INDIAN SCHOOL, AL AIN

Student Protection Policy 2026-27

Purpose

- To protect students under the supervision of school from all acts and omissions constituting maltreatment.
- To identify and support students 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 emphasize that all staff and volunteers of educational institutions 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 principals, staff, and parents of students in educational institutions for responding to alleged and/or suspected cases of student maltreatment.
- To ensure that all educational institutions are responsible for the care and protection of all students in educational institutions and coordinate actions to safeguard them.

Principles

- 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 theschool – the principal and all staff – to recognize, respond to, and manage student protection risk and impact to the best of their ability.
- All mandated school staff and volunteers are responsible and accountable for ensuring student protection measures are in place and applied and upheld.
- All mandated school staff and volunteers will be protected and shall not be hindered or penalized in any manner for carrying out their responsibilities to report and safeguard students from all forms of maltreatment.
- All students have the right to be:
    a. Heard and express their voice/opinion and participate in select decision-making processes in the educational institution (to be determined by institution staff).
    b. Treated with dignity and respect.
    c. Treated with fairness and justice.
    d. Supported by an advocate and provided with necessary support when required.
    e. Safe, protected from harm, and aware of what constitutes risk and harm.
- Zero tolerance of all forms of maltreatment is to be implemented and upheld in all actions and environments pertaining to students.

Policy

1. Legal Obligations and Rights

1.1 This policy was developed in line with federal student protection and related regulations and policies.

1.2 We shall comply with the provisions of this policy. We shall develop and publish a student protection policy to protect students from any maltreatment, provided it meets the minimum standards of what is included in this policy and does not contradict any of its provisions. Institutions may equally adopt the current policy as their own and publish it on their website.

1.3 We shall comply with the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024) for the management of abuse-related offenses that are reported within and/or occurring within an educational institution.

1.4 We shall ensure that the student protection policy has been communicated, understood, and agreed to by all institutional stakeholders (board members, staff and volunteers, parents, and students). Students shall receive a student-friendly version of the student protection policy, and their assent should be obtained when any student protection concerns are raised.

1.5 Our school and the Principal are the 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 educational institution's supervision and shall take responsibilities that fall under this role.

1.6 All students have equal rights for care, protection, and safety in all educational institutions. We will be fully responsible for the care, protection, and safety of students while students are under the institution's supervision.

2. Reporting of Concerns of Maltreatment with Educational Institutions

2.1 Our Staff 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) directly to the ADEK Child Protection Unit (CPU) within 24 hours upon suspicion. Staff will follow the procedures outlined in Figure 1. Safety Concern Referrals in Abu Dhabi Educational Institutions and the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).

2.2 All concerns of student maltreatment disclosed in educational institutions, whether the maltreatment took place inside or outside of the institution, should be notified to the CPC or any other person representing him/her.

2.3 The MoE has put in place the National Policy for the Prevention of Bullying in Educational Institutions (n.d.) 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.

2.4 We shall appoint a Child Protection Coordinator (CPC) and a Child Protection Team (CPT), and these appointments shall be reported to ADEK annually.

- The CPC shall undergo ADEK-mandated CPC training and would preferably be a senior member of staff or any other member of staff who has experience working with students at educational risk.
- The CPT shall undergo any ADEK-mandated training as announced and would typically include 3-5 members consisting of the counselor and/or social worker as well as relevant members of the senior leadership team, any of whom may or may not take on the role of the CPC. In educational institutions where such a team cannot be formed, the CPC would be responsible for case management within the educational institution, and a delegate should always be nominated in case the CPC is unavailable/unable to perform their duties.

2.5 If any staff of the school, 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 CPC, or any other person representing him/her or any other member of the CPT immediately. This includes concerns of maltreatment taking place inside or outside of the educational institution's premises.

2.6 In case the reporter is unable to reach the CPC, or any other person representing him/her, or other members of the CPT, or it is not in the best interest of the student to inform the CPC or the team, then they should inform the CPU at ADEK and/or the FCA directly by filling out the Safety Concern Form online on the digital safety concern portal.

2.7 Emergency cases, where the student is in imminent danger, should be reported without delay by the CPC to the Police (999) and the Principal, with a copy of the Safety Concern Form online on the digital safety concern portal.

2.8 Emergency cases are detailed in the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).

How should maltreatment concerns identified in educational institutions be handled?

Below are the procedures for identifying and reporting student maltreatment concerns.

Once a concern of student maltreatment (incl. severe bullying) is raised in an educational institution, this should be reported directly to the CPC, or any other person representing him/her (all staff in the educational institution should be trained on identifying maltreatment – in line with the operational definitions of the different types of maltreatment included in this document).

Emergency concerns, where the student is in imminent danger, should be reported immediately to the Police and the Principal (see Sections 2.7 and 2.8).

For maltreatment concerns which occurred outside of the supervision of the institution, the CPC, or any other person representing him/her if the CPC is not present, should then fill the Safety Concern Form online on the digital safety concern portal.

The Safety Concern Form will automatically be shared with the ADEK CPU, the FCA and the MoI CPC. FCA will review the case and follow the required procedures for case management.

Maltreatment concerns which occurred under supervision of the educational institution, the staff should inform the CPC or any other person representing him/her if the CPC is not present. The CPC should then complete the Safety Concern Form on the digital safety concern portal. Once submitted, a copy of the Safety Concern Form will then be automatically shared with the FCA, the ADEK CPU and the MoI CPC. The ADEK CPU will review the information first before referring to the FCA for case management, who will take the necessary procedures for follow-up on the cases after receiving the report.

It is important to note that the ADEK CPU reserves the right to conduct or to designate qualified institutional personnel to conduct the initial safety and risk assessment before reporting the concern to the FCA.

If the ADEK CPU refers the concern to the FCA, the concern would then be managed by the CPS at the FCA. The ADEK CPU should still provide administrative support (e.g., sharing relevant information) to enable the FCA to conduct the needed assessments and other activities related to case management.

If the ADEK CPU does not report the case to the FCA, the concern is returned to the educational institution with the justification, and the educational institution is asked to collect additional information before submitting another Safety Concern Form.

In all situations, the ADEK CPU would ensure that the concern gets logged and responded to.

Figure 1. Safety Concern Referrals in Abu Dhabi Educational Institutions summarizes how maltreatment concerns should be handled in cases where the alleged maltreatment occurred both inside and outside of the supervision of the educational institution.

Figure 1. Safety Concern Referrals in Abu Dhabi Educational Institutions



1. After submitting the Safety Concern Form on the digital safety concern portal, a copy of the report is automatically shared with FCA, ADEK CPU, and MoI CPC.
2. For cases occurring within educational institutions' supervision, the ADEK CPU will review the information first before referring to the FCA for case management. Note: The ADEK CPU will take the necessary procedures to follow-up on the cases after receiving the report.

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/

*Educational institutions should contact the MoE CPU, which is the hotline for all reporting from where the request will be redirected to the ADEK CPU.

3. Data Confidentiality

3.1 Case reports and student data will be kept 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.

3.2 The data will be shared only with authorized individuals from the ADEK CPU and the FCA, within investigative teams, and the Abu Dhabi Judicial Department.

3.3 Authorized individuals are strictly prohibited from discussing active or closed cases with the media, any third parties or other staff, and/or unauthorized ADEK staff, with the exception of investigative and judicial authorities and within the legal responsibilities.

4. Training

4.1 The CPC and CPT will 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.

4.2 All staff in the school shall complete any ADEK-mandated student protection policy and safeguarding training sessions and sign of that they have received training and understand their responsibilities.

4.3 Volunteers shall receive proper induction and training on student protection policy and safeguarding measures. All invited visitors shall also be required to attest to having read and understood the school's student protection policy.

4.4 Any staff providing counseling, support, advocacy, or being in close personal contact with students shall receive continuous training in student protection and safeguarding and be properly supervised by the principal.

4.5 Any CPS working in the ADEK CPU shall receive the Ministry of Community Development certification.

5. Vetting, Hiring, and Monitoring of Educational Institution Staf, Volunteers, and Invited Visitors

5.1 Staff, volunteers, and invited visitors shall be properly vetted and screened prior to working in or accessing any locations where students are present. This includes criminal record checks from countries from which the applicant is being hired.

5.2 The Principal will take full responsibility and accountability for all persons working in educational institutions 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.

5.3 The Principal will ensure continuous monitoring of all staff and immediately report alleged inappropriate conduct or suspected actions that may result in harm or risk of harm to a student.

6. Acceptable Adult Behaviors

6.1 Staff and volunteers shall respect and protect the rights of all students and take no actions that may put the student at risk of maltreatment.

6.2 Staff and volunteers shall not undertake any inappropriate behaviors towards the student and/or in the presence of the student.

6.3 Staff and volunteers are required to report any incidents of inappropriate behaviors against students.

6.4 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 the educational institution's premises.

7. Student Protection Learning Resources

7.1 Age-appropriate student protection learning resources shall be 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.

7.2 Student protection learning resources shall be taught in the classroom and in counseling 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.

7.3 Student protection shall be taught by trained staff who are skilled in understanding student protection and student development.

7.4 All content shall identify easy-to-use references on where to seek assistance if needed.

8. Policy Dissemination and Review

8.1 The student protection policy shall be available publicly and on the educational institution's website and disseminated annually to parents, institutional board members, staff, and volunteers, along with a student-friendly version.

8.2 All student protection policies, guidelines, safeguarding measures, and procedures should be regularly reviewed and updated at least every 5 years or as required.

9. Roles and Responsibilities

Abu Dhabi Department of Education and Knowledge (ADEK):

- Develop, monitor and enforce student protection policies and safeguarding measures.
- Support educational institutions in developing their student protection policies where needed.
- Introduce a broad range of student protection standards to the inspection framework, and monitor and work with educational institutions falling below expectations by providing the necessary support.
- Collaborate with relevant entities on the design and implementation of safeguarding programs.
- Receive and filter reports of concern of student maltreatment (neglect, physical, and emotional abuse) and notifications (sexual abuse and exploitation) happening within educational institutions and take necessary actions.
- Refer concerns involving a maltreatment suspicion of a staff of an educational institution towards a student to the relevant entities.
- Activate procedures related to bullying in alignment with relevant entities.
- Cooperate with and facilitate sharing of education-related information for student maltreatment comprehensive assessments and/or investigations being conducted by the relevant entities.
- Follow up, if needed, with the relevant entities on the referrals made to them for cases in
- educational institutions.
- Document all notifications and/or reports received in confidential records that can be accessed only by the CPS or any other concerned agency(ies), where needed, based on established information sharing protocol.

Principals:

- Comply with the provisions of this policy.
- Every educational institution shall publish and post this policy to protect students from maltreatment.
- Ensure that procedures to prevent situations that could lead to the maltreatment of students are in place and understood by all institutional staff and principal.
- Ensure the oversight of students at all times while under the supervision of the educational institution.

- Ensure that there is priority emphasis within the educational institution on the protection of the students and for taking immediate actions when there is suspicion of cases 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 of on safeguarding training and student protection training.
- Conduct orientation sessions for parents upon student registration or enrollment 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 staf who is suspected of an offense 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 in 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 of Educational Institutions:

- Report immediately an alleged and/or suspected case of maltreatment upon discovery.
- Care for students at all times 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:

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

Incident Reporting Procedure

- If incidents of student's abuse which include exploitation, violence, sexual abuse or emotional threats are reported by a student to any staff, they will report it immediately to Princial
- The incident will be investigated by the Principal and Child Protection Coordinator and reported to ADEK immediately

Surveillance

- The entire school campus and Kindergarten classes are monitored 24 hours with surveillance cameras
- School buses are also monitired with cameras

Signatures:

CHAIRMAN DIRECTOR PRINCIPAL

Reviewed on: April 2026 **Next Review: April 2027**

School Stamp: