



Al Ain English Speaking School

Student Protection Policy

1. INTRODUCTION

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AAESS has systematic processes to prevent and reduce the risk of student maltreatment through comprehensive wellbeing, health and safety and safeguarding policy and procedures. Where students have been identified as vulnerable and the subject of maltreatment concerns and risks investigated AAESS ensures that it adheres to recommended protocols defined in the ADEK Student Protection policy and works collaboratively with the authorities to protect individual students. This obligation is enforced in Federal law and is also a moral and ethical duty of the Principal, Governing Board and all staff, including volunteers/visitors who are mandated reporters

2. PURPOSE

- To protect students under the supervision of AAESS from all acts and omissions constituting maltreatment.
- To identify and support students at AAESS who are at risk of harm, as enforced by the UAE Federal Law No. (3) of 2016 Concerning Child Rights, Federal Law No. (31) of 2021 Promulgating the Crimes and Penalties Law, Federal Law No. (5) of 1983 Concerning Nurseries, Federal Law No. (18) of 2020 Concerning Private Education, Executive Council Chairman Decision No. (26) of 2013 Regarding the Regulation of Private Schools in the Emirate of Abu Dhabi, and other relevant UAE laws.
- To emphasise that all staff and volunteers at AAESS are mandated reporters of cases of alleged and/or suspected maltreatment of students inside and outside the educational institution.
- To define roles and responsibilities of the principals, staff, and parents of students at AAESS for responding to alleged and/or suspected cases of student maltreatment.
- To ensure that AAESS is responsible for the care and protection of all students enrolled at the school and coordinates actions to safeguard them.

3. POLICY

KEY STUDENT PROTECTION PRINCIPLES AT AAESS

- The best interests and safety of the student shall be a primary consideration in all actions taken to safeguard their wellbeing.

- It is the responsibility of AAESS, the principal and all staff, to recognise, respond to, and manage the student protection risk and impact to the best of their ability.
- All mandated reporters and AAESS staff and volunteers are responsible and accountable for ensuring student protection measures are in place and applied and upheld.
- All mandated reporters and AAESS staff and volunteers will be protected and shall not be hindered or penalised in any manner for carrying out their responsibilities to report and safeguard students from all forms of maltreatment.
- Zero tolerance of all forms of maltreatment is to be implemented and upheld in all actions and environments pertaining to students.

All students have the right to be:

- Heard and express their voice/opinion and participate in selected decision-making processes at AAESS.
- Treated with dignity and respect.
- Treated with fairness and justice.
- Supported by an advocate and provided with necessary support when required.
- Safe, protected from harm, and aware of what constitutes risk and harm.

4. LEGAL OBLIGATIONS AND RIGHTS

- This policy was developed in line with federal student protection and related regulations and policies (see References section at the end of this document).
- AAESS complies with the provisions of [ADEK School Student Protection Policy](#).
- AAESS has adopted the [ADEK School Student Protection Policy](#) to protect students from any maltreatment, and this is published on the AAESS website.
- AAESS complies with the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024) for the management of abuse-related offences that are reported within and/or occurring within an educational institution.
- AAESS ensures that the student protection policy has been communicated, understood, and agreed to by all institutional stakeholders (Governing board members, staff and volunteers, parents, and students). Students shall receive a student-friendly version of the student protection policy, and their agreement should be obtained when any student protection concerns are raised.
- AAESS and the school principal are guardians of the rights of students to not be exposed to maltreatment. The principal acts as the guardian of all students while they are under the supervision of AAESS and shall take responsibilities that fall under this role.
- All students have equal rights for care, protection, and safety whilst at AAESS.
- AAESS is fully responsible for the care, protection, and safety of students while students are under the institution's supervision.

5. REPORTING OF CONCERNS OF MALTREATMENT AT AAESS

All concerns of student maltreatment disclosed in AAESS whether the maltreatment took place inside or outside of the institution, should be notified to the Designated Safeguarding Leads (DSL) or any other person representing him/her.

- Staff at AAESS including any person who, in the performance of their duties, has regular or temporary contact with students and who provides services to students or the institution, are mandated by Federal Law No. (3) of 2016 Concerning Child Rights to report all cases of alleged and/or suspected maltreatment (conducted by any alleged/suspected perpetrator inside or outside of the educational institution) to the AAESS CPC immediately or directly to the ADEK Child Protection Unit (CPU) within 24 hours upon suspicion. Staff should follow the procedures outlined in the flowchart below (Figure 1) Safety Concern Referrals in Abu Dhabi Educational Institutions and the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).
- The Ministry of Education (MoE) has put in place the National Policy for the Prevention of Bullying in Educational Institutions for handling bullying cases. Therefore, all cases of bullying should be handled in accordance with the procedures defined in that framework. Exceptions related to bullying cases include severe bullying (cases of bullying that have or risk having a significant physical and emotional impact on the student would be considered as maltreatment), which should be handled according to the procedures defined in this policy.
- AAESS has two Child Protection Coordinators (CPC) who are known as Designated Safeguarding Leads (DSL) and a Child Protection Team (CPT) also known as the Safeguarding Committee. These appointments are reported to ADEK annually.
- The two DSL's have undergone ADEK-mandated training and are senior members of staff.
- The CPT/Safeguarding Committee shall undergo any ADEK-mandated training as announced.
- If any staff at AAESS, including volunteers, receives an allegation or has a concern that a student may have been maltreated, is being maltreated, or is at risk of maltreatment as defined in the Definitions (Types of Maltreatment) section, they shall report the matter to the DSL immediately and record the incident/s on CPOMS. This includes concerns of maltreatment taking place inside or outside AAESS premises.
- In case the reporter is unable to reach the DSL, or any other person representing him/her, or other members of the Safeguarding Committee, or it is not in the best interest of the student to inform the team, then they should inform the Child Protection Unit (CPU) at ADEK and/or the Family Care Authority (FCA) directly by filling out the Safety Concern Form online on the digital safety concern portal.
- Emergency cases, where the student is in imminent danger, should be reported without delay by the DSL to the Police (999) and the principal, with a copy of the Safety Concern Form online on the digital safety concern portal.
- Emergency cases are detailed in the guide on Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024).

6. SAFEGUARDING TEAM

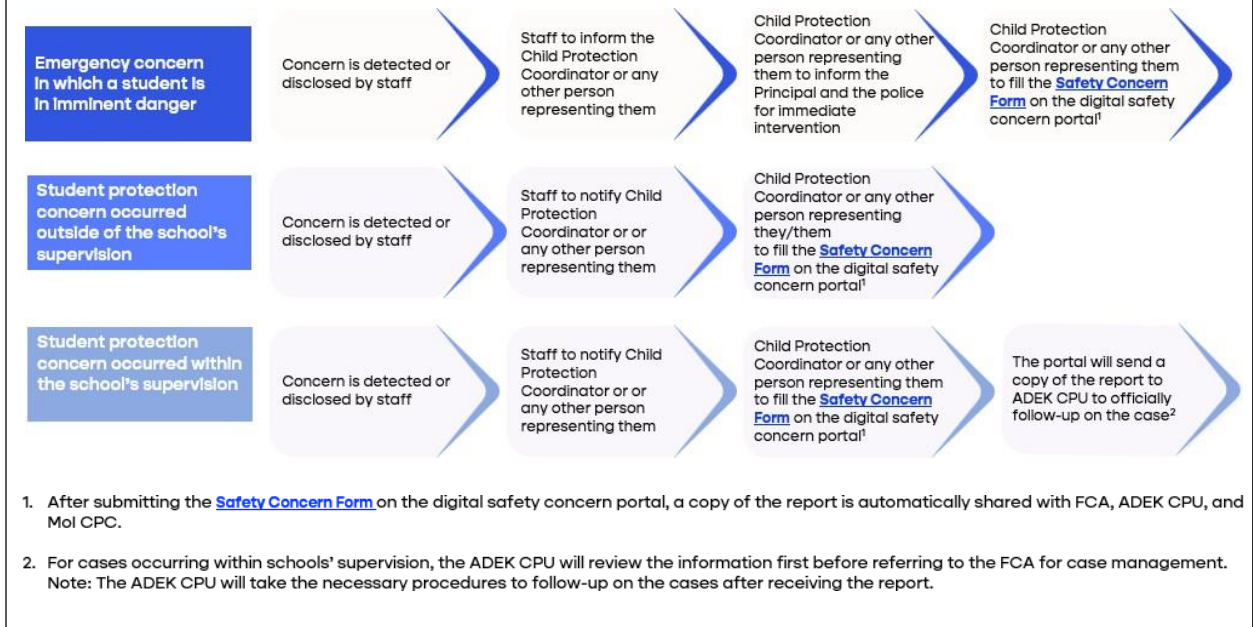
Staff Name	Role
Mrs Helen McCauley	Principal of Primary - DSL
Mr Zaheer Abass	Principal of Secondary - DSL
Mr Hadi Sjeneh	Head of Arabic and Islamic
Mrs Nichollette Sigamoney	School counsellor

Ms Lama Abrash	Pastoral manager and parent liaison
Mrs Carolyn Bavister	Member of the senior leadership team – DDSL
Mrs Michelle Taylor	Member of the senior leadership team – DDSL
Ms Sarah Carter	Member of the senior leadership team - DDSL
Mr Luke Cole	Member of the senior leadership team - DDSL
Mr Alan Wright	Member of the senior leadership team - DDSL
Mr Binoj Balan	Health and Safety Officer
Mrs Cathy Smith	Attendance Officer
Mr Peet Vreugdenburg	Deputy Principal- Head of Inclusion - DDSL

7. HOW MALTREATMENT CONCERNS IN SCHOOLS ARE HANDLED

- When a concern of student maltreatment is raised in AAESS, this should be reported directly to a DSL and logged on CPOMS.
- Emergency concerns will be reported to the Police and the Principal.
- When maltreatment concerns occur outside the supervision of the school, the DSL, or any other person representing them if the DSL is not present, should then fill the Safety Concern Form on the FCA digital safety portal.
- The Safety Concern Form will be shared with the ADEK Child Protection Unit, the FCA and the Ministry of Interior – Child Protection Centre (Moi – CPC). FCA will review the case and follow the required procedures for case management.
- Maltreatment concerns that occurred under supervision of the school, all staff should inform the DSL or any other person representing them if the DSL is not present. The DSL will then complete the Safety Concern Form online on the digital safety concern portal. The Safety Concern Form will be shared with the FCA, the ADEK CPU and the (Moi – CPC). The ADEK CPU will review the information first before referring them to the FCA for case management, who will take the necessary procedures for follow-up on the cases after receiving the report.
- ADEK CPU reserves the right to conduct or designate qualified staff to conduct the initial safety and risk assessment before reporting the case to the FCA.
- If the ADEK CPU refers the concern to the FCA, the concern would then be managed by the Child Protection Services (CPS) at the FCA. The ADEK CPU will provide administrative support to enable the FCA to conduct the needed assessments and other activities related to case management.

Figure 1. Safety Concern Referrals in Abu Dhabi Schools



Relevant contact details are as follows:

- Abu Dhabi Police: 999
- Family Care Authority (FCA): 800444 icm@adfca.gov.ae
- MoE Child Protection Unit (CPU): 80085 cpu@moe.gov.ae
- Safety Concern Portal: <https://daasafetyconcern.abudhabi/>

8. STUDENT PROTECTION DATA CONFIDENTIALITY AT AAESS

- Case reports and student data are strictly confidential. The identities of the student subject to alleged and/or suspected maltreatment, the alleged/suspected perpetrator, and the person reporting the alleged/suspected case must be kept confidential by all parties involved in the case.
- The data should be shared only with authorised individuals from the ADEK CPU and the FCA, within investigative teams, and the Abu Dhabi Judicial Department.
- Authorised individuals are strictly prohibited from discussing active or closed cases with the media, any third parties or other staff, and/or unauthorised ADEK staff, except for investigative and judicial authorities and within the legal responsibilities.

9. STUDENT PROTECTION TRAINING AT AAESS

- The DSL and Safeguarding Committee shall complete all student protection policy and safeguarding training as mandated by ADEK, including an affidavit attesting to upholding the highest ethical standards and code of conduct in the management of cases.
- All staff at AAESS have completed mandated student protection policy and safeguarding training sessions and signed off that they have received training and understand their responsibilities.

- Volunteers receive proper induction and training on student protection policy and safeguarding measures. All invited visitors are required to attest to having read and understood the school's safeguarding and student protection policies.
- Any staff providing counselling, support, advocacy, or being in close personal contact with students receive continuous training in student protection and safeguarding and be properly supervised by the principal.

10. VETTING, HIRING AND MONITORING STAFF, VOLUNTEERS AND INVITED VISITORS AT AAESS

- Staff, volunteers, and invited visitors are properly vetted and screened prior to working in or accessing any locations where students are present in AAESS. This includes criminal record checks from countries from which the applicant is being hired.
- The principal must take full responsibility and accountability for all persons working at AAESS and ensure their suitability and compliance with all student protection and safeguarding requirements. This includes preventing any person from working with students if they pose a risk to students' safety and wellbeing.
- The principal ensures continuous monitoring of all staff and immediately reports alleged inappropriate conduct or suspected actions that may result in harm or risk of harm to a student.
- Staff members found guilty of serious misconduct shall have their appointment letters revoked, following a written investigation as per the ADEK School Employment Policy, the Cabinet Decision No. (52) of 2018 regarding the Executive Regulations of Federal Law No. (3) of 2016 regarding Child Rights (Wadeema) and Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments.

11. ACCEPTABLE ADULT BEHAVIOURS AT AAESS

- Staff and volunteers at AAESS shall respect and protect the rights of all students and take no actions that may put the student at risk of maltreatment.
- Staff and volunteers shall not undertake any inappropriate behaviours towards the student and/or in the presence of the student.
- Staff and volunteers are required to report any incidents of inappropriate behaviours against students and log on CPOMS Staff Safe.
- Serious allegations of sexual misconduct by staff, volunteers, and/or invited visitors will be directly reported to the Police and FCA and the concerned staff/volunteer/invited visitor will be immediately removed from AAESS premises.

12. STUDENT PROTECTION LEARNING RESOURCES AT AAESS

- Age-appropriate student protection learning resources are developed/procured and distributed to students to support their knowledge and ability to understand personal safety and wellbeing and what actions they can take to report any violations and seek help.
- Student protection learning resources are taught in the classroom and in counselling sessions and include any media (story books, activity books, illustrations, posters,

reading content, etc) that can be discussed either individually or within a group setting.

- Student protection is taught by trained staff who are skilled in understanding student protection and student development.

13. ROLES AND RESPONSIBILITIES AT AAESS

Principals shall:

- Comply with provisions of this policy.
- Publish and post this policy to protect students from maltreatment.
- While under the supervision of the school ensure that there are procedures to prevent situations that could lead to maltreatment.
- Always ensure the oversight of students while under the supervision of the school.
- Ensure that there is a priority emphasis within the school on the protection of the students and for taking immediate actions when there is suspicion of student maltreatment.
- Ensure that students know how, where, and to whom to safely report their concerns about alleged and/or suspected maltreatment without fear of retribution or punishment.
- Ensure that staff, volunteers, and students are aware of how, where, and to whom they can safely report their concerns about the potential exposure of any student to alleged and/or suspected maltreatment without fear of retribution or punishment.
- Include the views and recommendations from students and parents regarding safety and protection reporting within the educational institution.
- Immediately report any case of alleged and/or suspected maltreatment of students as stated by this policy.
- Ensure that all staff and volunteers targeted for student protection training fully attend and participate in all training sessions and sign off on safeguarding training and student protection training.
- Conduct orientation sessions for parents upon student registration or enrolment and at the start of every school year to promote this policy and to inform them of their roles and responsibilities, and their rights and duties.
- Maintain students' records in compliance with Policy 35 (Records) and ensure confidentiality of open and closed cases in accordance with the guidelines.
- Immediately suspend any staff who is suspected of an offence involving student maltreatment on a temporary basis until the suspicion is adjudicated.
- Ensure that students have a safe and confidential opportunity to report any concerns they may have regarding their rights to safety and wellbeing.
- Ensure the vetting, hiring, and monitoring of all staff volunteers, and invited visitors according to this policy and relevant safeguarding measures.

All staff and volunteers at AAESS shall:

- Report immediately an alleged and/or suspected case of maltreatment upon discovery.
- Always care for students while under the institution's supervision.
- Understand this policy to address alleged and/or suspected student maltreatment cases.
- Attend and participate in mandated student protection and safeguarding training.

- **Parents shall:**
- Cooperate with the AAESS' principal and staff, answer all inquiries related to the student's behaviour, academic performance, and respond to their feedback and guidance.
- Attend all scheduled parent meetings.
- Communicate any concerns, observations, or changes in the student's behaviour to the educational institution's principal, board members, and/or to the concerned institutional staff.
- Support AAESS in ensuring safe online practices during distance learning and homework.

Related Documents

ADEK School Student Protection Policy

ADEK School Employment Policy

ADEK School Records Policy

Declaration

Job Role-:

I (insert name)

hereby declare that I have read and understood the Student Protection Policy. I agree to always adhere to this policy and report any breaches to my line manager and the principal. I confirm that I have received awareness training in the policy

Date.....

Signed-