younger child.

Afternoon Lateness is recorded for children who are not waiting for an older sibling to collect them. Lateness is considered unexcused/excused at the discretion of management. If it is unexcused, lateness will be recorded, parents will be notified and further consequences will apply, in line with the morning tardiness procedures.

• **GRADES 4 TO 12**

The school day will finish for Grades 4 to 12 at 4:00pm from Monday to Thursday, and on Fridays the school day will finish at 12pm for Grades 4 to 12. Students in Grade 4 and above may leave school through their designated gate at home time.

Grade 7 to 12 students may also leave through their designated gate. They do not require a Gate Pass; parents must inform school that they would like to opt-out if they do not want their Gr 7 to 12 child to exit through the Back Gate. Younger siblings (Pre-KG to Gr 6) may leave through the Back Gate, only if they are accompanied by an older sibling (Gr 7 and above). Their parents must sign a Letter of Agreement/Undertaking.

S. SAFETY ON SCHOOL TRANSPORT

- Our School Transport System follows the ITC's "Guiding Manual of School Transport in the Emirate of Abu Dhabi." At the school, we comply with all required safety guidelines in this guide.
- Safety belts must be worn on school buses at all times.
- The students must be seated according to an assigned seating plan.
- Discipline Prefects are appointed by SLO® to report any unacceptable/inappropriate/unsafe behaviour.
- A bus conductor is present on all school buses in the morning and the evening. The conductor gets down from the bus every time a student gets on or off the bus. The conductor steps down first, and then students proceed to enter/exit the bus. Once the conductor makes sure that all is in order and the students are safely on the bus or with their designated caretaker, then she gets on the bus again and the bus can proceed to the next drop off/collection point.
- Cameras are installed on all buses. These cameras ensure optimum safety and security for students, especially if there is an incident that requires supporting evidence for our investigation.
- School transportation drivers must drop children off in a designated safe drop-off area and remind students to be cautious when alighting from the bus.

T. PERSONAL CARE

- There are times when students experience accidents in school, which could result in them sustaining an injury of a sensitive nature – i.e. their genitals. It is important to remember that the child is entitled to respect and privacy. Any child that presents themselves with an injury of this nature must directly visit a member of the school medical team. A medical team must be present together during the examination.

- Any incident involving the child's genitals will not be inspected without the parent being informed and consent must be given for the examination. The parent can decide if they wish the School Doctor to carry out an examination, or they can decide to collect their child in order to take him/her to the nearest hospital.

- If a child has soiled their clothes, the child must be brought to the School Clinic immediately and the clean clothes that parents have sent at the beginning of the year will be used. Otherwise, parents will be called to provide a new set of clothes. In the Admissions policy of The International School of Choueifat, Khalifa City, it states that all students must be toilet trained.

- If a child is frequently soiling their clothes, the school administration will take further action to ensure optimum toilet training is being practiced at home, and future accidents are prevented for the child's health, safety and comfort.

- Bathrooms must remain clean at all times. Cleaners ensure there is adequate soap, water, hand dryers and toilet paper. Teachers must educate and remind the students the importance of using these hygiene accessories.

- All bathrooms are clearly signed 'Students Only' or 'Staff Only', therefore no confusion should occur between students and members of staff regarding their designated bathroom.

No housekeeping member of staff should be present inside the students' bathrooms while there are students inside. If there is a need for any maintenance, the bathroom must be clearly cornered off with a sign.

U. PHYSICAL AND VIRTUAL CONTACT WITH A STUDENT

- As a member of staff, you should never initiate physical contact with a student.
- Students in the Primary School are starting to become more aware of their bodies through puberty and may be exposed to sexual knowledge from their peers, older siblings or the Internet. Therefore, it is important to refrain from physically approaching students or passing a comment on their physical appearance.
- There are many different nationalities, religions and cultures at the school. As a result of this diversity, we strongly remind each member of staff to be aware of what is deemed acceptable and unacceptable according to the laws and values of the UAE and the students' cultural background.
- If a student indicates verbally or physically that they are uncomfortable with physical touch, the member of staff will respect their wishes. Students who have or are currently experiencing sexual abuse might interpret an innocent touch as a sexual advance.
- A member of staff should never find themselves in the sole presence of one student in an enclosed space, unless there is CCTV. Preferable there will always be another person present in such situations.
- A member of staff should never personally invite a student to their house, or to any external activity outside the school.
- With the Secondary School students, it is even more important to demonstrate the boundaries between members of staff and students. Members of staff will not discuss sexual matters with students, in any context, unless approved by the school director for a valid reason, or in reference to the curriculum approved by the Regional Office.
- Staff are asked to maintain professional relationship with all students, inside and outside the classroom as highlighted in the Code of Conduct for Education Professionals in General Education published by the Ministry of Education, September 2022.
- Any member of staff who witnesses inappropriate physical touch between another member of staff and a student is obliged to report this incident to the School Director, who will then report it to the School Child Protection team, and the appropriate follow up will occur.

- Regarding social media, members of staff should not accept a friend request from any students currently registered at the school. Members of staff are fully aware that their social media profiles should be set to the most secure privacy settings, and their profile should be locked.

V. Managing Security Breaches

The school is committed to ensuring the safety and security of all students, staff, and visitors by implementing a comprehensive security breach management system. This system is designed to prevent, detect, and respond to any unauthorized access, threats, or breaches that may compromise the wellbeing of the school community.

In compliance with ADEK's School Safeguarding Policy, the school shall:

1. Establish a Security Breach Response Plan – A formal procedure will be in place to lock down the school in the event of an emergency. The Safeguarding Committee or designated lead will oversee the implementation of this plan, ensuring immediate and coordinated action to mitigate risks. (Appendix C)
2. Train Staff on Security Protocols – All school personnel shall receive mandatory training on security breach procedures, including lockdown drills, emergency responses, and reporting mechanisms.
3. Appoint a Designated Security Lead – The Safeguarding Committee or Lead, including deputies in their absence, shall be responsible for managing security incidents, ensuring compliance with ADEK's policy, and maintaining physical and mental readiness for emergency situations.
4. Implement Digital Security Measures – In line with the ADEK School Digital Policy, the school will maintain secure data backup systems and a business continuity plan to safeguard against cyber threats. Any digital security breaches will be recorded, signed by the Principal, and stored securely for auditing and compliance purposes.
5. Conduct Regular Emergency Drills – The school will implement scheduled emergency planning and security drills, in compliance with the ADEK School Health and Safety Policy, ensuring all students and staff are well-prepared for potential threats.

6. Ensure Compliance and Reporting – Any security breach, including unauthorized access, threats, or digital security incidents, will be immediately reported to ADEK and other relevant authorities as per local regulatory requirements.

Appendix A - Safeguarding Best Practice Do's and Don'ts for Staff

Do	Don't
Ensure you know who the designated safeguarding officer is and who the safeguarding team is	Investigate any concerns yourself
Respond immediately-report any issues verbally to the CPO and then in writing	Email any safeguarding concern forms
Always listen to and make time for a child who wants to make a disclosure	Ignore or dismiss any child
Always believe that a child is telling the truth	Examine a child yourself or take any photographs of injuries that are reported to you
Be aware of the indicators of the categories of abuse	Look shocked or distasteful about what a student is telling you, and do not speculate or make negative or leading comments
Challenge people around school who are not wearing their lanyards	disclose any information pertaining to the incident except to the Child Protection Committee
Remember that students from any background, at any age, can suffer from any type of abuse	Make any other promises to the student
Understand the importance of e-safety and the responsible use of social media	Keep concerns about other adults to yourself
Password protect your laptop/mobile phone	Assume that everyone that works with children has their best interest at heart

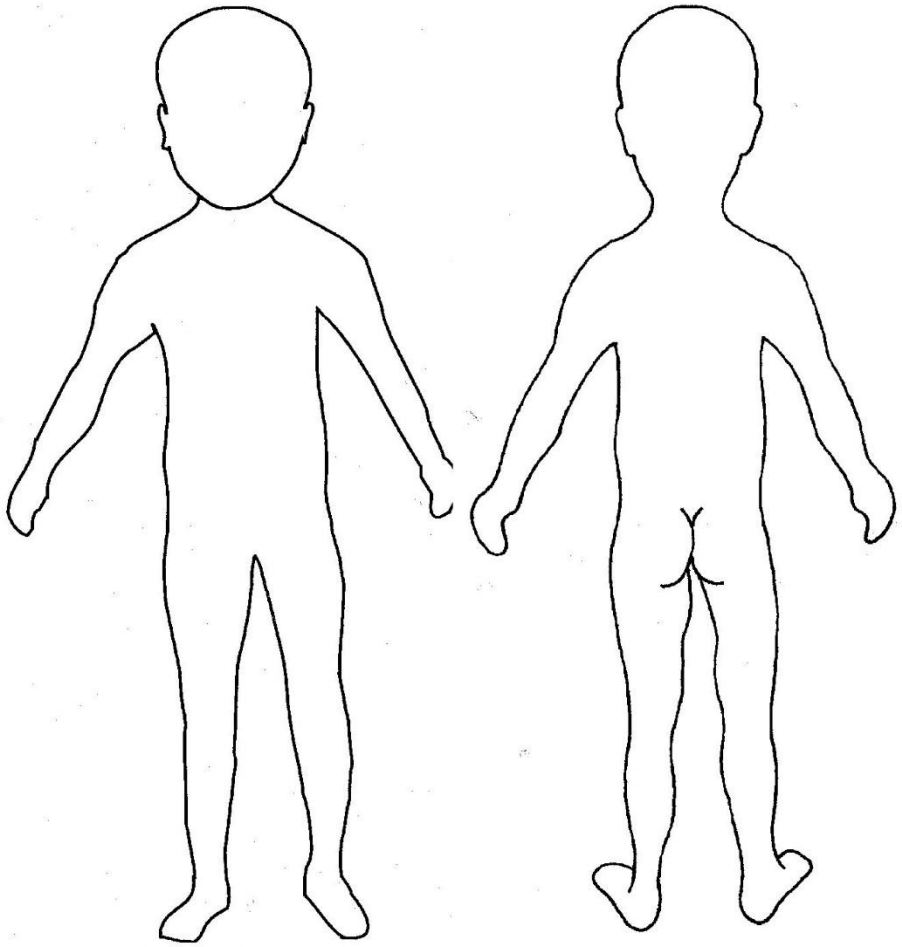
Appendix B - Child Protection Incident Report Form

Child Protection Incident Report Form

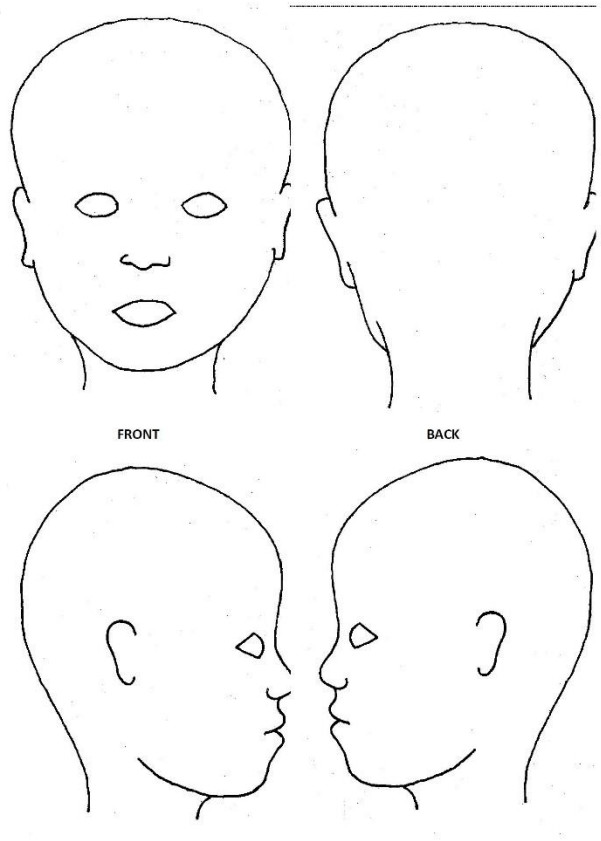
Date of Incident: Time: Location:	Student Name: Student Number: Class and Section:
Name of student(s) linked to the incident: Class and Section:	
Incident Description (elaborate particular words used by student, demeanor of the student and unusual behavior …)	
Incident is reported by: Designation of reporter:	
Child Protection and Safeguarding Committee has been informed? If yes, which member has been informed: Designation of member:	Yes ☐ No
How was the member informed?	Email ☐ Phone Call ☐ Face-to-face meeting ☐ (Sp
Action Taken:	
Date of report: Signature of reporter:	

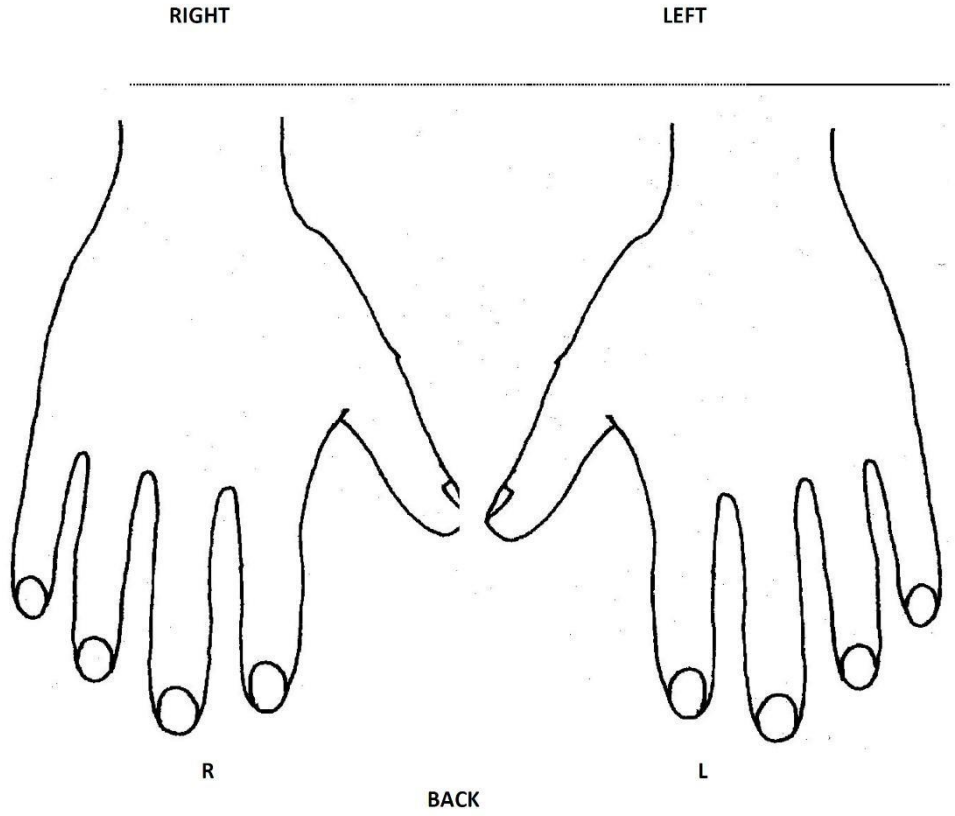
Physical Signs Report Form

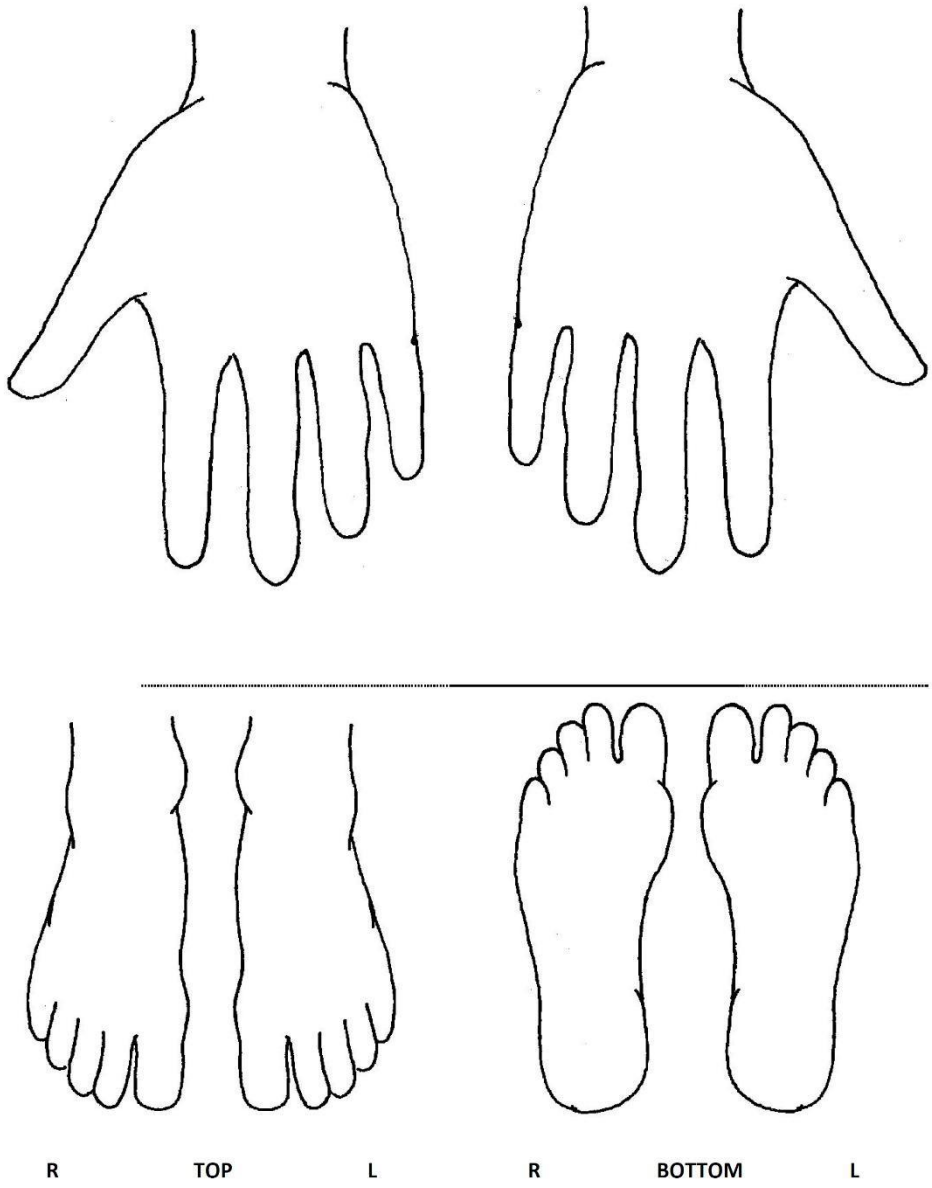
Name of student: ..... Date of Birth: .....
Name of Staff: ..... Job title: .....
Date and time of observation: .....

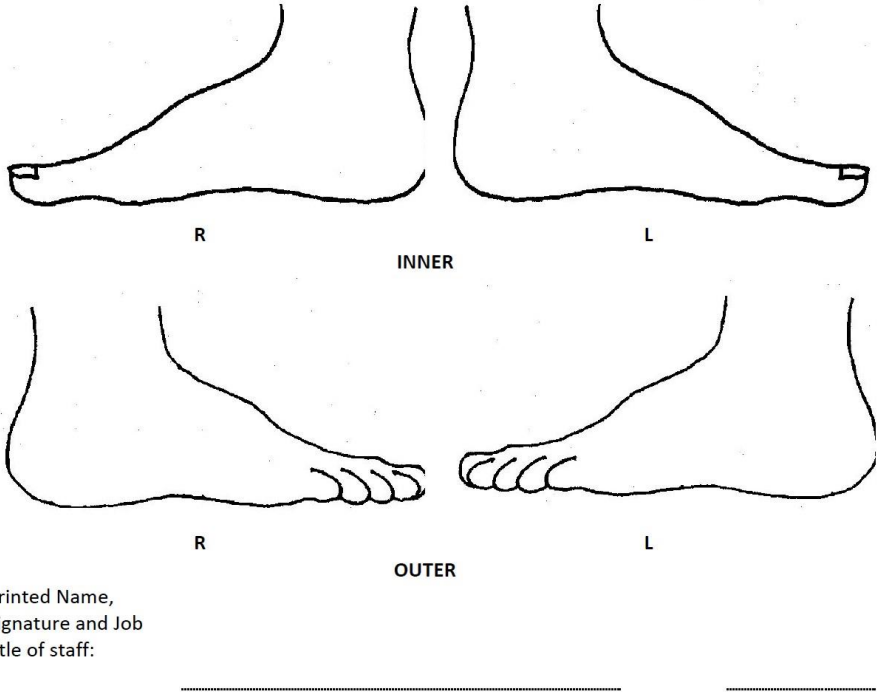


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Printed Name, Signature and Job title of staff:

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Appendix C - Security Breach Response Plan

Objective:

To ensure a quick, safe, and organized response to any security breach, including unauthorized intruders, threats, or data breaches, while minimizing risk to students and staff.

Step 1: Identify the Threat

- Any suspicious activity, unauthorized person, or security breach is immediately reported to the School Security Team and Safeguarding Committee Lead.

- Staff or students do not engage with the intruder or threat directly.

Step 2: Initiate Lockdown or Evacuation ✅

If the threat is inside the school:

1. The Principal or Security Lead announces "LOCKDOWN" over the intercom.
2. Teachers lock doors, turn off lights, and keep students quiet and away from windows/doors.
3. Security guards secure all entry points and monitor the intruder on CCTV.

✅ **If the threat is outside the school:**

1. The Security Team restricts access to the premises and alerts law enforcement.
2. All students remain indoors, and outside activities are suspended.

✅ **If evacuation is needed (e.g., bomb threat, fire, or hazardous material):**

1. The alarm sounds, and staff guide students to emergency assembly points.
2. Emergency services (police/fire department) are contacted immediately.

Step 3: Contact Authorities & Parents

- The Principal or designated staff calls 999 (Police) and 800 555 (ADEK Emergency Line).
- Parents are notified via SMS or school app with safety instructions.

Step 4: Conduct a Headcount & Secure Information

- Teachers take attendance and report any missing students.
- The IT department secures digital data if there is a cybersecurity breach.

Step 5: Resume Normal Operations & Review the Incident

- Authorities confirm when the school is safe.
- A detailed incident report is submitted to ADEK and school leadership.
- The Safeguarding Committee reviews the response to improve future security measures.