



## Emirates Private School – Safeguarding Policy

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### Purpose

EPS is committed to ensuring the safety, protection, and well-being of all students. This Safeguarding Policy provides a framework for maintaining a safe environment, identifying and reporting concerns, and taking necessary action to support students in line with Abu Dhabi Department of Education and Knowledge (ADEK) regulations and UAE laws.

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### 1. Scope and Objectives

**Duty of Care and In Loco Parentis:** All members of staff in schools 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

This policy applies to all staff, contractors, volunteers, and visitors within EPS. It is designed to:

- Ensure all children feel safe, respected, and protected.
  - Outline procedures for identifying and reporting child protection concerns.
  - Establish the roles and responsibilities of school staff in safeguarding.
  - Promote a culture of vigilance, confidentiality, and continuous improvement in child protection.
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### 2. Policy Principles

- **Safety and Protection:** All students have the right to a safe and supportive environment where their well-being is prioritized.
- **Monitoring:** All students known or thought to be at risk from harm, including students with additional learning needs, who could experience heightened vulnerability, will be monitored closely.
- **Zero Tolerance for Abuse:** Abuse, neglect, exploitation, and any form of harm to students are not tolerated. All allegations are taken seriously and investigated promptly.
- **Confidentiality:** All information related to child protection cases is confidential and shared only with authorized personnel.
- **Student-Centered Approach:** The best interest of the child guides all actions and decisions.

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### 3. Roles and Responsibilities

#### 1. Safeguarding Committee

- The school has appointed the Safeguarding Committee to oversee the implementation of this policy.
- The Committee will act as the primary point of contact for any safeguarding concerns, provide guidance to staff, and coordinate with external agencies as necessary. Any member of the Committee can be contacted by anyone who wishes to raise a safeguarding concern. They will then meet immediately with all other available members of the Committee to process the concern immediately.
- The committee is made up of:
  1. Ms Azza (VP British)
  2. Ms Lisa (Head of KG)
  3. Ms Maimouna (VP American)
  4. Ms Suha (VP MoE)
  5. Mr Salim (Social Worker)
  6. **MS Mona (Social Worker)**
- The Committee will also:
  1. Annually monitor and review the effectiveness of the school's Safeguarding Policy to ensure it is known, understood, and practiced appropriately by the school community.
  2. Ensure the safeguarding policies and procedures adopted by the school's governing board are fully implemented and observed.
  3. With the Principal, ensure that all staff, volunteers, and invited visitors are informed of their responsibilities in relation to safeguarding procedures.
  4. Ensure parents have access to the school's Safeguarding Policy and all supporting documents, through all appropriate means (e.g., the school website).
  5. Develop an induction and training strategy to ensure all staff and volunteers receive information on the school's safeguarding arrangements.
  6. Ensure compliance with relevant processes set out in the ADEK Student Protection Policy.

#### 2. School Staff and Teachers

- All staff are responsible for being aware of and alert to potential signs of abuse and must report any concerns to the DSL.
- Teachers and staff are expected to create a safe environment for students and build trusted relationships that allow students to feel comfortable sharing concerns.

#### 3. Support Staff and Volunteers

- Support staff and volunteers are required to follow safeguarding procedures, report concerns to the DSL, and receive regular training to ensure compliance with the school's safeguarding practices.

#### 4. School Administration

- The school administration ensures the policy is implemented, reviewed annually, and adjusted to comply with ADEK and UAE guidelines.

## 5. Parents

- All parents are obligated to enrol their child in school as per Federal Law No. (39) of 2022 Concerning Compulsory Education, and that sudden unexplained withdrawal of a student from school may be reported as a maltreatment concern, as per the ADEK Student Protection Policy
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## 4. Code of Conduct for Staff

- **Appropriate Behaviour:** Staff must maintain professional boundaries with students, using respectful language and behaviour.
  - **Physical Contact:** Any physical contact with students must be appropriate, limited, and in line with school guidelines.
  - **Confidentiality:** Staff must protect students' personal information and discuss sensitive matters only with authorized individuals.
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## 5. Procedures for Identifying and Reporting Concerns

### 1. Recognizing Signs of Abuse

- Staff will receive training on recognizing signs of abuse, which may include physical, emotional, or behavioural indicators. Types of abuse include physical abuse, emotional abuse, sexual abuse, and neglect.

### 2. Reporting a Concern

- Any concerns about a student's well-being must be reported immediately to the DSL.
- In cases where the DSL is unavailable, staff should report concerns to an alternate designated member.

### 3. Handling Disclosures

- If a student discloses information, staff must listen carefully, not ask leading questions reassure the student, avoid making promises they cannot keep, and report the disclosure to the DSL without delay. The reporting form found in Appendix A should be used for any and all referrals.

### 4. Confidential Record-Keeping

- All reports, disclosures, and concerns are documented in a secure and confidential manner, with access restricted to the DSL and authorized personnel.
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## 6. Responding to Allegations of Abuse

### 1. Initial Assessment

- Upon receiving a report, the DSL conducts an initial assessment to determine the level of concern and appropriate action.
- The DSL will contact parents or guardians unless it is deemed that doing so could put the student at further risk.

### 2. Involving External Authorities

- If a case of abuse is suspected or confirmed, the DSL will contact ADEK and the Support Police to report the concern.
  - The school will fully cooperate with law enforcement and child protection agencies in any investigation.
3. **Support for Students**
- The school will provide counselling and support services for students involved in any safeguarding cases, ensuring their mental and emotional well-being.
4. **Internal Review and Follow-Up**
- After resolving a case, the DSL will conduct an internal review to identify any lessons learned and improve the school's safeguarding procedures if necessary.
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## 7. Training and Awareness

1. **Regular Training**
- All staff, volunteers, and contractors undergo annual training on safeguarding and child protection to remain updated on protocols, signs of abuse, and reporting procedures.
  - Specialized training will be provided for the DSL and alternate designated members.
2. **Student Awareness**
- Age-appropriate workshops and resources on personal safety, recognizing safe relationships, and knowing whom to approach for help will be provided to students.
3. **Parental Engagement**
- The school will communicate safeguarding policies and practices to parents, providing guidance on signs of abuse and how they can support the school's efforts in child protection.
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## 8. Anti-Bullying Measures

- **Prevention and Reporting:** A safe environment free from bullying, cyberbullying, and harassment will be maintained. Students are encouraged to report bullying, and staff will intervene promptly.
  - **Support for Victims and Accountability for Perpetrators:** Support will be provided to bullying victims, and corrective measures will be applied to perpetrators in line with school policies.
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## 9. Safeguarding the School's Security

The school implements a School Security System to safeguard the school's assets, data, and people against any risk of harm.

CCTV Systems: EPS has installed and maintains CCTV systems in compliance with the Manual of Surveillance Devices (MCC, 2022).

CCTV cameras provide coverage/ restrictions of the following areas:

- 1) All entrances and exits of the school buildings and grounds.

- 2) All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- 3) Student pickup and drop-off areas for private vehicles and buses.
- 4) Security areas (e.g., control room) and hazardous areas.
- 5) Exterior areas surrounding the school grounds.
- 6) Learning spaces (e.g., classrooms, labs, studios, maker spaces). Entrances to lavatories and changing rooms.
- 7) 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.

EPS places signs within the school premises indicating to the public that the area is under CCTV surveillance.

EPS monitors the functioning of their CCTV cameras on a daily basis and ensure they are working and providing appropriate coverage.

Access to Footage and Recordings: EPS restricts access to CCTV footage and recordings as follows:

- 1) Monitoring of CCTV Footage: EPS has a monitoring and control room for the purpose of monitoring CCTV footage.
- 2) The Principal is authorized to access live CCTV footage of the school premises from their office.
- 3) 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.

EPS maintains a record of all individuals granted permission to view the footage, where applicable.

Access Permission for ADEK Personnel: EPS shall provide access to CCTV footage and recordings to authorized ADEK personnel upon written 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, EPS shall immediately notify ADEK in order to deal with the incident.

Deletion: EPS shall retain CCTV recordings for a minimum of 180 days.

Security Guards: EPS ensures that security guards and duty supervisors:

1. Are present at any given time at all entry points/ gates. They shall not leave their posts unless there is someone to replace them temporarily.
2. Hold authorized licenses, as per the ADEK Staff Eligibility Policy.

3. Remain alert and ensure safety and security on the school premises, supported by the school's security system.
  4. 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.
  5. Issue visitors access passes only upon collection of a form of photo ID and verifying that it matches the identity of the physical person.
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## 10. Whistleblowing

Whistleblowing Mechanism: EPS implements a whistleblowing mechanism to enable any individual to raise concerns or allegations of organizational malpractice in confidence.

For anyone who raises a concern, EPS will protect the identity of anyone who raises a concerns and ensures that they will not be made to feel ashamed for reporting the concern.

In case their identity becomes known, EPS 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, EPS shall, to the best of its ability, protect their identity where possible and protect them from any negative repercussions until any investigation process is completed.

## 11. Monitoring and Review

- **Annual Policy Review:** The Safeguarding Policy is reviewed annually, with revisions made as needed to comply with new ADEK regulations or UAE laws.
  - **Ongoing Monitoring:** The DSL regularly monitors safeguarding practices to ensure compliance and effectiveness.
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## 12. Compliance and Accountability

- **Legal Compliance:** This policy adheres to ADEK regulations and UAE laws related to child protection.
  - **Accountability for Non-Compliance:** Any failure to comply with safeguarding procedures may result in disciplinary action, and in severe cases, it may be reported to the authorities.
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## Conclusion

This Safeguarding Policy is integral to providing a secure environment for all students at EPS. By following these guidelines, we ensure that child protection is a priority and that all students are treated with dignity and respect.