SAFEGUARDING POLICY

(Revised in August 2024)

Islamiya English School Abu Dhabi LLC

Safeguarding policy

Introduction

We, at IES are committed to creating and promoting a safe and supportive environment, safeguarding student protection. We recognize that children have the right to live in a healthy environment, without violence and without fear and protect students from harm, maltreatment and exploitation to ensure the development and growth of every student. Teachers and other school staff are particularly well placed to observe the outward signs of abuse or changes in behavior in the children.

This policy sets out the priorities and processes for safeguarding and promoting the welfare and security of students and lists procedures to adhere to when dealing with allegations of abuse and maltreatment.

"The welfare of the child is paramount". It is the statutory responsibility on the school management to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school. There are three main elements to our child protection policy.

- Alertness, awareness, attention, and early detection of signs of physical and emotional sickness, illness, abuse, discomfort, and anti-social behavior.
- Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils

Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child safety and protection concerns. Support to pupils who may have been abused.

This policy applies to all pupils, staff, volunteers and visitors to IES.

Purpose

- To ensure ADEK's requirements in relation to safeguarding and the promotion of student welfare.
- Define a clear line of accountability within schools to ensure safeguarding protocols are fully implemented.
- Define procedures for identifying and reporting cases or suspected cases of student maltreatment.
- To ensure Security requirements are effective regarding supervision and duties of security guards, school visitor's entry and departure procedures, and an established system for managing security breaches.
- Ensure ADEK's requirements in relation to the use of Closed Circuit Television (CCTV) cameras in schools.
- Provide training requirements to ensure all staff carry out duties responsibly, effectively, and appropriately to facilitate a safe environment for students to grow and to when dealing with allegations of abuse and maltreatment.

Aims and Objectives

- To make explicit the school's commitment to the development of good practice and sound procedures regarding children's protection and safety.
- To ensure that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.
- To provide clear direction to staff and others about prevention of illness, prevention and treatment of sickness, the physical safety of children as also the expected behavior when dealing with child protection issues.
- We recognize that for our pupils' good health, high self-esteem, confidence, supportive friends, and clear lines of communication with a trusted adult help to leading a healthy and happy life and prevent abuse.
  Our school will therefore:-
- Establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for personal and social development, which equip pupils with the skills they need to stay safe from illnesses and abuse.
- Include in the curriculum material which will help pupils develop realistic attitudes and skills to navigate through life, now and in future.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues.
- Child safety and protection is the responsibility of all adults and especially those working with children in the school.

Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools who have specific responsibilities under child safety and protection procedures.

The SENCO is assigned the responsibility of being designated Child Protection Coordinator. She makes timely referrals to the Principal and Phase Heads in accordance with school procedures. She ensures that all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this. Wherever possible, as part of the schools recruitment and vetting process.

Procedures

The school will follow the procedure provided in this policy. Staff must be kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. The Principal will ensure that they are aware of the school's policy. Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the Child protection Coordinator. Who must refer cases of suspected abuse or allegations to the Principal

Prevention and Treatment of Illness

1. Children and staff will be educated about best practices in hygiene and food preparation.
2. Water at the school will be tested regularly at least twice a year.
3. Parents have the responsibility to keep sick children home from school during periods of sickness.
4. Vaccination requirements of the Ministry of Health, UAE will be strictly adhered to.
5. All sickness, illness or medical conditions shall be treated without delay.

Prevention and Treatment of Sickness

1. All injuries will be treated immediately.
2. First Aid Kits will be kept at the school and these will be easily accessible.
3. Contact names of the local doctor, hospital and ambulance service will be posted at the school.
4. All accidents shall be recorded in an Accident & Injury book for regular review with recommendations. The approach involves identifying risks, then taking steps to eliminate or minimize these risks. Safety meetings shall be held with staff every 6 months.

Physical and Emotional Well-being of the Children

1. No physical violence, (hitting, physical disciplining, smacking, fighting) will be tolerated at the school. This includes physical violence from carers, visitors, staff, parents, or fellow-students.
2. Children will be treated respectfully and encouraged to report any violence if this occurs, and provided with protection if this is necessary.
3. Police will be involved if there is any issue of violence that cannot be immediately resolved or if the violence poses a serious risk to the child's mental, physical or emotional well-being, regardless of the source of the violence.
4. Emotional safety is also recognized-and this includes situation such as bullying or persistent belittling of individuals by others. Neither of these behaviors will be tolerated.

Anti-bullying

We are committed to providing a caring, friendly and safe environment for young people so they can enjoy their involvement with IES in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. This includes bullying of young people by adults and bullying of young people by other young people. If bullying does occur, all young people should know that incidents will be dealt with promptly and effectively. For more details, please refer to the IES Anti- Bullying Policy.

Training and support

The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. The school will ensure that the Designated Child Protection Coordinator also undertakes training to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities. Support will be available for staff from the Vice Principal in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection. All staff should have access to advice and guidance on the boundaries of appropriate behavior and conduct. These matters will form part of staff induction

Professional confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child   protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Coordinator and may require further investigation by appropriate authorities. Staff will be informed of relevant information in respect of individual cases regarding child protection on a need to know basis only. Any information shared with a member of staff in this way must be held confidentially to themselves.

Records and monitoring

Well-kept records are essential to good child protection practice. IES must be clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken. These file notes must be kept in a confidential file, which is separate from other files, and stored in the clinic. In the same way notes must be kept of any pupil who is

being monitored for child protection reasons.

Supporting pupils at risk

Our school recognizes that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, while at school, their behavior may still be challenging and defiant or they may be withdrawn. This school will endeavor to support pupils through:

1. The curriculum to encourage self-esteem and self-motivation.
2. The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
3. The implementation of the school's behavior management policies.
4. A consistent approach agreed by all staff which will endeavor to ensure the pupil knows that some behavior is unacceptable but she/he is valued.
5. A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
6. The development and support of a responsive and knowledgeable staff trained to respond appropriately in child protection situations.
7. Recognition that statistically children with behavioral difficulties and disabilities are most vulnerable to abuse, so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioral problems will need to be particularly sensitive to signs of abuse.
8. Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need have support or protection.
9. This policy should be considered alongside other related policies in school.
   The policy for the management of pupils' behavior (including our policy on bullying) and our health and safety policy.

Safe School, Safe Staff

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.

Only authorized agencies may investigate child abuse allegations. While it is permissible to ask the children simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

Where allegations are made against a staff member, this should be immediately referred to the governing board who shall take appropriate actions.
If for any reason it is decided that a referral to an External referral is not appropriate, it will be necessary to address matters in accordance with the school's disciplinary procedures.

Safeguarding Supervision

Duty of Care and *In Loco Parentis*:

- All members of staff in schools will have the duty of care towards their students and are responsible for their wellbeing, safety, and protection whilst they are under the school's supervision.
- The Principal shall accept *in loco parentis* responsibility for all students whilst under the school's supervision.

School-Based Safeguarding Policy

Policy Requirements:

The Safeguarding policy is developed, implemented and communicated actively to the whole school community.

The following elements are included in their Safeguarding Policy:

1. Statement of the school's overall safeguarding processes, procedures, and aspirations.
2. Safeguarding practices created in line with the underpinning ADEK wellbeing policies, ensuring that all safeguarding matters are handled sensitively, professionally, and in ways that support the needs of students.
3. A security policy that outlines how the school intends to protect students from and during (in the event of) physical and digital security breaches.
4. Mechanisms to measure and monitor the delivery of safeguarding practices to protect students from all types of harm to their health and development.
5. Identification of resources provided to deliver safeguarding provisions for all students.

Appointment of a Safeguarding Committee or Lead:

School has appointed a Safeguarding Committee or Lead, to oversee the school's overall safeguarding strategy

The Safeguarding Committee or Lead, shall:

- Annually monitor and review the effectiveness of the school's SafeguardingPolicy to ensure it is known, understood, and practiced appropriately by the school community.
- Ensure the safeguarding policies and procedures adopted by the school'sgoverning board are fully implemented and observed.
- With the Principal, ensure that all staff, volunteers, and invited visitors are informed of their responsibilities in relation to safeguarding procedures.

- Ensure parents have access to the school's Safeguarding Policy and all supporting documents, through all appropriate means (e.g., the school website).

- Develop an induction and training strategy to ensure all staff and volunteers receive information on the school's safeguarding arrangements.

- Ensure compliance with relevant processes set out in the *ADEK Student Protection Policy*.

Safeguarding Awareness

Safeguarding Awareness Strategies:

Schools shall adopt strategies for safeguarding, including the following elements, at a minimum:

- Ensure the provision of a safe and caring environment in which all students will learn, thrive, and develop the confidence to voice ideas, feelings, and opinions in an atmosphere that prioritizes their best interests, in line with the guiding principles stipulated in the Schools Handbook.

- Guarantee adherence to a zero-tolerance approach to student maltreatment and ensure that any visitor or member of the school community who has any maltreatment concerns about a student is aware and able to easily follow the processes set out in the *ADEK Student Protection Policy*.

- Monitor students known or thought to be at risk from harm, including students with additional learning needs, who could experience heightened vulnerability.

- Ensure that staff know how to respond to safeguarding incidents and reassure victims and/or witnesses who make a disclosure that they are being taken seriously and supported.

- Ensure that students and staff feel part of a positive and transparent environment where they can freely liaise with members of the Safeguarding Committee or Lead in instances where a concern or worry is raised about the behavior of a student, staff, or visitor.

- Be vigilant of student safety in online spaces as per the *ADEK Digital Policy*.

- Ensure that no policy within the school will adversely harm or jeopardize the health or wellbeing of a student (e.g., placing limitations on washroom breaks) in line with the *ADEK Wellbeing Policy*.

- Provide support and counseling that is accessible, free of judgment, and available to all students, so that students know whom to turn to for advice and support within the school.

- Ensure every parent understands that they are obligated to enroll their child in school and that sudden unexplained withdrawal of a student

from school may be reported as a maltreatment concern, as per the *ADEK Student Protection Policy*.

Safeguarding and the Curriculum

The School Curriculum:

Ensures that their applied curriculum addresses safeguarding measures by:

- Focusing on the development of students' self-esteem and self-regulation.
- Fostering a sense of respect and civility towards people and other living things.
- Enabling the development and improvement of communication skills and expression of consent.
- Developing an understanding of all aspects of risk including online behaviors and usage of social media.
- Assisting students in developing strategies for their self-protection and responses to peer pressure.
- Developing an understanding of how to best be responsible for their own and others' safety.

Safeguarding the School's Security

Implementing a School Security System:

Schools has implemented a comprehensive security system to safeguard the school's assets, data, and people against any risk of harm.

Policy Requirement:

The School is equipped with integrated and fully functioning access and security systems, including security video surveillance cameras (CCTV systems).

CCTV Systems:

The School has installed and maintained CCTV systems via an MCC- licensed vendor, in compliance with the Manual of Surveillance Devices (MCC, 2022).

Contract Validity:

The School has maintained a valid maintenance contract at all times with an MCC-licensed vendor.

Coverage:

Ensure that their CCTV cameras provide coverage/ restrictions of the following areas:

- All entrances and exits of the school buildings and grounds.
- All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- Student pickup and drop-off areas for private vehicles and buses.
- Security areas (e.g., control room) and hazardous areas.

- Exterior areas surrounding the school grounds.
- Learning spaces (e.g., classrooms, labs, studios, maker spaces).
  Entrances to lavatories and changing rooms.
- All blind spots within the school premises.
- CCTV cameras shall not be installed inside lavatories, changing rooms, or any other areas where there is a reasonable expectation of privacy.
- Signs are placed within the school premises indicating to the public that the area is under CCTV surveillance.

Regular Monitoring and Maintenance:

Monitoring the functioning of the CCTV cameras on a daily basis and ensure they are working and providing appropriate coverage. In case any issues are identified that affect their functionality, schools shall inform the vendor immediately and ensure prompt action is taken to rectify the issue in line with the terms of their contract.

Access to Footage and Recordings:
Schools shall restrict access to CCTV footage and recordings as follows:

Monitoring of CCTV Footage:
The School has a monitoring and control room for the purpose of monitoring CCTV footage and ensures that only the vendor-appointed CCTV specialist(s) monitor the footage.
- The Principal is authorized to access live CCTV footage of the school premises from their office.

Access Permission for Staff:
- The principal and vendor-appointed CCTV specialist(s) are authorized to retrieve and view CCTV recordings.
- Principals are authorized to permit other staff members to view CCTV footage on a need-basis at the Principal's discretion.
- The School has maintained a record of all individuals granted permission to view the footage, where applicable

Access Permission for ADEK Personnel:
- The School shall provide access to CCTV footage and recordings to authorized ADEK personnel up on request.

Copying and Distribution:
- The copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in line with the Federal Decree Law No. (5) of 2012 on Combating Cybercrimes.

Escalation:
- Where an incident captured in a CCTV recording requires clarification beyond the school level, the school shall immediately notify ADEK in order to deal with the incident.

Deletion:

- Schools shall retain CCTV recordings for a minimum of 180 days.

Security Guards:

The School ensures that security guards:
- Are present at any given time at all entry points/ gates. They will not leave their posts unless there is someone to replace them temporarily.
- Hold authorized licenses, as per the *ADEK Staff Eligibility Policy*.
- Remain alert and ensure safety and security on the school premises, supported by the school's security system.
- Maintain a visitor's log by recording the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival, and time of departure.
- Issue visitors access passes only upon collection of a form of photo ID and verifying that it matches the identity of the physical person.
- The School is authorized to issue permanent access passes to registered visitors involved in the routine pick-up and drop-off of students i.e., parents, nannies, drivers, etc.
- Security guards shall verify that each access pass matches the identity of the physical person and ensure that anyone whose permanent access pass has been canceled/ revoked

Cannot enter the school with the invalid access card (they would need to sign in as would a general visitor).
- Maintains a communication link between the security guard at the entry gate and the school reception/ administration to authorize the entry of unknown persons.
- Are provided with the appropriate handover procedures to facilitate the transition in the event of the school changing security providers.

School Visiting Procedures:

Schools shall develop procedures for visiting the school.
The Principal shall have the right to deny or allow visitors in their school with good cause. The school's procedure for visitors shall include the following as a minimum:
- All visitors to the school shall sign in at the security gate and obtain a visitor's access pass in exchange for a valid form of ID.
- Visitors shall display their access passes, which are to be visibly worn at all times while on the school premises. Visitors are not authorized to enter classrooms unless invited.
- Invited visitors shall remain under the supervision of a designated member of staff unless they are authorized personnel whilst on the school premises.
- Upon completion of the school visit, visitors must sign out at the security gate and return their visitor access passes upon leaving the school premises.

Granting Access to Authorized Personnel:

The School will provide authorized personnel (e.g., government inspectors) with access to their full premises and relevant resources (e.g., school reports, records, access to keys for locked areas, etc.), Where required, schools shall enable such personnel to monitor and interact with staff, students, and parents.

- The Schools shall verify the identity of the personnel and ensure they have a valid purpose for their requests, prior to providing access to the school's premises or resources.
- The Schools shall ensure that any access granted is in line with the requirements and purpose of the personnel's visit.
- Where access is provided to any school reports and records, Principals shall keep a record of the personnel to whom the access was provided, the reports and records accessed by them, and the purpose for providing access. The Schools shall preserve these records in line with the requirements for administrative records, as per the *ADEK Records Policy*.
- Authorized personnel are authorized to be present on school premises without being accompanied by a member of staff.

School Departure Procedures:

School has established school departure procedures to verify that student departures follow the parent-authorized methods for transitioning student supervision from the school to the home, such as ensuring that:

- Only parent-authorized persons are picking up students.

- For persons who are not pre-registered and have permanent access passes, parents will inform the school in advance in writing and provide the ID of the nominated person.

- In sudden emergencies or late notice change of plans, parents will call to inform the school of the name of the person picking up their child and the school shall log the conversation including the name of the authorized person and forward the names to the security guards and teachers/ individual(s) supervising the concerned student.

- The Schools will check the identity of the nominated person at the gate (via presentation of a form of ID) and when handing over the student from the school's supervision.

- IDs are not required if the person is already a member of the school community (e.g., another parent), and the school already has their ID on record.

Acceptable School Drop-Off and Pick-Up Timings:

The School will communicate to parents acceptable drop-off and pick-up timings.

- The School will ensure the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours and must notify parentsof their responsibility toward their children outside of these two periods.
- In instances where parents drop off children at the school without the school's knowledge, the school shall not be legally responsible for the safetyof the child.

School Arrival and Departure Notification for Unaccompanied Cycle 3 Students:

Upon written consent by parents, students in Cycle 3 are authorized to arrive at and depart from school unaccompanied.

- The Schools shall establish a system to record and notify parents of their arrival and departure times.
- Parents are authorized to request notification of arrival and departure times for accompanied students in any grade below Cycle 3, and the school will provide such notifications.

Special Events:

Schools shall ensure that they have increased security measures in place for safeguarding the school during special events. Schools shall ensure that:

- Events are only open to the immediate family (parents and siblings of the student). Parents who wish to invite other guests must pre-register them with the school by providing a copy of a valid ID. Guests who are not pre-registered are required to register on arrival at the school gate and subsequently provide a copy of a valid ID.
- Signage indicating accessible areas for visitors within the school premises is clearly displayed.
- Increased security is present when a larger number of visitors are expected.
- All outside service providers and their employees are pre-approved, and contracts stipulate that they have undergone security checks. Service providers shall submit their trade license and a valid work permit for each employee.

Safeguarding the Privacy of the School Community:

The School shall ensure that they have measures to safeguard the privacy and identities of the school community inphysical spaces (e.g., the reception area) and in digital spaces, (e.g., email lists, WhatsApp groups) as per the *ADEK Digital Policy*. Schools shall practice discretionwith regard to the following:

- Keeping reception areas free of individually identifiable elements such as displaying timetables/ class schedules, or photographs and names of

members of the school community.
- Avoiding sharing personal details i.e., emails and mobile numbers of students, parents, or teachers without consent, except as authorized by applicable laws and ADEK policies.

Managing Security Breaches:

Schools shall establish systems for managing security breaches to prevent the occurrence of a dangerous/ harmful event, including intruders from gaining unauthorized access to the school grounds or confidential information. The following shall apply to schools at a minimum

- The Schools has established a system to lock down the school (manually or automatically) which includes a security breach procedure and a response plan, led by the Safeguarding Committee or Lead, with appropriate reporting mechanisms in place.
- Ensure that all the school staff are aware of and have received training on the security breach procedure.
- The designated Safeguarding Committee or Lead (including deputies in their absence) shall fulfill requirements as stipulated in the policy including being of sound physical health.
- The School maintains regular service of alert systems, if applicable, for vocal announcements and timed bells or alarms in line with local regular requirements.
- In line with the *ADEK Digital Policy*, the school has the ability to respond to security breaches by backing up important data from the school IT system and activating their business continuity plan.
- The Schools shall ensure that every digital incident is recorded, documented, and signed by the Principal and stored for auditing purposes, in line with the *ADEK Records Policy.*
- Conduct school emergency planning and subsequent drills, in line with the *ADEK Health and Safety Policy*.

 Comply with local regulatory requirements and report any security breach incidents to ADEK and/or appropriate authorities.

Training

Training and Continuous Professional Development (CPD):

The School provides the following training and CPD to staff, at a minimum:

- Safeguarding training at induction, including for the governing board, staff, and volunteers.

The staff training should include the following:
- Identifying signs of student maltreatment or other safeguarding issues

including what to do if the staff or volunteer or someone else is worried about a student.

- Alerting staff to be vigilant to the specific requirements of students at risk of harm, including students with additional learning needs.
- Understanding the importance of not disregarding certain behaviors (e.g., banter, practical jokes), which can lead to a culture of unacceptable behaviors in an unsafe environment, preventing students from coming forward to report them.
- Detailing written records of events in a secure and accurate matter and respecting confidentiality as per the *ADEK Digital Policy*.
- Taking necessary actions in emergency situations, to prevent harm and danger.
- Sharing information on a need-to-know basis only and not discussing the issue with colleagues or the parent community.
- Making support available for individual staff members who may be suffering from wellbeing-related concerns, as per the *ADEK Staff Wellbeing Policy*.
- Understanding of the school's security system and security breach protocol.
- While training is not required for invited visitors, schools shall ensure that they have read and signed the school's Safeguarding Policy.

Whistleblowing

Whistleblowing Mechanism:
- The School has implemented a whistleblowing mechanism to enable any individual to raise concerns or allegations of organizational malpractice in confidence.
- For anyone who raises a concern, the school will protect their identity and ensure that they should not be made to feel ashamed for reporting the concern. In case their identity becomes known, the school shall take measures to protect the individual from any negative repercussions such as harassment, reprisal, and stigmatization.
- For anyone who has a concern raised against them, the school to the best of its ability, protect their identity where possible and protect them from any negative repercussions until any investigation process is completed.

Inclusion

Inclusive Provision:
- Ensure that the Safeguarding Committee or Lead works closely with the Wellbeing Committee or Lead, Head of Inclusion, School Counselor, Social Worker, Health & Safety Officer as well as other relevant stakeholders (e.g., teachers, parents) to promote the safeguarding and security of all students.
- Ensure that the safeguarding practices and associated policies and

initiatives take into account the individual needs, communication and behavior styles, and engagement of students with additional learning needs, in line with the *ADEK Inclusion Policy*.

Reporting against School Staff

We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so.
All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the Sectional Heads/Vice-Principal or directly to the Principal.

Policy Review

The School Leadership team is responsible for ensuring the annual review of this policy.

Draft Date:	**03/07/24**
Approved By Board of Governors:	**Approved**
Principal Approval:	
Review Date:	**26/08/24**

The End.