



PURPOSE

EFIA is committed to ensuring that every student learns in an environment that upholds, cares for, respects, and protects their dignity.

This policy outlines the school's obligation to establish and implement robust student protection measures that focus on both the prevention of maltreatment and the appropriate handling of any concerns or incidents of maltreatment.

OBJECTIVES

EFIA aims to:

- Protect all students under the school's supervision from any acts or omissions that constitute maltreatment.
- Identify and support students who may be at risk of harm, in alignment with the following UAE laws and decrees:
 - UAE Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
 - Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
 - Federal Decree Law No. (51) of 2022 Concerning the Regulation of Nurseries
 - Federal Decree Law No. (18) of 2020 on Private Education and its amendments
 - And other relevant UAE legislation.
- Emphasize that all EFIA staff and volunteers are mandated reporters of any alleged or suspected cases of student maltreatment, whether occurring inside or outside the school.
- Ensure coordinated action within the school to safeguard and protect every student's wellbeing.

PRINCIPLES

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

2. It is the duty of the Principal and all EFIA staff to recognize, respond to, and manage risks to student safety and wellbeing to the best of their ability.

3. All mandated reporters, EFIA staff, and volunteers are responsible and accountable for ensuring that student protection measures are effectively implemented, maintained, and upheld.

4. All mandated reporters, EFIA staff, and volunteers shall be protected from any form of hindrance, reprisal, or penalty for fulfilling their obligation to report and safeguard students from harm.

5. Every EFIA student has the right to:

- Be heard and express their voice or opinion, and to participate in decision-making processes (as appropriate).
- Be treated with dignity and respect.
- Be treated with fairness and justice.
- Be supported by an advocate and provided with necessary assistance when required.
- Be safe, protected from harm, and informed about what constitutes risk and abuse.





6. EFIA upholds a zero tolerance stance towards all forms of maltreatment in every school environment and activity.

Reporting of Concerns of Maltreatment within EFIA

All EFIA staff members, including any person who, in the course of their duties, has regular or temporary contact with students, are mandated reporters under Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema).

They are required to report any alleged or suspected cases of student maltreatment, whether occurring inside or outside the school, directly to the ADEK Child Protection Unit (CPU) within 24 hours of suspicion.

Staff must follow the procedures outlined in:

- Figure 1: Safety Concern Referrals in Abu Dhabi Schools
- Guide on Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024)

Notification and Coordination

All concerns or disclosures of maltreatment must be immediately reported to the EFIA Child Protection Coordinator (CPC) or a member of the Child Protection Team (CPT). These reports are then escalated as necessary to the ADEK CPU or other relevant authorities.

Handling of Bullying Cases

EFIA follows the National Policy for the Prevention of Bullying in Educational Institutions (MoE, n.d.) for all bullying-related cases.

- Regular bullying incidents are managed under the MoE framework.
- Severe bullying, which poses or risks causing significant physical or emotional harm, will be treated as maltreatment and handled under EFIA's Student Protection Policy procedures.

Designation of Child Protection Roles

EFIA appoints a Child Protection Coordinator (CPC) and a Child Protection Team (CPT) annually, with their details reported to ADEK.

1. Child Protection Coordinator (CPC):
 - Must complete ADEK-mandated CPC training.
 - Preferably a senior member of staff with experience supporting students at educational risk.
2. Child Protection Team (CPT):
 - Comprises 3–5 trained members, including the school counselor and/or social worker, along with members of the Senior Leadership Team.
 - If the CPC is unavailable or unable to perform their duties, a delegate shall be nominated to ensure continuity of case management.





REF: EFIA /PLCY -025/2026-27

Issue Date: 15/04/2026

Procedures for Reporting Concerns

If any EFIA staff member or volunteer becomes aware of an allegation, concern, or suspicion that a student may have been, is being, or is at risk of being maltreated (as defined in the Definitions – Types of Maltreatment section), they must:

- Immediately report the concern to the CPC, CPT member, or another designated safeguarding representative.
- If the CPC or CPT cannot be reached, or if it is not in the best interest of the student to inform them, the reporter shall directly contact the ADEK CPU and/or the Family Care Authority (FCA) through the online digital Safety Concern Form.

Emergency Cases

In cases where a student is in imminent danger, the CPC shall immediately:

- Report the matter to the Police (999) and the Principal.
- Submit a Safety Concern Form online through the digital safety concern portal.

Emergency cases and reporting procedures are defined in detail in the Guide on Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024).

POLICY REVIEW & APPROVAL

This policy will be reviewed annually and is subject to changes as per the school and ADEK guidelines. The updated policy will be submitted for approval in line with the standard process.



Saji Oommen
Principal

Date of Next Review: 15/04/2027





Purpose of the Policy

The purpose of this policy is to ensure that:

- Every student feels safe, respected, and cared for.
- Students know who to approach and how to seek help.
- The school protects students from harm, bullying, and unsafe situations.

Definition of Student Protection

Student Protection refers to measures that:

- Keep students safe from physical harm.
- Protect emotional and mental wellbeing.
- Prevent bullying, neglect, or abuse.
- Provide support when something is wrong.

EFIA's Commitment to Students

EFIA pledges to:

- Listen to students seriously and attentively.
- Act promptly in cases of unsafe situations.
- Treat every student with respect and care.
- Prioritize student safety at all times.

Students' Rights

All students have the right to:

- Feel safe within the school environment.
- Be treated with respect and dignity.
- Express thoughts and opinions freely.
- Receive help and support from adults when needed.

Students' Responsibilities

Students are expected to:

- Be kind and respectful toward others.



- Speak up if they notice unsafe or inappropriate behavior.
- Follow school rules regarding safety and conduct.
- Use the internet responsibly and respectfully.

When to Report a Concern

Students should report any situation where they:

- Feel unsafe or uncomfortable.
- Are being hurt or witness someone else being hurt.
- Are experiencing bullying, including online bullying.
- Observe anything that does not feel right.

Note: Even small concerns are important and should not be ignored.

Who to Contact for Help

Students may speak to:

- Their classroom teacher.
- Coordinators or supervisors.
- The school counselor.
- The safeguarding team.
- Any trusted adult in school.

Reporting Process and Actions

when a concern is reported:

Listening

- Adults will listen carefully, calmly, and respectfully.

Confidentiality

- Information will be kept private and shared only with relevant personnel to ensure safety.

Action

- The school will take appropriate steps to ensure the student's safety.
- Support and guidance will be provided to the student.

Confidentiality

- Student information is only shared as required for protection.
- Safety is always the primary concern.



10. **Anti-Bullying Policy**

Bullying in any form is strictly prohibited, including:

- Hurtful words or verbal abuse.
- Physical harm or intimidation.
- Social exclusion.
- Online or digital harassment.

11. **Online Safety**

Students are encouraged to:

- Avoid sharing personal information online.
- Interact respectfully with others online.
- Report any online situation that makes them uncomfortable.

Remember: Stop – Block – Tell

12. **Immediate Danger**

- If a student is in immediate danger, they should contact an adult immediately.
- Students must not keep dangerous situations a secret.

13. **Support and Encouragement**

- Students are never alone; help is always available.
- Speaking up is a brave and responsible action.
- Every student's voice matters.

14. **How to Access Help**

Students can seek help through:

- Trusted adults in school.
- The school counselor.
- The safeguarding team.
- Email: safeguarding@efiaschool.com

15. **Final Message**

If a situation does not feel right:

- Trust your feelings.
- Speak up and tell someone.