



## INTRODUCTION

EFIA serves a diverse school community representing multiple nationalities, cultures, and linguistic backgrounds. The UAE’s unique multicultural environment enriches the school experience while also requiring full adherence to the cultural expectations, values, and legal requirements set by the United Arab Emirates.

This policy is designed to ensure that all EFIA staff, students, and parents have a clear understanding of culturally appropriate conduct, resources, and practices that reflect and respect UAE norms.

## PURPOSE OF THE POLICY

This policy aims to:

- Guide EFIA stakeholders on cultural consideration in UAE educational settings.
- Ensure school practices follow UAE legislation, ADEK expectations, and National Identity requirements.
- Ensure all teaching and learning resources are culturally appropriate and compliant.
- Support the creation of a safe, respectful, and culturally aligned school environment.

## ADHERENCE TO UAE LEGISLATION

EFIA strictly follows all legal and regulatory requirements issued by ADEK, the Ministry of Education, and the UAE Government. This includes compliance with:

Legislation/Directive	Requirement
UAE Constitution – Article 44	Respect for law, public order, and morals
Federal Decree Law No. 18 (2020)	Preservation of Islamic, Arab values, national identity
Federal Decree Law No. 31 (2021)	Prohibition of materials violating public morals
MoE & ADEK Circulars	National Identity, school safety, resource usage

## CULTURAL CONSIDERATION AT EFIA

### 4.1. School Requirements

EFIA ensures the following structures are in place:

#### *a. Induction & Annual Refresher Training*

- New staff, parents, and students receive orientation on UAE cultural norms.
- Annual refresher training ensures ongoing awareness.

#### *b. Resource Vetting Process*

Resource Selection Committee ensures all learning materials are:



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- Age-appropriate
- Culturally appropriate
- In line with UAE values and legal expectations

*c. Observation of UAE Cultural Practices*

- Mandatory daily UAE National Anthem
- Observance of UAE public holidays
- Use of official UAE flags and leadership portraits only

*d. Monitoring of School Communications*

All EFIA communications (newsletters, social media, class platforms) are regularly reviewed for cultural compliance.

*e. Response Mechanism*

EFIA maintains a clear reporting and corrective-action procedure for any cultural breaches.

## EXPECTED CONDUCT FOR THE EFIA COMMUNITY

All members of the school community must:

- Respect UAE values, traditions, and social norms.
- Avoid stereotypes or misinformation about UAE culture.
- Refrain from promoting culturally inappropriate content (e.g., violence, drugs, smoking, sexual content, alternative gender identity, extremist views).
- Avoid use of imagery or symbols linked to political, social, or extremist movements.
- Avoid rallies or demonstrations on school grounds.
- Maintain culturally appropriate appearance (e.g., tattoos covered, dress code required).

## LEARNING RESOURCES & ACTIVITIES

Resource Vetting Table

Area Reviewed	Criteria
Age appropriateness	Content fits student maturity level
Cultural appropriateness	No conflict with UAE moral and cultural expectations
Political content	Must align with UAE Social Studies standards
Sensitive topics (e.g., reproduction, wars)	Delivered factually, respectfully, with parental notification and opt-out option



## TOPICS IN THE EFIA CURRICULUM

EFIA addresses sensitive curriculum topics with strict adherence to ADEK rules:

- **Biological reproduction, evolution, or sex education:**
  - Only scientific explanations
  - Limited images
  - Parents notified beforehand
  - Opt-out permitted
- **Wars, revolutions, political conflicts:**
  - Presented factually and objectively
- **High-stakes exam content:**
  - Taught only after ADEK approval when involving sensitive topics
- **Current-event controversies:**
  - EFIA follows official UAE guidance

## ROLES AND RESPONSIBILITIES AT EFIA

### Teachers

- Use only approved resources.
- Pre-screen all materials before lessons.
- Avoid indoctrination on political or cultural matters.
- Report any concerns immediately.

### Supervisors/Section coordinators

- Review and approve lesson plans.
- Ensure resources are age-appropriate and culturally aligned.
- Monitor lesson implementation for compliance.
- Report any non-compliance to the Principal.

### Head Librarian

- Vet and sign off all learning resources.
- Maintain a library collection that meets UAE cultural expectations.
- Remove any non-compliant items immediately.
- Report concerns to the Principal.

### Principal/Vice Principal

- Lead the Resource Selection Committee.
- Oversee induction and cultural awareness training.
- Ensure full compliance with ADEK policies.
- Report violations to ADEK and communicate expectations to staff and parents.



## Cultural Inclusion and Compliance Monitoring Framework

Area	Indicators of Compliance	Signs of Breach	Action Required
<b>Respect &amp; Inclusion</b>	Students' cultural backgrounds are valued in lessons, assemblies, and school displays	Students feel isolated or mocked because of culture/religion	Immediate support to student; report to safeguarding lead
<b>Curriculum &amp; Teaching</b>	Lessons include diverse cultural perspectives	Stereotyping or biased examples used in teaching	Revise lesson materials; staff training refresher
<b>Religious Observances</b>	Prayer, fasting, and other practices are accommodated	Students forced to skip prayers, fasting ignored	Adjust schedule; inform staff; document
<b>Language Support</b>	Materials and communication are accessible to non-native speakers	Students/parents cannot understand instructions or notices	Provide translation or support; document
<b>Bullying &amp; Harassment</b>	Zero tolerance for culturally-based teasing or bullying	Jokes, harassment, or exclusion based on culture	Follow safeguarding protocols; report immediately
<b>Student Voice &amp; Participation</b>	Students encouraged to share cultural practices safely	Students excluded from activities/events due to culture	Adjust inclusion practices; mentor support
<b>Parent Communication</b>	Respectful, culturally sensitive communication with parents	Miscommunication or dismissive behavior toward cultural norms	Adapt approach; provide translations; document
<b>Staff Awareness</b>	Staff trained on cultural sensitivity, unconscious bias, ADEK policies	Staff demonstrate insensitivity or bias	Schedule training; document incident

*Please find Annexure 1 for the Steps and Procedures to Identify & Address Unethical Behavior & Breaches*



## CONCLUSION

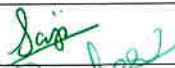



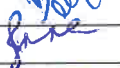









This Cultural Consideration Policy reflects EFIA's commitment to upholding the values, traditions, and legal expectations of the United Arab Emirates. By following this policy, EFIA ensures a culturally respectful, safe, and inclusive learning environment for all members of the school community.

## POLICY REVIEW

This policy is reviewed **annually** or as required following updates from ADEK or UAE authorities. Any revisions will be communicated to staff, students, and parents to ensure continuous alignment with national expectations and best practices.

  
Saji Oommen  
PRINCIPAL

## RESOURCE SELECTION COMMITTEE

NAME OF THE MEMBER	DESIGNATION	SIGNATURE
Mr. Saji Oommen	Principal	
Ms. Raufia Salam	Vice Principal	
Mr. Rafi Shibili	Librarian	
Ms. Pratibha Lakshmy	Senior Supervisor ; HOD Science	
Ms. Swapna lekha	Middle School - Supervisor	
Ms. Shan Fluancious	Primary Coordinator	
Ms. Priya Arun	KG coordinator	
Ms. Inna Jafri	Head of Inclusion	
Ms. Eman Mohamed	HOD – Arabic/Islamic	
Ms. Smitha Renjith	HOD - Mathematics	
Ms. Vrinda Nair	HOD - SS/Commerce	
Mr. Shibin Thajudeen	HOD - Language	
Mr. Mashooq Ahmad	HOD - PE	
Ms. Anna Sharon	Digital Wellbeing coordinator & HOD CS/IT	

Date of Next Review : 15/03/2028



## ANNEXURE 1

### Steps and Procedures to Identify & Address Unethical Behavior & Breaches

STEP	DESCRIPTION	RESPONSIBILITY	TIMELINE	DOCUMENTATION
1. Report Observation	Any school community member reports a suspected breach through direct channels or anonymously.	Any school community member.	Immediate	Incident report with details: date, location, individuals, evidence.
2. Acknowledge Report	School officials confirm receipt of the report and notify the reporter.	School officials	Within 24 hours	Acknowledgment notification
3. Initial Review	Initial assessment to verify report validity and determine need for immediate action.	Senior leaders	Within 2 working days	Review summary indicating whether immediate action is necessary.
4. Immediate Action	Take temporary corrective action if breach is ongoing or presents risk.	Senior leaders	As needed	Action report noting temporary corrective measures taken.
5. Form Investigation Team	Assemble team for in-depth investigation if breach is verified.	Principal, senior staff, compliance officer, ADEK (if needed)	Immediate (post-initial review)	Investigation team details documented.
6. Evidence Collection	Collect and review all relevant evidence, including interviews, documentation, and communications.	Investigation team	During investigation	Detailed incident report with findings, interviews, and evidence.



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7. Decision	Determine if the breach was unintentional or with malicious intent based on collected evidence.	Investigation team	Upon evidence review	Decision summary and rationale included in the incident report.
8. Action Plan	- <b>If Unintentional:</b> Issue a warning or conduct additional training. - <b>If Malicious:</b> Apply disciplinary measures and report to ADEK, if required.	Principal	Immediate post-decision	Corrective action plan documented, noting whether actions were training or disciplinary.
9. Inform Parties of Outcome	Communicate investigation outcome and corrective measures to involved parties, ensuring confidentiality.	Principal	Upon completion of investigation	Notification to involved parties; document confidentiality measures taken.
10. Follow-Up and Monitoring	Conduct a compliance follow-up within a month to ensure adherence to corrective actions and use the case for additional cultural awareness training.	Principal and senior leaders	Within one month	Compliance check report; training session notes (if applicable).
11. Reporting to ADEK	Summarize the case, actions taken, and preventive measures established, if reporting is required by ADEK.	Principal	Upon ADEK's request	Compliance summary report prepared for ADEK.

