



PURPOSE

EFIA is committed to safeguarding and promoting the welfare of all students in line with the Abu Dhabi Department of Education & Knowledge (ADEK) Safeguarding requirements and UAE Federal Law No. (3) of 2016 (Wadeema). This policy applies to all staff, volunteers, contractors, governors, visitors, pupils and parents while on school premises or participating in school-led activities.

This policy outlines ADEK's requirements for safeguarding and promoting student welfare by ensuring a safe, secure, and supportive school environment. The policy also specifies security protocols, including the roles of security guards, visitor management, and response to security breaches, as well as the regulated use of CCTV for safety monitoring. Furthermore, it establishes mandatory training requirements to ensure all staff understand and fulfill their safeguarding responsibilities responsibly and effectively.

OBJECTIVES

EFIA's policy aims to protect all students from harm, maltreatment, and any risks that may affect their health, development, wellbeing, or safety. The school is committed to creating a secure and nurturing environment where every child feels valued, supported, and safeguarded from all forms of abuse, neglect, and exploitation, ensuring their holistic growth and protection at all times.

SAFEGUARDING PRACTICES

EFIA aims to -

- Provide a safe, caring, and inclusive environment where students can learn, grow, and express themselves freely.
- Follow a zero-tolerance policy toward all forms of student maltreatment.
- Ensure everyone in the school community, including visitors, knows how to report safeguarding concerns as per ADEK's Student Protection Policy.
- Monitor and support students who may be at risk, including those with additional learning needs.
- Train staff to respond appropriately to safeguarding incidents and support any student who makes a disclosure.
- Promote an open and trusting environment where students and staff feel comfortable sharing concerns with the Safeguarding Lead or Committee.
- Protect students in online spaces in line with the ADEK School Digital Policy.
- Ensure no school rule or policy harms students' health or wellbeing, in accordance with the ADEK School Wellbeing Policy.
- Provide confidential and judgment-free counseling and support to all students.
- Remind parents of their legal duty to enroll their child in school as per Federal Law No. (39) of 2022, and report any suspicious absences or sudden withdrawals to the authorities.

SAFEGUARDING MEASURES

School Curriculum: EFIA incorporates safeguarding measures into the curriculum to build students' self-esteem and self-regulation, promote respect and civility toward others and living things, and enhance communication skills including understanding of consent. It teaches awareness





of risks, such as online safety and social media use, equips students with strategies for self-protection and handling peer pressure, and encourages responsibility for their own and others' safety.

School Security: EFIA maintains a comprehensive security system to protect the school's assets, data, and people. The school is equipped with a fully functioning CCTV system, maintained at all times by a licensed vendor, with comprehensive camera coverage monitored daily. Access to footage, its escalation, and deletion follow ADEK regulations, and copying or distributing recordings is strictly prohibited by law.

Security Personnel: EFIA ensures that all security personnel are present at all school entry points at all times and do not leave their posts without a replacement. They hold valid licenses as per the ADEK School Staff Eligibility Policy and maintain a detailed visitor log recording names, IDs, signatures, contact numbers, purpose, and entry/exit times. Visitor passes are issued only after verifying a valid photo ID, and proper handover procedures are followed during shift changes to ensure continuous security coverage.

School Visiting Procedures: The Principal has the authority to approve or deny visitors for valid reasons. All visitors sign in at the security gate, provide a valid ID, and wear a visitor pass visibly at all times. Visitors are not allowed in classrooms unless invited and must remain under the supervision of a staff member unless they are authorized personnel. Upon leaving, visitors sign out and return their pass.

Authorized Personnel Access: EFIA verifies the identity and purpose of authorized personnel, such as government inspectors or compliance specialists, before granting access. Access is limited to what is necessary for the visit. Principal records who accessed reports or areas, what was accessed, and the purpose. Authorized personnel may observe staff, students, and parents as required.

Student Departure: Only parent-authorized individuals pick up students. For unregistered persons or changes in plans, parents need to inform the school in writing or by phone in emergencies. Identity verification is required at pick-up, except for members of the school community already on record.

Drop-Off and Pick-Up Timings: School provides supervision 45 minutes before the school day begins and 90 minutes after it ends. Parents are responsible for their children outside these supervised times. If children are dropped off without school knowledge, the school is not liable for their safety.

Arrival and Departure Notifications: With parental consent, Cycle 3 students may arrive and depart unaccompanied. Schools must record their arrival and departure times and notify parents. Parents of younger students may request the same notifications, and schools are required to provide them.

Special Events: School provides increased security during special events. Attendance is limited to immediate family unless additional guests are pre-registered with valid IDs. Proper signage are made available to visitor-accessible areas. All outside service providers are pre-approved and undergo security checks, with valid licenses and work permits submitted.





Safeguarding Privacy: EFIA protects the privacy of the school community in both physical and digital spaces, keeping reception areas free of identifiable information and avoiding sharing personal details without consent, in line with ADEK policies.

Managing Security Breaches: EFIA has established clear procedures to prevent and respond to security breaches, including lockdown systems, trained staff, and a response plan led by the Safeguarding Committee. All digital incidents are documented and stored in accordance with ADEK record policies. EFIA also conducts regular emergency planning and drills in line with ADEK Health and Safety requirements and ensures full compliance with local regulations.

TRAINING

EFIA provides safeguarding training and continuous professional development to all staff. Training covers identifying and reporting student maltreatment, understanding risks for vulnerable students, maintaining vigilance against unsafe behaviors, keeping accurate and confidential records, and responding effectively in emergencies. Staff are guided to share information only on a need-to-know basis, access wellbeing support when needed, and understand the school's security and breach protocols. Invited visitors are required to read and sign the school's Safeguarding Policy.

WHISTLEBLOWING

EFIA has a whistleblowing mechanism that allows individuals to confidentially report any concerns or allegations of organizational malpractice. The school ensures that those who raise concerns are protected from harassment, reprisal, or stigma and are not made to feel ashamed for reporting. If a concern is raised against someone, EFIA also safeguards their identity and protects them from negative repercussions until the investigation is complete.

Reporting Channels:

Staff can raise concerns through the following methods:

- Confidential email: safeguarding@efiaschool.com
- First Point-of-Contact is Principal and Vice-Principal.

Confidentiality and Protection:

- Whistleblowers' identities will always remain confidential.
- No staff will face retaliation for raising concerns in good faith.

Investigation Process:

1. Acknowledgment – The concern is acknowledged within 3 working days.
2. Preliminary Review – Led by the Principal or a designated safeguarding committee.
3. Formal Investigation – Conducted confidentially by impartial individuals.
4. Support – Emotional and psychological support is available through the school counselor.
5. Outcome & Sanctions – Actions will be taken based on UAE law and ADEK regulations and shared with the whistleblower (within confidentiality limits).

Record Keeping:

- All whistleblowing reports and investigations will be securely documented.
- Cases are reviewed annually to improve the policy and address trends.





Training & Awareness:

- Annual staff training on whistleblowing procedures.

INCLUSION

EFIA ensures that the Safeguarding Committee work closely with the concerned stakeholders to promote the safety and wellbeing of all students. Safeguarding practices and policies are inclusive and consider each student's individual needs, communication style, behavior, and level of engagement to ensure every child feels protected, understood, and supported. EFIA understands that Students of Determination (SOD) may be more vulnerable to abuse and neglect. Cultural sensitivity is considered while maintaining child protection priorities.

REVIEW AND MONITORING

- The Safeguarding Policy is reviewed annually.
- Safeguarding practices and procedures are reviewed periodically to ensure compliance.

ROLES AND RESPONSIBILITIES

School Leadership:

- Ensure policy implementation, compliance and training.
- Procedures are in place to ensure effective monitoring and evaluation.
- Support the safeguarding process.
- Promote a culture of openness and accountability.

Designated Safeguarding Lead (DSL):

- Oversee investigations
- Ensuring timely reporting of incidents.
- Provide support plans
- Maintains confidential records.
- Ensures all staff understand reporting procedures.

All Staff:

- Must complete safeguarding training.
- Must report concerns promptly to the DSL.
- Must be vigilant to signs of abuse or neglect.
- Expected to model and reinforce safe behavior and respect.

PROCEDURES FOR REPORTING CONCERNS

- All concerns must be reported immediately to the DSL using a Safeguarding Concern Form.
- No staff member should investigate - only record facts and observations.
- In emergencies or suspected criminal matters, the Principal and appropriate authorities.

Handling Disclosures

Follow the 5 Rs:

1. Receive – Listen calmly.
2. Reassure – Make no promises but acknowledge the disclosure.
3. React – Ask open-ended questions only if necessary.





4. Record – Use exact words, date, time, and observations.
5. Report – Immediately pass the concern to the DSL.

KEY CONTACTS

S.NO.	NAME	POSITION	ROLE
1	Mr. Saji Oommen	Principal	Head of Safeguarding
2	Ms. Raufia Salam	Vice Principal	Safeguarding Advisor
3	Ms. Priya Arun	KG Coordinator	Designated Safeguarding Lead
4	Ms. Shan Fluancious	Gr 1-2 Section Supervisor	Designated Safeguarding Lead
5	Ms. Deena Dwijay	Gr 3-4 Section Supervisor	Designated Safeguarding Lead
6	Ms. Swapna Lekha	Gr 5-8 Section Supervisor	Designated Safeguarding Lead
7	Ms. Prathibha Lakshmy	Gr 9-12 Section Supervisor	Designated Safeguarding Lead
8	Ms. Resmi Reghuvaran	Social Worker	Designated Safeguarding Lead
9	Ms. Sneha Gopalan	Counselor	Deputy Safeguarding Lead
10	Ms. Inna Z. Jafri	Head of Inclusion	Safeguarding Officer

POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process



Saji Oommen
Principal

