



# **EMPLOYEE HANDBOOK**

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## **Introduction**

Welcome to Habitat Schools! We're glad to have you here.

We've been in educational industry since 2002. Education is often misunderstood as a means to an end even while stressing on qualification and success, without caring for the life, students have in schools. As living cannot be postponed, the experience of schooling has to be understood as an end in itself where the child, parent, teacher and management come together for mutual growth. Schools have the responsibility to provide such a platform and a scheme for mutual interaction of its community. It is such an integration of space, learning and technology that characterizes, HABITAT SCHOOLS.

Habitat believes in a teaching learning continuum where the student is in the lead, while the teacher is a facilitator whose work is to create and facilitate an ambience of learning, catalyze the students towards self-learning and discovery. We envisage a shift from the traditional position of the teacher as the information bearer and authoritative figure to a more collaborative teaching learning experience that values the innate potential of the student and allows him/her to discover their true potential. Our mission is "*Learn Something from Everything*".

This handbook was created to introduce you to Habitat Schools and provide information about working conditions, benefits, and policies essential to your employment here. The information you'll find in this handbook applies to all Habitat Schools employees.

The handbook is a summary of our policies, which are presented here for informational purposes. You are responsible for reading, understanding, and adhering to the provisions of this handbook. We hope to provide you with a work environment that is constructive to your personal and professional growth.

### **1. Vision and Mission**

**Vision:** We envisage learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

**Mission:** Habitat Schools strives to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

## **2. Core Values**

**Inclusivism:** All members of the school community, their cultures, nationalities and regions should be considered and respected equally, strictly as per the UAE laws, in a way that is sensitive to the global character of the school. Nobody should feel excluded in any way.

**Justice:** All members should be treated according to the principles of natural justice, where nothing unfair happens against anybody.

**Dignity:** Everyone should be treated with dignity, without any harshness in any aspects.

**Transparency:** All actions connected to the school should be transparent and all members including the managing team should be accountable.

**Accessibility:** All members should be accessible to each other for the smooth and hearty functioning of the school.

**Pursuit of Excellence:** Habitat Schools are committed to the pursuit of excellence, striving to improve itself in all educational activities all the time.

## **3. Policies: Working Hours**

**4.1. New employee orientation:** HR Officer provides an orientation for new employees. This includes an overview of the company policy, an explanation of company vision, mission, values, goals and objectives.

**4.2. Non-disclosure and confidentiality agreement:** Best business practice is expected to be followed in all the Institution's activities and in dealings with all the Institution's customers and clients. An employee will not divulge to any person any trade secret or confidential information concerning the institution or finances of the Institution, any associated Institution.

**4.3. Non-discrimination:** Habitat Schools does not discriminate in employment opportunities or practices because of race, sex, national origin, color, religion, age or disability.

**4.4. Probationary period for new employees:** Probationary period for an employee is 3 months. During the probation period, both the employer and the employee may terminate the service of the employee during this period after notifying in writing fourteen (14) days at least before the

date specified for the termination of service. Confirmation of your service will be based on the feedback of your performance from respective HOS during probation period.

**4.5. Working Hours:** The maximum prescribed working hours for an adult employee is eight hours (8hrs) per day or forty-eight hours (48hrs) per week excluding lunch break. Persons who hold executive/administration positions however are expected to work long hours without overtime pay. All the staff should report to the school by 7:20 am on working days

**Academic Staff**

7.30 am to 2.15 pm (Monday to Thursday)

7.30 am to 11.30 pm (Friday)

**Administrative Staff**

7.30 am to 4.30 pm (Monday to Friday)

9.00 am to 1.30 pm (Saturdays)

**Punching Timings:**

**Teaching**

- Punch In : 7:30 – 7:35
- Late Punch In : 7:36 – 8:30
- Half Day (Punch in) : 8:31 – 10:45
- Half Day (Punch out) : 10:46 – 13.05
- Early Punch Out : 13:06 – 14:05
- Punch Out : 14:05 – 14:15

**Admin Staff**

- Punch In : 7:30 – 7:35
- Late Punch In : 7:36 – 8:30
- Half Day (Punch in) : 8:31 – 12:00
- Half Day (Punch out) : 12:01 – 15.30
- Early Punch Out : 15:31 – 16:19
- Punch Out : 16:20 – 16:30

*Note: 3 late punch ins/early punch outs altogether/month will be considered as one loss of pay.*

**4.6. On Joining:** On the joining date, staff may report to HR and the complete the below procedures

- Sign muster/punching policy.
- Attend induction program/inform about induction process.
- 
- Report to Section Heads – handling over following materials;
  - Work Allotment (timetable)
  - Teacher’s copy of textbook
  - Workplace/locker/cupboard keys (if any)
  - Email ID creation

#### **4.7. Salary Transfer**

- Salary will be released every 1<sup>st</sup> week of the month. Employees have to submit their bank account details to HR.
- 50% of the Annual leave salary will be paid in advance in the month of June / July.

**4.8. Personal Data:** Employees are responsible for updating their personal data in ESS. An employee’s personal data should be accurate and updated at all times.

### **3. Approvals**

- All the appointments are subject to approval from concerned Government Departments( MOE & MOL)..
- Teachers have to attest all the documents from +2 /equivalent and submit the documents for approval from the Ministry of Education and may start the procedure for equivalency and genuinity immediately as it takes a minimum of 3 months to complete.
- Work permits can be processed only after getting the approval from the Ministry of Education for teaching staff. Approval from the MOE is subject to submission of equivalency of Degree.

*Documents required for approval from Ministry of Education*

- Self-Introductory form (Collect from HR)
- Passport copy with visa page & Emirates id copy.
- Copy of attested degree certificate (Bachelor or Master and B.Ed Degree).



- Copy of Equivalency certificate
- Copy of approval from previous school (if applicable).
- Photos - 2 in no.'s
- Marklist - Semester and Consolidated
- Police Clearance Certificate

#### **4. Facilities and Benefits**

##### **6.1. Fee Concession**

- Upon completion of probation, all the staff can avail 50% discount on tuition and transport fees of their wards, if they are studying in the same school where the staff is working and if there is non-availability of seat or class in the school where they are teaching.
- All the staff can avail 30% discount on tuition and transportation fees of their wards, if the child is studying in any of the group schools.
- Corporate staff can avail 50 % concession from any of the group schools.

##### **6.2. Staff Transport:**

Staff may avail the school transport to commute to and from school daily. Efforts will be made to provide a bus stop that must be convenient to your place of residence. However, the transport department retains the right to specify/after the bus stop according to the situation/circumstances. Staff are required to be present at the stop on time.

##### **6.3. Medical Insurance**

Staff having a work permit are entitled to have medical insurance. If either party terminates the employment contract without serving the notice period it shall pay to the other party compensation equal to the employee's salary for the notice period or the remaining period of the notice period.

##### **6.4. Mutual Fund (MAF)**

To build mutual cooperation among employees of Habitat Schools and assist the financial needs of the members.

**Terms & Conditions:** Minimum of Dhs 100.00 or multiples of Dhs 100.00 shall be paid as the

subscription every month.

- Loan applicants are required to submit their application on or before 10<sup>th</sup> of every month to the secretary.
- Loans should be granted against two (2) personal guarantees. However, guarantors must be members of the HABITAT – MAF
- Loan applicants and guarantors should have no dues on loans and /or monthly overdue on subscriptions. Thus, a member with dues on loan and /or monthly overdue is not guaranteed.
- Guarantors are responsible to cover the dues in case of default of payment(s) from the principal debtor
- Members eligible to apply for a loan after six months of membership from date of joining.
- Loans must be settled within six (6) months which starts only after 2 months of issuance.
- Repeated loans will be sanctioned only after six months of completing the dues of previous loan.
- The maximum loan limit is calculated on the basis of applicants deposits amount multiply by two (deposit amount x 2).
- Maximum loan limit of 4000 Dhs. to those who have completed deposit for 2 years and 10,000 Dhs. for more than 2 years.
- In case the numbers of applications are more for loan on a particular month and the fund is deemed insufficient, the governing body will decide according to the following provisions:
  - Undertake careful examination of applications to prioritize the applications that need immediate assistance.
  - If the loan application exceeds the available funds, and if all the applications are found to be under stern financial predicament, hence the governing body will distribute the available loan fund within the applicants.
- Should a member wish to terminate his/her membership, a written intent withdrawal must be submitted on one (1) month prior notice to the secretary to give ample time to facilitate the process of the withdrawal and release of his/her contributions. The same provision applies to the member

resigning from the company. In the case a member is leaving the country for good in short notice; the member can withdraw the deposited fund from HABITAT – MAF immediately.

- A member is allowed to guarantee only one loan application at a time and must be compliant to provision 7.3 on terms of guarantor.
- If the loan application is lower than the accumulated contributions of the member, guarantors are not required.
- The governing body shall conduct a governance meeting once a month to discuss loan- related issues.
- If the subscription or loan amount is not paid on time, concerned employees will be blacklisted and will not be eligible for any financial assistance for the next 2 years.

#### **Mutual Aid Fund / Loans / Salary advances**

As deductions cannot be made due to technical issues, Staff availing MAF/ Loans/ Salary advance from the school need to repay in instalments as approved. Approval from Management is mandatory for any delay in payment of subscription amount or loan or advances. Management holds the right to blacklist the employee for the arrears (without approval) and further financial assistance will not be provided for the next 2 years.

### **5. Leave Policy**

**7.1. Annual Leave:** An employee is entitled to annual leave in a year and the payment will be as follows;

- **Summer Vacation Eligibility:** On completion of 6 months of continuous service before the commencement of summer vacation, staff is entitled to have holidays as declared by MOE, but payment will be calculated on pro-rata basis.
- **Winter Vacation Eligibility:** On completion of probation period and not on prorata basis, hence continuous service until the last working day prior to winter vacation is mandatory.

An employee fails to report back to work after the expiry of his leave period, his remuneration will automatically be forfeited for the days he is absent. Decision on Continuation of work will be at the discretion of management on unauthorized absence.

If a staff member is required to work during annual leave, he/she will be given an allowance decided by the management.

### **7.2. Casual Leave (Sanctioning Authority – Heads of Section/Principal)**

- Teaching and admin Staff are allotted a maximum of 6 Casual Leave days per year on completion of probation period but 2 CL's in a term.
- When taken together, 2 days continuous is allowed (Local and overseas). If 3 days are taken together, all will be considered as LP.
- Availing a CL on the last day of a week and the first day of the next week along with a weekend will be considered as LP including weekend.
- Half day CL can be availed.
- Any leaves other than sick leaves (with medical certificate) exceeding 2 in a term will be considered as Unpaid leaves.
- Prior approval in writing from the Head of Section/Principal is mandatory.
- In case of emergency, verbal confirmation shall be taken to avail leave.
- Casual Leave cannot be exercised on days of special school programs (eg. Annual day, Sports Day, Open House, etc.).
- CL's can be neither en-cashed nor carried forward.
- Cannot be taken in conjunction with any other kind of leave.
- If a staff is on leave for three days in a week, the weekend will not be paid for them.
- For Teaching - Short Term leave in a day is not allowed. Either they may report late for the day or take half-day casual leave.

### **7.3. Sick Leave**

- The employee must report to the employer any injuries or illnesses preventing him from working within a maximum period of two days. In case of more than 2 sick leave days inside UAE or 7 days outside UAE, the sick leave certificate will have to be attested by the MOH.
- An employee is not entitled to any paid sick leave during the probation period. However, after a period of three months continuous service following the probation period, the employee is entitled to sick leave (continuous or intermittent) wages as follows:
  - Full wage for the first 15 days.
  - Half wage for the next 30 days.
  - Any following period will be without wage.

- Availing a half-day sick leave is not permitted.
- Sick leave along with the summer/winter/spring break is not allowed.
- Leave with a long weekend/long holiday will be considered as unpaid (LOP).
- Salary against medical leave will be released only after the submission of an attested sick leave certificate.

### **Attestation Procedures**

#### **Certificates from Government Hospitals**

- Notary attestation
- Home Attestation Department
- UAE Embassy attestation and in UAE Ministry of foreign affairs.

#### **Certificates from Private Hospitals / Clinics**

- District Medical Officer
- Notary attestation
- Home Attestation Department
- UAE Embassy attestation and in UAE Ministry of foreign affairs.

You may visit Indian consulate in UAE only if you have an attestation from the Concerned Home Department and couldn't proceed further. If all the above said are done, then you need not visit Indian consulate.

### **7.4. Maternity Leave (Sanctioning Authority - Heads of Section/Principal)**

- A female employee shall be entitled to a maternity leave of (60) sixty days provided she has served continuously for not less than one year. The maternity leave is granted with half pay if the woman has neither completed one year of service nor less than six months. Maternity pay will as below

- The first (45) forty-five days with full wage; and
- The following (15) fifteen days with half wage.

#### **Maternity Leave Rules**

- At the end of the maternity leave, she has the right to extend her maternity leave for a maximum period of (45) forty-five days without pay. If this absence is due to her sickness or her child's sickness resulting from pregnancy or childbirth, which does not allow her to return to her work.

Such sickness shall be proven by a medical certificate issued by the medical entity. This period is not included within the service term, for which the female employee is entitled to end of service benefits.

- Shall be entitled to the maternity leave mentioned above if the delivery took place (6) six months or more after pregnancy, whether the fetus was born dead or alive and then died.
- If the female employee gives birth to a sick child or a child of determination, whose health condition requires a constant companion, according to a medical report issued by the medical entity, she has the right to a leave of thirty (30) days with full pay starting after the end of the maternity leave and she has the right to extend the leave for a period of (30) thirty days without pay.
- The employer shall grant the female employee a maternity leave upon her request at any time, starting from the last day of the month preceding immediately the month, in which she is expected to give birth, and this shall be proven by a certificate issued by the medical entity.
- A parental leave for a period of (5) five working days, for the worker (either the father or mother), who has a newly born child, in order to take care of his child and the worker is entitled to such leave for a continuous or intermittent period, within (6) six months from the date of the child birth
- Maternity leave salary will be paid once the staff returns after the leave.
- If the maternity leave overlays with summer vacation, Staff will be eligible for either maternity leave salary or vacation salary not both

#### **7.5. Hajj / Umrah**

- The School will give the employee once during his employment a special leave without pay to go for Hajj (pilgrimage) which should not exceed 30 days. This period is not part of the employee's annual leave or any other leave which he is entitled to.
- 7 days paid leave will be granted once during his/ her service for Umrah.

Nb: Those who have already done Hajj/ Umrah will not be eligible for 7 days paid leave.

**7.6. Exam Leave:** Leave will be granted for professional exams and will be only for the date of exams. A copy of the hall ticket and air ticket need to be submitted as proof of evidence.

**7.7. Work Purpose Leave:** All teaching staff are eligible for 1 day work purpose leave for the purpose of equivalency and genuinity.

## **7.8. Death & Marriage**

- If leave is taken for their own marriage or their children's marriage, staff will be eligible for 4 working days + weekend holiday's salary in case of teaching staff and 5 weekdays and 1 weekend holiday's salary in case of non-teaching staff, against the leave.
- In case of death of any first-degree relatives\*, Spouse, Father in law, mother-in-law, brother in law & sister-in-law, the staff is eligible for 4 working days + weekend holiday's salary against the leave.

\*(First-degree relatives – Father, Mother, Siblings & Children)

**Note:** Attendance register/log book are closed on the 21st of every month to commence the process of calculating and posting salary. Hence, any subsequent leave or adjustments will be carried out in the next month.

All employees are instructed to apply leave in the ESS Portal on daily basis. Lapse in same will result in not considering the leave as Paid Leave and the same will be considered as loss of pay.

Therefore Section heads has to intimate the staff to upload the leaves in portal.

## **6. Accommodation Policy**

Habitat Schools believe in providing all staff, residing in our accommodation, a positive atmosphere for stay and social interaction with dignity and mutual respect.

All residents must allow their fellow staff the opportunity:

- To do their personal work, which does not hurt anyone else mentally or physically, undisturbed
- To have free access to their room without pressure from roommates
- To sleep without disturbance from noise
- To live in a safe, clean and drug and alcohol -free environment

All residents must:

- Respect all UAE laws and rules.
- Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure.
- Respect all rules and instructions given by the accommodation in charge or the HR Manager.

- Respect the personal privacy of fellow staff.
- Respect the personal property of their roommates.
- Maintain cleanliness and hygiene.
- Maintain the dignity, self-esteem, and physical and emotional well-being of their roommates and refrain from discrimination, intimidation or causing physical harm.
- Show tolerance for different cultural and religious practices, lifestyles and food preferences.
- Practice good kitchen hygiene. For example :
  - Wash eating, drinking and cooking vessels and utensils
  - Dispose of uneaten food and trash
  - Keep all cooking, food preparation and eating surfaces clean
- Inform other residents politely and respectfully if they are violating your rights or the rights of other staff.
- Inform the accommodation officer or Human Resource Department if they feel that this atmosphere is not being provided.

**8.1. Curfew:** Staff must be in the accommodation by 10:00 PM and can leave in the morning after 5:00 AM on all days, including weekdays, weekends and other holidays.

**8.2. Dorm Leave:** Staff are expected to sleep in the accommodation every night. With prior consent, the staff may apply for leave from the accommodation during weekends or holidays to accommodation in charge.

**8.3. Guests:** Staff may entertain guests of the same gender during normal working hours from 8 am to 10 pm. Staff are responsible for the behavior of their guests and visitors. Guests must follow the guidelines for staff. Guests are not allowed in the staff accommodation between 10:00 p.m. and 8:00 a.m. All guests must be signed in and out in the log book. Any misconduct will be subjected to disciplinary action and expulsion from the accommodation.

**8.4. Maintenance:** Staff rooms will be maintained and repaired if damaged. Rooms will be inspected periodically and at the end of each year, staff must pay for the cost of damage they cause.

**8.5. Cleaning:** It is the responsibility of the staff to ensure cleaning of their rooms up to the standards.



**8.6. Room Inspections:** At any time, a school administrator of the same gender may visit a staff accommodation to inspect the accommodation for its cleanliness and damages, if any.

**8.7. Moving In:** A staff member must request for accommodation 1 month in prior to when it's required. Once a room has been assigned they will not be eligible for the House Rent Allowance thereon.

**8.8. Changing Rooms:** Staff normally stay in the same room until else informed by the accommodation in charge. Staff may make a request to move to another room, but the decision is at the discretion of the Accommodation Officer.

**8.9. Room Cancellation:** Staff, who want to move out of the school accommodation should give it in one month's writing or pay an amount equal to one month's HRA, as the case may be in lieu thereof. Eligibility of HRA is subject to fulfillment of existing vacancy and with 30 days prior written notice to HR. Staff, who cancel the accommodation once, will not be eligible to return back to the accommodation at their own will. The decision is at the discretion of the Management depending on the vacancies available at that particular time.

**8.10. Leaving Accommodation:** When staff leave their accommodation NOC should be obtained from accommodation in charge and submit to HR. They must properly pack all their belongings, leave the school property that was there when they arrived and ensure that the room is clean and tidy. They must return their key. Cost of any missing or broken items will be deducted from the staff.

**8.11. Utility Bills:** Water, electricity, Internet or cable charges will be borne by the staff themselves and the school shall not be responsible for any of these. Staff staying in the accommodation for less than 15 days will have to pay half of the amount that is equal to the monthly bill divided by the no. of staff staying. Staff staying for 15 or more days will have to pay the amount that is equal to the monthly bill divided by the no. of staff staying. FEWA bills of admin staff will be paid by the school & 25 % of teaching staff will be paid by the school.

**8.12. Failure to Comply with the Accommodation Policy:** Violations of any of the above-mentioned rules of the School Accommodation Policy will result in progressive disciplinary action starting with verbal warnings, followed by written warnings and finally a disciplinary hearing which could result in expulsion from the accommodation.

## **7. Promotion Policy**

### **9.1. Teaching**

#### **Eligibility to Apply**

- Qualification as required by **CBSE** and **MOE**.
- **2 years of continuous experience** at Habitat School, Ajman.

#### **Interview Board**

- Member from Corporate Academic Division
- Principal
- Vice Principal
- Subject Experts – can be the concerned subject expert in the Academic Council, Habitat Group or an external member. In case the concerned council member happens to be from the same school where the vacancy is open, then the Subject Expert will be a HOD of another group school.

**Note:** Minimum 3 interview board members should be present in the interview.

**Final Selection:** Approval by CEO, Habitat Group, based on perusal of written recommendation/supporting documents from the Interview Board.

#### **Process**

- Submission of application form
- Appraisal record of the applicant (Class observations, commendations etc)
- Face to face interview

The selected teacher's performance needs to be assessed within three months and the feedback has to be recorded by the School and may forward to corporate if there is a need.

### **9.2. Non-teaching**

All staff members will be intimated for the new promotion post 1 month prior by the respective School HR to apply.

#### **Eligibility to Apply**

##### **- Qualification**

Admin : Bachelor's Degree

Supporting Staff : As per School Norms (10th certificate attested)

- Habitat Group of Schools: 2 years of continuous experience in any group school.
- Existence of a vacancy in a higher level that matches a staff's qualification and experience.

### **Interview Board**

- Principal
- Admin Officers
- Supervisor ( Supporting staff)
- Transport Supervisor ( Drivers)
- Respective Corporate Heads

Note: Minimum 2 board members should be present in the interview

### **Process**

- Submission of application form
- Feedback/Recommendation from existing Line Manager
- Face to face interview
- Demo (in case of a driver)

**Probationary Selection:** Verified by respective corporate heads based on perusal of written recommendation/ supporting documents from the Interview Board

Application will be forwarded to MD by corporate HR for approval as a probationary promotion for the employee.

**Probationary Period:** The purpose of a probationary period is to provide a framework for identifying and sorting out any early difficulties which may occur in the performance of the job and to provide for early termination of employment if such difficulties are not resolvable during this period.

The probationary period for administration staff is normally 3 months. In exceptional cases, the probationary period can be reduced.

During the probationary period the line manager is responsible for ensuring that: the new employee receives a full induction; appropriate training takes place at the earliest opportunity;

management expectations and performance targets are made explicit and are understood by the employee.

Supervision meetings are used to give constructive feedback to the employee; to provide guidance, direction or instruction as appropriate and to enable difficulties to be resolved.

An interim review should take place no later than mid-way through the probationary period based on the rules drawn out by the HR department.

### **Final Selection**

- Performance Report from Line Manager (after completion of probation period)
- Forwarded to Managing Director by HR Manager for a final approval.
- Issuance of Promotion Letter.
- The employee will receive the salary of the new level from the date of his / her completing the probation period in the higher post. Allowance for the interim period will be given.

## **8. Internal Transfer Policy**

**10.1. Purpose:** This policy provides guidelines for transfer of employees within and between Habitat Schools and also will establish a standard process and procedures to be followed to execute an internal transfer. This will also help to ensure clarity, transparency and smooth hand over job.

**10.2. Scope:** This policy is applicable for all the employee transfer initiated by the School Heads, Corporate Heads and Management.

**10.3. Reports:** In this case, the decision to transfer an employee shall be taken based on a report which includes the following,

- Feedback from the immediate reporting officer
- Feedback from the Principal or Admin Officer
- Reason for the transfer to be recorded
- Recommendation from the respective Corporate division head

### **10.4. Decision Making Process:**

- Corporate HR shall fulfill all the conditions stated and present the report along with the staff file to the respective corporate division head.
- Corporate Division Head will forward the report to the MD for discussion and decision.

- If the decision is to proceed with the transfer, then concerned division head shall consult with respective School Heads and ensure a smooth hand over.
- Corporate Division Head shall communicate the decision to Corporate HR for implementation.

### **10.5. Execution of the Decision**

- HR Manager shall intimate the School Heads about the decision keeping concerned corporate division head in loop.
- Implementation of this policy is the responsibility of the School HR Department.

### **10.6. Service Benefits/Terms**

- Service benefits will be carried forward and will be transferred to the other school/ organization if the staff is in the service category or there is no change in the pay scale/ department.
- End of service benefits will be settled before the transfer and will be considered as a fresh appointment in the new post / branch, if there is a department or pay scale change or if it's a demoted case.
- All internal transfers may be effective from 1st week of month, in order to disbursement of pay and allowances from the transfer branch. This may be waived if the position is being adversely affected due to a reduction in the workforce or job elimination, or if there is significant change in the terms and conditions of employment.
- Last pay certificate (LPC) to be issued in triplicate with corporate approval as per the prescribed clearance format.

## **11. Termination Policy**

### **11.1. Teaching**

**Purpose:** This policy provides guidelines for termination of employment from Habitat Schools and is intended to ensure that the school fulfills its responsibilities in relation to all termination decisions.

**Recommendation for Termination:** Recommendation for termination will come from the Principal/designated head of the school.

### **Supporting Documents to be Appended to Recommendation**

- Class observation report /feedback from Supervisor and HOD.
- Evidence of intimation of feedback (by writing, mail) to the concerned teacher giving him/her a fair chance and time period to improve teaching performance.
- Parents/Students/students' counselors' feedback received/collected by the Principal if any.

- Copy of Memo/s or warning letters if any, issued to the employee for negligence, contravening norms, values or policies of school.

### **Procedures to be Followed**

- If a teacher is persistently showing poor teaching performance/ negligence, contravening norms, values or policies of school, the following procedures are to be taken before the final decision:
  - Principal shall forward the recommendation in the prescribed format with supporting documents to the CEO-Academics.
  - Recommendation once approved will be forwarded as a decision to the respective school HR through HR Manager for execution in accordance with HR and ministry regulations.
  - Principal's office shall intimate the employee about the decision within two days.
  - Exit interview by the CEO-Academics or person authorized by the CEO-Academics.

**Implementation:** The final execution of administrative decisions in this regard will be carried out by the Department of Human Resources of individual schools.

Terminations are part of personnel activity at any company.

### **11.2. Non-teaching**

**Purpose:** This policy provides guidelines for termination of employment from Habitat Group of School and is intended to ensure that the school fulfills its responsibilities in relation to all termination decisions.

**Implementation:** Implementation of this policy is the responsibility of the Department of Human Resources.

**Administrative Oversight:** Responsible for the administration of this policy;

- Supervisor- Supporting staff
- AO
- Respective Corporate Head

### **Reason for Dismissal**

- Behaviors indicating an attitude of indifference or hostility.
- Poor interpersonal skills with school's students, faculty, and/or staff.
- Violation of school policies, procedures, rules, regulations, or code of ethics.

- Lack of appropriate professional attitudes or behaviors.

### **Supporting Documents**

- Feedback from Supervisor and AO
- Copy of Memo (if issued) to the employee

### **Procedure for Termination**

- 2 memos should be given with a written explanation before taking any final decision (refer to the attached sheet).
- Final memo should be supported by the End of Service letter.
- An improvement period of 1 month can be given between the 2 memos so that the staff member gets ample time for rectification.

## **12. Recruitment Guidelines – Non-Teaching Staff**

### **12.1. HR Requisition**

**Admin:** Admin heads of respective schools in consultation with concerned department supervisors may prepare and forward the staff requirement form to HR Officer for any admin vacancies.

- HR Officer will forward the requisition to HR Manager for verification.

**Finance, IT, HR:** Verified Staff requirement requisitions of Finance, IT and HR divisions will be directly forwarded by respective Division Head- Corporate to Manager –HR, Corporate.

**HR Manager** will announce/advertise the vacancies and initiate the interview process at locations concerned.

### **12.2. Interview Process:**

#### **Preliminary Procedures**

- Sorting CVs by School HR
- Shortlisting of applications based on requirement by School HR
- Scheduling interview (date, timeslots and venue) by School HR
- Pro forma to be duly filled up by the shortlisted candidates

#### **Interview Panels**

<b>DMIN</b>		
<b>SN</b>	<b>Stage</b>	<b>Interview Board</b>
<b>1</b>	Personal Interview	CAO + school admin head + specialist
<b>2</b>	Final Round	School HR shall forward the file with recommendations of the interview panel to MD for a final round.
<b>FINANCE, IT, HR</b>		
<b>SN</b>	<b>Stage</b>	<b>Interview Board</b>
<b>1</b>	Personal Interview	Concerned head/Designated Head + specialist [CIO or Designated Head/CFO/CRO or AM HR]
<b>2</b>	Final Round	School HR shall forward the file with recommendations of the interview panel to MD for a final round.

HR staff of respective school will intimate the selected candidates and will coordinate with corporate HR to complete all the formalities.

**Note:**

- Presence of School Admin head is mandatory in case of Admin vacancies of respective schools.
- Interview board members shall use the prescribed format provided to record their feedback/opinion.

**13. Code of Conduct for Teaching Staff**

**13.1. Teaching staff should:**

- Reach the school as per the timings given.
- Dress in Professional and socially acceptable attire.
- Not administer corporal punishments to students in school.
- Extend their unwavering support to students in all aspects.
- Use positive reinforcements rather than negative remarks as part of correctional practices.
- Be equally responsible for maintaining the discipline and decorum of the School.
- Get the consent from Principal in case they have to leave the school premises during working hours.
- Converse in English, whether with students or colleagues.



- Uphold the profession’s dignity, integrity and decorum.
- Communicate effectively with pupils/colleagues, parents and other members in the school community in a professional, collaborative and supportive manner.
- Not pass negative comments about another teacher.
- Refrain from discussing official matters of the school which are confidential in nature with anyone.
- Not receive gifts/favours in any form from parents or students.
- Not use mobile phones in the class rooms.
- Report all issues/concerns of a serious nature with regards to students to appropriate school authorities.
- Act in the best interest of the student at all times.
- Uphold and imbibe the core values of the institution at all times.
- Acquaint oneself with the Service Rules/Contract of Service of the School.
- Be ready and willing to participate in professional development opportunities provided by school.
- All staff should abide and follow all school policies

*\* Ignorance of rules is never an excuse for any violation of the rules.*

#### **14. Guidelines on Approval and Communication Protocols**

Habitat Schools and Habitat Corporate

Levels covered: Corporate approval, Consultations and Intimation (October 2017)

To enable efficient functioning of schools, addressing issues in a time bound matter and minimum turnaround time a clear protocol is a must. Depending on the matter at hand approvals might be needed or consultations or just an intimation.

Below are given few guidelines that will aid Schools Heads and Corporate in ensuring efficient planning turnaround times.

##### **14.1. Matters that require approval from Corporate Office**

- Any change in the existing system/s shall be implemented through respective councils with the approval of the corporate council

- Introduction of a new system, facility etc. shall be done through the relevant councils with the approval of the corporate council.
- Introduction or bringing changes in any existing forms requires approval from respective corporate Head as this will have direct impact on data capturing and analysis.
- All staff appointments, terminations and promotions need to be approved by the Corporate Division Head as per the policy in place.
- Participation in any training events held outside or within U.A.E requires approval from respective corporate Head. However, School Heads have the freedom to take a decision in case of complimentary training events within U.A.E.
- Collection of money from staff, students and parents for any purpose needs approval from the respective corporate Head.
- Inviting guests to the school for any official event.
- Inaugural ceremony program schedule of Annual Day to be finalized by the Corporate in consultation with the school heads.
- Authorizing over time duty and extra allowance.
- Text book finalization as per annual text book review process approved by Corporate Council.
- Renewal of all contracts (school and staff accommodation)

**14.2. Matters that require Consultation with Corporate Office:** School Heads are required to consult with the respective corporate head before taking a final decision for the following matters,

- Dismissal/Termination of a student from School
- Demotions of Staff
- Annual Day date finalization
- Softcopy of the School Diary need to be prepared at the school end and has to be forwarded to the Corporate Academic division for printing.
- Students' educational tour outside U.A.E

**14.3. Matters to be informed/intimated to the Corporate Council:**  
([habitatcorp@habitatschool.org](mailto:habitatcorp@habitatschool.org))

- Open house plan.
- Parents meeting plan.
- Circulars issued to parents.
- Examination schedule

- Student's educational tour/field trip plans within U.A.E.
- Internal events (arts day, sports day, national day etc)
- Teachers stay back: This has to be pre-planned and informed. Also the teachers should be intimated about the stay back at least 2 days in advance.

**Note:**

**a.** In any case, School Heads have the freedom to consult with Corporate Heads for any matter at all times

**b.** The list given is not exhaustive but indicative and may change, if so changes will be communicated.

**c.** Where there are clearly drafted and communicated policies like recruitment, admissions, workload, period allocation etc. need to proceed as per provisions of policy.

## **15. Guidelines for Staff Dress Code**

**15.1. Objective:** As an educational institution, Habitat Group's character and energetic functioning can be supported through the introduction of a dress code not just for the students but also for the teachers and non-teaching staff.

**15.2. Administrative Oversight:** Heads of various institutions and units/sections shall make sure that the guidelines are communicated to all staff and followed.

### **15.3. Guidelines;**

- We are a school group and hence the members of the community should make sure that they dress modestly.
- We are in a global environment and hence we should be sensitive to different cultures and their dressing habits. No dress is superior or inferior for the group; we only keep restrictions and rules to facilitate a pleasant and unified working atmosphere.
- Casual clothes, tight fitted or fashionable and ornamental clothing/jewelry should be avoided during working time.
- Staff who are supposed to wear uniform must do so at all time.
- Staff who are supposed to wear overcoat must wear it during working hours.
- Male teaching staff shall wear formal trousers and full sleeve shirt. This will also apply admin staff who do not have a designated uniform.

- Staff wearing Abaya shall ensure that they wear over coat

## **16. Guidelines for Whatsapp Communication**

- Messages pertaining to the umbrella of the council and relevant to the majority of the members should only be posted in the group.
- Group should be seen as a semi-formal way of reaching out to the entire council easily and quickly & should merely act as a secondary forum for information, reminders and follow-ups.
- It should not be seen/ used as a substitute for Emails as an official record.
- Discussions and debates are not encouraged in the group as it will affect the efficacy of reading through messages.
- Try to keep the messages short and to the point.
- Members are advised to not MUTE the group and are expected to read through the group messages and participate/respond as and when necessary.
- Personal discussions need to be strictly avoided.
- Chair of the council will be the admin of the group and will have the authority to monitor and moderate the communication.
- Avoid trivial greetings, forwarded messages which unnecessarily spam the group.
- Voice messages should not be used for communication.
- Members shall only use English while communicating in the group.
- Usual etiquette for business communication applies.

## **17. Ground Rules for Receiving Feedback**

Given below are some ground rules on how feedback should be received and things to be kept in mind while deriving the meaning and import from it:

- The feedback given is not altered or paraphrased in any manner. It is reproduced verbatim as it was received.
- The feedback given is not necessarily a judgment. These are only views & opinions and points to areas of concern as per the respondent.
- The feedback given can be biased as well as honest, objective and forthright.
- As the feedback is given verbatim, the focus should not be on the words used by respondents, instead it should be on the matter/message that the respondent is trying to observe and convey.
- Feedback and its use should be seen as a diagnostic and remedial process for improvement.
- The feedback and its consequences should be an empowering process.
- The outcome of the entire process of giving and receiving feedback should result in bettering individual and organizational outcomes.

### **18. Guidelines for Effective Email Communication**

- If sender has CC'ed other people in the mail, use REPLY ALL to not lose them in the replies.
  - In case of replying to a broadcast mail addressed to a mail group for bulk communication, do not reply to all, but only to the sender of the mail.
  - Include only the relevant people in each thread.
- If it's a routine task, higher officials need not be CC'ed unless asked for.
  - Know the organization structure to understand who all are relevant
- Don't let your emotions reflect in an email.
  - It's a formal and permanent record.
  - Can be misinterpreted by whosoever is reading it.
  - Avoid replying to/sending emails when you are in a bad mood.
- Reply to email threads/conversations pertaining to the same topic.
  - Don't compose fresh mail as a reply every time.
  - Helps in maintaining context of the discussion.
- Start using/considering emails as primary mode of communication.
  - When a person sends an email, he/she expects a reply/acknowledgement.
  - Don't expect follow-up/additional calls.
  - Reply at the earliest.

- Avoid using SMS language, shortened forms, and different colour/font/styles unnecessarily.
- Standard abbreviations are acceptable
- Arrange and organize your inbox.
- Create & use labels effectively.
- Keep unread mails to the minimum.
- Always read through your mail one last time before sending.
- This will minimize typos and miscommunication
- Will aid in including any points that have been missed initially.
- Always send emails with a relevant & precise subject line, do not send emails without a subject line, ineffective subject lines such as Hi, questions, please note and so on.

## **19. Laptop Policy**

**19.1. Terms and Conditions for Availing Laptop** from School Applicable for Existing Staff who joined on or before 15/09/2021

Existing staff can either purchase a laptop from School as per the new policy for purchasing Laptop or avail laptop from School as per the options mentioned below.

### **Option 1:**

- If the staff has purchased a laptop on their own, staff may produce the Invoice to school for availing EMI facility - up to an amount of AED 2,000/-
- Installment shall be extended to 10 EMI's - In case staff resign the balance amount will be recovered from the Final Settlement.
- All repairs & maintenance including the warranty period shall be taken care of by the staff only.

### **Option 2 :**

- Laptops of the existing staff beyond repairable condition shall be replaced with a new laptop, subject to the following conditions;
  - a. Any physical damage due to mishandling systems:
    - Scratches: 10% of the actual cost of Laptop will be recovered from the staff.
    - Repairable physical damages: repair cost will be recovered from staff.

- Irreparable damages but the laptop is in working condition: 20% of the actual cost of the laptop will be recovered from the staff.
  - Irreparable damages and the laptop isn't in working condition: depreciation value or minimum amount AED 400/-whichever is higher is applicable and will be recovered from the staff.
- b. If any staff wants to purchase an existing laptop at any point of time, the actual purchase value will be depreciated @ 20% p.a or minimum amount AED 400/-whichever is higher.

### **19.2. Terms and Conditions for the Laptop Purchase from School**

Technology was one of the core concepts of the Habitat model of Schooling from the year 2014. It was a brave step taken by Habitat School by introducing programming through the cyber square in the 2014-15 academic year itself for which we developed spaces and IT infrastructure to promote the adaptation of technology. We provided support to teachers in the form of training, skill developments to prepare teachers for the 21st century need and by providing laptops as a teaching tool as all the classrooms were equipped with projectors.

Today, technology has become an inevitable factor for running educational institutions and the education industry expects all the stakeholders to be equipped with the basic requirements: knowledge, skill, and tools. So in order to further promote technology adaptation, the following policy decisions are taken by the Habitat Management w.e.f 15/09/21:

1. New teachers who are joining Habitat Schools are expected to have their own laptops. In case if the teacher is in need of financial support to buy a new laptop, School will provide an interest-free loan of up to 2000 AED.
2. Teachers can avail of a loan facility by signing an agreement. The loan provided shall be repaid to the school in ten EMI.
3. If staff fail to complete the EMI payment during his/her employment period, the amount will be deducted from their final settlement.
  - If EMI is not completed, staff should submit the laptop to the IT department before the vacation starts.
  - Staff ( excluding School visa staff and staff who have completed 5 years of service ) availing EMI facility shall submit his/her passport / original degree certificate to School HR until the EMI is completed.

- Staff shall avail of the warranty and services from the vendor directly. All repairs & maintenance including the warranty period shall be taken care of by the staff only.

**Reference Models:**

Staff can choose the model from options provided by the IT department. Reference models are as below.

Laptop Model	Processor	SSD Hard disk	HDD Hard disk	RAM	Display	Approximate Price (windows OS)
Dell Vostro	i3	256 GB	1 TB	8 GB	15 inch	1650
Lenovo Think book	i5	256 GB	1 TB	8 GB	15 inch	2400
Lenovo Think pad E15	i5	256 GB	1 TB	8 GB	15 inch	2400
HP Pavilion X360	i5	256 GB	1 TB	8 GB	15 inch	3200

\*Models and pricing might change as per market conditions.

**20. Acceptable Use Policy for IT Systems**

**20.1. Introduction**

This Acceptable Use Policy (AUP) for IT Systems is designed to protect the school, our employees, parents and other partners from harm caused by the misuse of our IT systems and our data. Misuse includes both deliberate and inadvertent actions.

The repercussions of misuse of our systems can be severe. Potential damage includes, but is not limited to, malware infection (e.g. computer viruses), legal and financial penalties for data leakage, and lost productivity resulting from network downtime.

Everyone who works at the school is responsible for the security of our IT systems and the data on them. As such, all employees must ensure they adhere to the guidelines in this policy at all times. Should any employee be unclear on the policy or how it impacts their role they should speak to their manager or IT Head.



## **20.2 Definitions**

“Users” are everyone who has access to any of the school's IT systems. This includes permanent employees and also temporary employees, parents, students, contractors, agencies, consultants, suppliers, customers and business partners.

“Systems” means all IT equipment that connects to the corporate network or access corporate applications. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

## **20.3. Scope**

This is a universal policy that applies to all Users and all Systems. For some Users and/or some Systems a more specific policy exists: in such cases the more specific policy has precedence in areas where they conflict, but otherwise both policies apply on all other points.

This policy covers only internal use of the school systems and does not cover the use of our products or services by customers or other third parties.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws): in such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction. In such cases, local teams should develop and issue users with a clarification of how the policy applies locally.

Staff members of the school who monitor and enforce compliance with this policy are responsible for ensuring that they remain compliant with relevant local legislation at all times.

## **20.4. Use of IT Systems**

All data stored in the school systems is the property of the school. Users should be aware that the company cannot guarantee the confidentiality of the information stored on any school system except where required to do so by local laws.

The school's systems exist to support and enable the business. A small amount of personal use is, in most cases, allowed. However, it must not be in any way detrimental to users own or their

colleague's productivity and nor should it result in any direct costs being borne by the school other than for trivial amounts (e.g., an occasional short telephone call).

The school trusts employees to be fair and sensible when judging what constitutes an acceptable level of personal use of the company's IT systems. If employees are uncertain they should consult their manager.

Any information that is particularly sensitive or vulnerable must be encrypted and/or securely stored so that unauthorized access is prevented (or at least made extremely difficult). However, this must be done in a way that does not prevent—or risk preventing—legitimate access by all properly-authorized parties.

The school can monitor the use of its IT systems and the data on it at any time. This may include (except where precluded by local privacy laws) examination of the content stored within the email and data files of any user, and examination of the access history of any users.

The school reserves the right to regularly audit networks and systems to ensure compliance with this policy.

## **20.5. Data Security & Data Protection**

All student, employee, and organization data (Habitat Schools Data) is the property of the Habitat School.

If data on the school's systems is classified as confidential this should be clearly indicated within the data and/or the user interface of the system used to access it. Users must take all necessary steps to prevent unauthorized access to confidential information.

Users are expected to exercise reasonable personal judgment when deciding which information is confidential.

Users must not send, upload, remove on portable media or otherwise transfer to a non- school system any information that is designated as confidential, or that they should reasonably regard as being confidential to the school, except where explicitly authorized to do so in the performance of their regular duties.

Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with the school's safe password policy.

Habitat Schools Data is not to be shared with a third party, including parents or community residents, unless authorized to do so in the performance of their regular duties.

Users who are supplied with computer equipment by the school are responsible for the safety and care of that equipment, and the security of software and data stored on other school systems that they can access remotely using it.

Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be exercised with these devices: sensitive information should be stored in encrypted folders only. Users will be held responsible for the consequences of theft of or disclosure of information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.

All workstations (desktops and laptops) should be secured with a lock-onidle policy active after at most 10 minutes of inactivity. In addition, the screen and keyboard should be manually locked by the responsible user whenever leaving the machine unattended.

Users who have been charged with the management of those systems are responsible for ensuring that they are at all times properly protected against known threats and vulnerabilities as far as is reasonably practicable and compatible with the designated purpose of those systems.

Users must at all times guard against the risk of malware (e.g., viruses, spyware, Trojan horses, rootkits, worms, backdoors) being imported into the school's systems by whatever means and must report any actual or suspected malware infection immediately.

Access to Habitat Schools Data will only be provided after acceptance and signature of the Acceptable Use Policy

## **20.6. Unacceptable Use**

All employees should use their own judgment regarding what is unacceptable use of the school's systems. The activities below are provided as examples of unacceptable use, however it is not exhaustive. Should an employee need to contravene these guidelines in order to perform their role, they should consult with and obtain approval from their manager before proceeding.

- All illegal activities. These include theft, computer hacking, malware distribution, contravening copyrights and patents, and using illegal or unlicensed software or services. These also include activities that contravene data protection regulations.

- All activities detrimental to the success of the school. These include sharing sensitive information outside the company, such as research and development information and customer lists, as well as defamation of the company.
- All activities for personal benefit only that have a negative impact on the day-to-day functioning of the business. These include activities that slow down the computer network (e.g., streaming video, playing networked video games).
- All activities that are inappropriate for the school to be associated with and/or are detrimental to the company's reputation. This includes pornography, gambling, inciting hate, bullying and harassment.
- Circumventing the IT security systems and protocols which the school has put in place.

## **20.7. Enforcement**

The school will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use. While each situation will be judged on a case-by-case basis, employees should be aware that consequences may include the termination of their employment.

Use of any of school resources for any illegal activity will usually be grounds for summary dismissal, and the school will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

**Review:** This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative.

## **21. Induction Policy**

### **21.1. Policy**

This policy applies to all employees and students who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. The first weeks and months are vital to the success of any appointment.

The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees and students to become familiar with the requirements of their position and learn about the school culture, ethos

and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

### **21.2. The induction process will**

- Provide information and training on the school's policies and procedures
  - Acceptable use Policy (age appropriate)
  - Managing unacceptable use
  - Computing Policy
  - Policy on use of mobile technologies
  - Policy on use of social media & digital content
  - Policy/protocol- use of online communication technology between staff and other members/wider community
  - Password policy
  - Data protection policy
  - Induction Policy
  - Escalation policy
  - Online Safety Policy
  - Child protection/safeguarding Policy
  - Anti-bullying
  - Behaviour policy
  - IT Policy
- Provide Child Protection training and assess its effectiveness
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising student achievement and meeting the needs of students, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectation.
- Identify and address any specific training needs

### **21.3. The person responsible for induction should**

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.

- Ensure that immediate needs are identified before taking up the position where possible.
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice.
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

#### **21.4. Induction Programme**

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Child Protection and Health and Safety
- A training timetable
- A checklist of the policies and procedures to be understood
- Details of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.
- Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

#### **21.5. Teaching Staff including Teaching Assistants**

All new staff should be given appropriate induction advice, training and resources by the membership team member responsible for Induction. This should include;

- Safeguarding children, children protection and Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School Brochure
- Policy documents, including School Improvement/Development plan

- Assessment advice, recording, reporting, resources and procedures
- Class and set lists
- Information on whole school and year group resources, including ICT
- Timetables
- SEN information

### **21.6. Support Staff**

All new staff should be given appropriate induction advice, training and resources by HR. This should include:

- Safeguarding children, children protection and Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

### **21.7. Code of Conduct for Teaching Staff**

#### **Teaching staff should:**

- Reach the school as per the timings given.
- Dress in a Professional and socially acceptable attire.
- Not administer corporal punishments to students in school.
- Extend their unwavering support to students in all aspects.
- Use positive reinforcements rather than negative remarks as part of correctional practices.
- Be equally responsible for maintaining the discipline and decorum of the School.
- Get the consent from Principal in case they have to leave the school premises during working hours.
- Converse in English, whether with students or colleagues.
- Uphold the profession's dignity, integrity and decorum.
- Communicate effectively with pupils/colleagues, parents and other members in the school community in a professional, collaborative and supportive manner.

- Not pass negative comments about another teacher.
- Refrain from discussing official matters of the school which are confidential in nature with anyone.
- Not receive gifts/favours in any form from parents or students.
- Not use mobile phones in the class rooms.
- Report all issues/concerns of a serious nature with regards to students to appropriate school authorities.
- Act in the best interest of the student at all times.
- Uphold and imbibe the core values of the institution at all times.
- Acquaint oneself with the Service Rules/Contract of Service of the School.
- Be ready and willing to participate in professional development opportunities provided by school.

Ignorance of rules is never an excuse for any violation of the rules.

## **BEHAVIOUR MANAGEMENT POLICY**

### **INTRODUCTION**

The Ministry of Education, after reviewing the Ministerial Resolution No.619 of 2017, in respect of the regulation of the students' behaviour management at the General Education Institutions and with due consideration to the requirements of the public interest, has issued Ministerial Resolution No.851 of Year 2018 on Code of Behaviour Management for Students in the General Education Institutions. The behavioral offences are mentioned according to their degree, as mentioned in the MOE Code of Conduct 2018 and are coupled with behavioural offences specific to distance learning, in order to achieve the ease and flexibility of access to the detailed procedures mentioned in the Student Behaviour Management Policy of 2018. The school behaviour management committee complies with this policy of MOE.

### **OBJECTIVES**

In particular, this policy seeks to achieve the following objectives:

1. Building positive behaviour among the students inside the school community.



2. To create an appropriate educational environment for the success and enhancement of the Distance Learning Initiative based on the integration and continuity of education in facing crises and natural disasters.
3. To apply the principle and culture of reinforcement, encouragement and permanent care to the student community to reduce behavioural offences during online learning with the best possible educational means.
4. To provide a controlled reference that defines the rules, standards and procedures to be invoked to deal with students' behaviour in a way that ensures compliance with school values and systems through changing and emerging conditions.
5. Enhancing the positive and exemplary behaviour and having them repeated on a regular and persistent basis, through the application of promotion, encouragement and care principles at all times, and reducing the behavioural offenses by using the best possible educational means.
6. Identifying the lines of responsibility in order to achieve integration among the roles inside the school community, through activating, applying and determining the procedures, to ensure the enforcement of the regulation of students' behaviour management in a clear, flexible and fair manner.
7. Creation of an educational environment that is proper to enhance the principle of integrated upbringing, which is based on the parity and harmony between the cognitive, personal and social aspects forming the features of each student.
8. Application of the principles and culture of the promotion, encouragement and permanent care within the educational community, in order to decrease the behavioural offenses inside and outside the school, by using the best possible educational methods.
9. Orienting the students and their guardians on their obligations and earning their trust in respect of the fairness of the adopted procedures and methods, in order to achieve self-discipline and development of the positive and exemplary behavioural attitudes of the students inside the school community on a permanent basis.
10. Provision of a reference for identifying the rules, standards and procedures that should be referred to in dealing with the students' behaviour, in order to ensure the compliance with the school values and systems.
11. Ensuring that the preventive and handling mechanisms of behavioral problems and offenses are effectively planned and implemented.

12. Behavioural and educational rehabilitation of students through rehabilitation services and programs in partnership with the behaviour reforming agencies, in consistency with their behavioural cases to ensure that they are reintegrated within the society.

### **SCOPE OF POLICY**

The articles hereof shall apply to all students from Grade 1 to Grade 12

- In school (online and onsite- distance learning)
- Travelling to and from school
- On all school based visits and activities
- When representing or commenting on the school in any capacity.

Students, staff and parents are expected to work together to achieve the highest standards of behaviour within and beyond the school, in accordance with this policy document.

### **BEHAVIOUR SCORE**

1. Behaviour subject shall be considered as one of the basic subjects that reflect the learning outputs and the student's attainment in the moral terms and shall be dealt with the same as other subjects in terms of passing and failure.

2. One hundred marks shall be allocated to the student behaviour. This policy shows the basis and mechanism of granting and deduction of behavior marks, where it is divided into two basic components: Positive and Exemplary.

Total Behaviour Score is a set of estimates that monitor the students' overall positive and exemplary behaviour. It is expressed in a numerical value of(100) marks at the end of the school year.

Positive Behaviour	Exemplary Behaviour	Total Score
80	20	100

3. 60% shall be the minimum expected mark of behaviour. The student shall be granted opportunities to make up for the marks deducted during the school year from his/her semester behaviour mark

balance, through the improvement of the exemplary behaviour marks or by not repeating the offense and his/her adherence to the positive behaviour.

### **PROMOTION OF BEHAVIOUR**

The students' positive and exemplary behaviour shall be promoted in consistency with their age groups, school grades and their mental and physical capabilities by using various methods. The following controls shall be considered when the procedures of positive and exemplary behaviour promotion are applied:

1. Promotion shall focus on the students' behaviour.
2. Promotion shall be done on immediate basis, through applauding the exemplary behavior and developing the positive behaviour.
3. Equal opportunities shall be provided for all students.
4. Promotion shall be commensurate, in type and degree terms, with behaviour to be promoted.
5. Methods of promotion include moral, material and educational means.
6. The student's guardian shall be informed of his son's / daughter's behaviour through periodic reports and meetings.

The methods and strategies adopted by the school shall be discussed in order to promote the student's behaviour. Emphasis shall be made on the need for cooperation between the student's guardian and the school, to establish the culture of the student admitting the mistakes and apologizing.

### **FIRST DEGREE OFFENCES (SIMPLE OFFENSES)**

#### **4 MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

<b>Offense No.</b>	<b>Description</b>
1.1	Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse
1.2	Failing to attend the classes on time repeatedly without an acceptable excuse.
1.3	Non-Compliance with the school uniform or the school sports uniform without an acceptable excuse.

1.4	Overgrown hair for boys or bizarre haircuts for boys and girls.
1.5	Not bringing the books and school kits without an acceptable excuse.
1.6	Non-compliance with the positive behaviour rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom.
1.7	Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).
1.8	Yawning during the class times or during the morning parade without justification or permission (after making sure of the student health status).
1.9	Non-compliance with presenting homework and assignments given to him/her in a timely manner.
1.10	Misuse of the electronic devices such as tablets etc., during the class, including playing games and using headphones inside the classroom.
1.11	All of what is similar to these offenses as per the discretion of the Behaviour Management Committee.

### **ONLINE LEARNING- MINOR BEHAVIOURAL OFFENSES**

<b>Description</b>
➤ A delay of 10 minutes or more from the beginning of a distance learning class when broadcasting live without an acceptable excuse.
➤ Wearing clothes that violate public decency and morals while attending the period when broadcasting the distance learning period live.
➤ Private conversation or discourse that are not related to study and hinder the course of the lesson during the live broadcasting of the distance learning period.
➤ Ridiculing the teacher or a colleague during the distance learning period.

➤ Eating while attending a distance learning period.
➤ Adding any unauthorized program, including programs that are shared and free programs.
➤ Using the microphone feature, camera or chat without prior permission from the teacher.
➤ Playing games(except with the express permission of the teacher because it is an educational necessity linked to the lesson).
➤ Misusing rights and tools available through Microsoft Teams.

**Mechanism of dealing with First Degree Offenses**

<b>Repetitiveness</b>	<b>Deducted Mark</b>	<b>Action</b>
Upon Committing	None	<ul style="list-style-type: none"> <li>● Teacher shall give verbal warning and directions.</li> <li>● Documenting the offense and the action taken in coordination with the administrator in charge (academic advisor, counsellor, social worker, head of students' affairs unit, Vice principal or School Principal).</li> </ul>
First Repetition	None	<p>The head of students' affair unit shall issue a written warning and document the offense.</p> <ul style="list-style-type: none"> <li>● Counselor/Socialworker shall inform the parent/guardian in writing.</li> </ul>
Second Repetition	2 marks	<ul style="list-style-type: none"> <li>● Referring the student to the social worker/counselor.</li> <li>● The social worker shall summon the student's</li> </ul>

		guardian. Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted.
Third Repetition	4 marks	<ul style="list-style-type: none"> <li>• Social worker shall summon the guardian on the day next to the offense date.</li> </ul> <p>The head of students' affairs unit shall issue a written warning for the student and his/her guardian in case no response is made.</p>

**SECOND DEGREE OFFENSES (MEDIUM SEVERITY OFFENSES) 8**

**MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

<b>Offense No.</b>	<b>Description</b>
2.1	Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.
2.2	Getting in or out of the classroom during the class time without permission.
2.3	Not attending the school activities and events without an acceptable excuse.
2.4	Inciting, quarrel, threatening or intimidating peers in the school.
2.5	Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as intimidating the opposite sex on terms of clothes, appearance, haircuts and use of makeup.
2.6	Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.
2.7	Bringing mobile phones or misuse any means of communication.
2.8	Verbally abusing or insulting students, staff, or visitors of the school.

2.9	Smoking or possessing the relevant kits inside the school campus.
2.10	Refusing to respond to the instruction of inspection or to hand over the banned materials
2.11	All of what is similar to these offenses as per the discretion of the Behaviour Management Committee.

### **ONLINE LEARNING- MEDIUM SEVERITY BEHAVIOURAL OFFENSES**

<b>Description</b>
➤ Absence from a single school day (via distance learning ) without an acceptable excuse.
➤ Inciting students not to attend periods, threatening or intimidating them, and not attending periods in distance learning platforms.
➤ Creating quarrels between students, whether visual or written, by broadcasting via synchronous and asynchronous distance learning platforms.
➤ Not responding to the rules governing the lessons.
➤ Misusing school computers during or after the completion of distance education periods.
➤ Engaging in audio and video communication with the rest of the students for non-educational purposes after the end of the official period time, be it on or off school premises.
➤ Using e-mail or social media to reveal information of a personal nature.
➤ Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other students' rights.

- Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.
- Abusing or insulting official visitors during periods during the live broadcast
- Smoking while attending the distance learning period or possessing any smoking paraphernalia while attending the period.

**Mechanism of dealing with second degree offences**

Repetitiveness	Deducted Marks	Actions
Upon committing	4 marks	<p>Issuing the first written warning and instructing the student to sign an undertaking not to repeat the offence, as per the FormNo.9 by the head of students' affair unit.</p> <ul style="list-style-type: none"> <li>● The social worker shall study the case file of the student.</li> </ul>

		<p>The head of students' affair shall summon the student's guardian on the day next to the offense date and ask them to sign an agreement for reforming his son's/daughter's behaviour.</p> <p>Monitor the student's behavior and provide guidance sessions for him/her.</p>
First repetition	4 marks	<p>SBMC shall meet upon the instructions of the committee administrator and decisions shall be implemented on the day next to the offence date. ● The committee shall have the student temporarily suspended for maximum of two days and sign him/her with study assignments inside the school. ● Issuing the second warning to the student and his/her guardian.</p> <p>Implementing a set of strategies for reforming the student's behavior.</p>



Second repetition	8marks	<ul style="list-style-type: none"> <li>● SBMC shall meet immediately and take the proper decision.</li> </ul> <p>Suspending the student for 1-3 days and assigning him/her with a study assignment inside the school.</p> <ul style="list-style-type: none"> <li>● Requesting the support of an agency concerned with behaviour for studying the case file.</li> <li>● Issuing the final warning for the student and his/her guardian.</li> <li>● Transferring the student to another school as a disciplinary action; if he/she does not reform his/her behaviour and putting him/her under continuous observation.</li> </ul>
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**THIRD DEGREE OFFENSES (GRIEVOUS OFFENCES)**

**12 MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

Offense No.	Description
3.1	Various types and forms of bullying.
3.2	Copying or reproducing the assignments, reports, researches or projects and taking credit for them.
3.3	Getting out of the school without permission or absconding during the school day.
3.4	Attempting to defame peers and the school staff via social media or abusing

	them.
5	Impersonating others' personality in the school. During transactions, ir forging the school documents.
6	Destroying or seizing the school furniture, tools and vandalism.
7	Tampering with or destroying the school buses. Causing harm to the driver, supervisor or the other road users.

3.8	Assaulting others in the school, without causing any injuries to the victim (corporal abuse).
3.9	Driving a private car recklessly inside or around the school campus and not following the security and safety instructions.
3.10	Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.
3.11	All of what is similar to these offenses as per the discretion of the Behaviour Management Committee.

**ONLINE LEARNING- SERIOUS BEHAVIOURAL OFFENCES**

<b>Description</b>
Using the initiative’s communication and information technology to insult, curse, threaten with violence, slander, or blackmail in a deliberate and repeated manner via any digital platform.
Participating in unofficial mailing lists bulletins within the distance education initiative and posting information about teachers and students without permission.
Posting about the initiative through social media.
Divulging other students’ personal information, including home addresses and phone numbers.
Searching for information, obtaining specific copies, or modifying files and other data or passwords belonging to other users on the network.
Entering and using the account of another teacher or student with or without his/her knowledge and /or consent.
Destroying, modifying or misusing devices or software in any way.
Tampering, removing, requesting the removal of, or intentionally causing damage to

by devices, software and hardware.
Installing or downloading softwares or products that might harm the device or the network.
Using any camera (available as part of or as an add-on to certain devices) for personal use, and /or sharing photos or any information about any of the students, parents, employees or any other person without their explicit consent.
Using educational content to photograph and recording conversations between students, and posting them without prior permission.

**Mechanism of dealing with Third Degree Offences**

Competitiveness	Deducted Marks	Action
Once Committed	2 marks	<ul style="list-style-type: none"> <li>● Suspending the student immediately (inside the school campus).</li> <li>● SBMC shall meet on an immediate basis to take the proper decisions.</li> </ul> <p>Decision to refer the student to the concerned agencies (such as behaviour reform agencies), for the first time, for a period not more than 3 weeks.</p> <ul style="list-style-type: none"> <li>● The social worker shall summon the student’s guardian immediately and ask them to sign on the warning and the decision.</li> </ul> <p>The social worker shall follow up and receive the reports of the student’s case development by the concerned agencies( such as behaviour reform agencies).</p>

When repeated	2marks	<p>Suspending the student immediately until the investigations end (outside the school campus). • SBMC shall meet on an immediate basis to make the proper decisions, in respect of the student suspension until the end of the semester and transferring him/her to behavior agencies.</p> <ul style="list-style-type: none"> <li>• The social worker shall summon the student’s guardian immediately and present the committee’s decision to them.</li> <li>• The Social worker shall refer the student to the concerned agencies( such as behaviour reform agencies for the second and last time.</li> </ul> <p>If the student fails to reform his/her behaviour; then he/she shall be transferred to another school as a</p>
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	disciplinary action under a decision by the assistant undersecretary of school operations for the public schools, or by the assistant undersecretary for Control for the private schools.
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**FOURTH DEGREE OFFENSES (HIGHLY GRIEVOUS OFFENSES) FAILURE IN THE SUBJECT/20 MARKS SHALL BE DEDUCTED FOR EACH OFFENSE**

Offence No.	Description
4.1	Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.
4.2	Possessing or using arms or blade weapons, or their equivalent inside the school.
4.3	Committing sexual assault inside the school, the bus or during activities.

4.4	Assaulting others in the school causing injuries to the victim (corporal abuse).
4.5	Systematic (Pre-planned) or covering up theft.
4.6	Bringing, possessing, presenting or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order and public decency.
4.7	Sexual harassment inside the school, the bus or during activities.
4.8	Leaking questions of the exams or engaging therein, in any way.
4.9	Setting the school campus on fire
4.10	Abusing political , religious or social figures of UAE.
4.11	Possessing, bringing, promoting or using narcotics, medical drugs, or psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non prescribed medical drugs or the psychotropic substances
4.12	Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.
4.13	Disdaining the divinely revealed religious or stirring sectarian strife in the school.

14	All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behaviour Management Committee.
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## ONLINE LEARNING- VERY SERIOUS BEHAVIOURAL OFFENSES

Description
Creating or opening hyperlinks or any associated files unless they are sent from a trusted source.
Using montage software that can produce unreal and fake content and circulating it on social media.
Using the network to develop programs that harass users or to penetrate or destroy other people's accounts and devices.
Establishing networks or network connections to make live communications including audio or video (relay chat) without prior formal permission.
Publishing, creating, exchanging or promoting malicious or suspicious software.
Inundating email accounts or applications used for distance education with high electronic data flow, stopping them working, disabling them or destroying their contents.
Intentionally capturing or intercepting any communication without authorization through the information network used for distance education.

### **Mechanism of dealing with Fourth degree offense**

Repetitiveness	Deducted Marks	Action
Upon Committing	Failing in the behaviour subject or expelling the student	<ul style="list-style-type: none"> <li>● The school principal, his/her deputy or the behaviour officer shall notify the Legal Affairs Department of the Ministry and the concerned agencies, once the offense is committed.</li> <li>● Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business</li> </ul>

		days. Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public
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	<p>general) education.</p> <p>The SBMC shall meet on immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make decision to refer that case to the concerned agency in coordination with the legal affairs department.</p> <p>Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.</p>
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**Notes:** Any breach of these rules (third and fourth-degree online offences) may lead to procedures ranging from withdrawing the user's right to log-in or monitoring the use of the service or terminating his/her use of the service or both with retroactive effect. In some cases, it may lead to facing criminal charges, and there will be disciplinary procedures in case of breaching these conditions and rules.

### **EXEMPLARY BEHAVIOUR**

Exemplary behaviour of learners falls under three main domains with their standards. These are measured through a number of indicators according to which the student is evaluated and given the appropriate grades as shown in the following table:

<b>Sl.no.</b>	<b>Indicators</b>
1	Committed to school systems and policies within the classroom and the school, and during the external activities of the school on a permanent and continuous basis.
2	Respects the feelings of peers, takes care of their news, and continuously offers to help them.
3	Encourages others to cooperate and collaborate, proposes solutions to involve others and invites them for teamwork on an ongoing basis.
4	Takes care of his/her own attire and his/her personal hygiene on an ongoing basis without needing a reminder.
5	Demonstrates a clear awareness of the importance of healthy eating in his/her choices, practices sports continuously in the school, seeks to lead food awareness campaigns, and initiates innovative ideas to support healthy lifestyles.

6	Attendance is at least 98% and the student is always punctual to school and lessons.
7	Is honest and has good character which can be testified by his/her colleagues, teachers and staff.
8	Demonstrates moderation and tolerance and reflects these in his/her behaviour through attitudes and activities that demonstrate his/her ability to understand others, listens to them and to understand their positions
9	Participates in a range of cultural activities leading to the promotion of values of belonging and national identity.
10	Initiates extracurricular activities and projects to learn about other cultures and compares them to his/her national culture.



11	Represents the school in social events throughout the school year.
12	Participates in the student council activities, teams, volunteer work or other school initiatives which has a positive impact on the school community as a whole.
13	Participates in meaningful community activities during vacations.
14	Is independent and can lead initiatives and projects of important social benefits.
15	Proposes innovative/ creative solutions for the public good in his/her school community or solves problems
16	Implements ideas and activities individually or collectively to conserve energy and natural resources and to maintain their sustainability inside and outside his/her school environment.

### **STUDENT OF DETERMINATION**

The school behaviour management committee shall liaise with the Counselling/SEN Department at the school if any of the students categorized under the SoD violates the Code of Conduct. The SEN team shall advise the committee in case the violation is caused because of the students' specific need and then decision is made in light of the following:

1. If the violation is not because of the students' specific need, the below levels shall apply, similar to mainstream students;
2. If the the violation is because of the specific need of the student, the following shall apply:
  - a. Develop and implement a behaviour Modification Plan (BMP) as per the level and type of the violation
  - b. In case a BMP is existing, the school shall revise and modify the plan in accordance with managing the new behaviour that led to the violation.
3. If the behaviour continues, for those students who do the offences because of their specific needs, the school shall continue to support and integrate the child. If it has been agreed between the school and family that the former has no capacity to accommodate the needs of the child, the family will have to transfer the child to another school, or liaise with the educational

regulatory authority to provide a different educational setting that will be more suitable to the specific need/s.

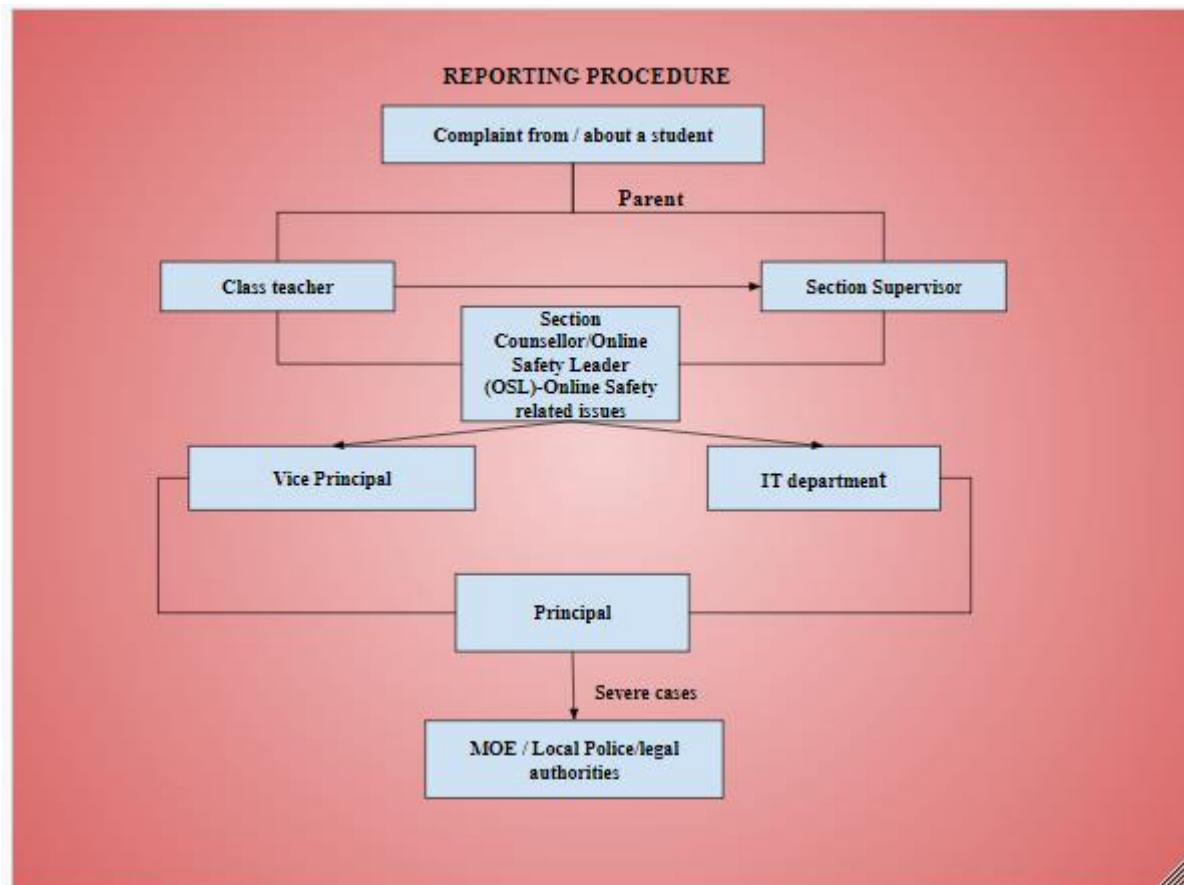
In the event that a student with special educational needs or of determination commits a behavioural offence during distance learning, the School Behaviour Management Committee and the school support team shall coordinate with each other and with the special education support centre to study the behaviour of the student to determine the relationship between the offence and the disability, and then apply the same measures mentioned in the 2018 Student Behaviour Management Policy.

**Notes:**

- Any devices, machines or things used in the violation, as applicable, will be confiscated, based on the decision of the educational committee and notify and inform the student's guardian in writing. The confiscated items should be handed over to the guardian at the end of the particular term.
- The student or his/her guardian should be obliged to pay the cost of maintenance or replacement of whatever destroyed, damaged or lost which will be estimated in light of the supporting documents and records, taking into account the factors affecting them.
- The individual case of the undisciplined students (repeating) with the undesirable conduct should be studied by the social worker and school psychologist in accordance with level and frequency of the conduct.
- The decisions related to the conduct rectification will be made in accordance with the following criteria:

Student's age, frequency of the violations committed by the student, violation level, the damage resulting from the violation.

**Reporting/ escalation procedure**



**Hotline Number: 0558875434**

## COMMITTEE MANDATES

- Review student behaviour issues within the school community.
- Weekly review of students' behavioural records from class teachers.
- Review current systems, and procedures for managing student behaviour ● Convene regular meetings to address student behaviour issues raised by the school community
- Investigate inappropriate student behaviour that has escalated beyond the classroom teacher's control
- Respond in writing to the school community within 3 school days with recommendations for the management of behavioural issues brought to the committee.
- Maintain written records of meetings and interviews conducted when investigating student behaviour matters referred to the committee.

- Forward the committee' recommendations and decisions to the committee advisor for Student Services for endorsement and approval.

### **GUIDELINES TO STUDENT BEHAVIOR MANAGEMENT COMMITTEE(SBMC) ●**

When reviewing a disciplinary issue, committee members should:

- Keep an open mind
- Carefully consider the documentation that is provided.
- Allow time for all voices to be heard
- Listen to each other.
- Allow for mutual influence
- Make every effort to reach a group consensus
- Whether the decision is reached by consensus or a vote, all committee members should agree the following:
  - Support the decision of the group
  - Keep the deliberations confidential
  - Do nothing to undermine or “second- guess” the decision once it is finalized.

### **GRIEVANCE**

1. The student or his / her guardian shall be entitled to lodge a grievance or a complaint to the school administration against the Committee's decision.
2. The student's guardian shall send the grievance via email or through telephone or hand delivery to the addressee.
3. The school administration shall determine in respect of this grievance not later than 3 days, through confirming or modifying the decision. The student's guardian shall be notified of the final determination.
4. The student or his / her guardian may not lodge his / her complaint 5 business days after the date on which he / she was notified of the Committee's decision.
5. If the school does not respond to the complaint within 3 days or in case the student's guardian refuses the response made; then he shall be entitled to lodge an objection to the grievance to the school operations sector, which shall be determined within the maximum of 1 week. The school administration shall submit a report on the offense to the school operations sector.

6. The decision to be made by the school operations sector, after having it approved by the undersecretary for the academic affairs of the general education, shall be deemed final.

## **ANTIBULLYING POLICY**

### **RATIONALE**

The school is committed to providing a warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure environment. Bullying of any kind is unacceptable and will not be tolerated in our school. The school prides itself on its respect and mutual tolerance. Parents have an important role in supporting school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they cooperate closely together.

We expect our students to treat members of staff with courtesy and co- operation so that they can learn in a relaxed, but orderly, atmosphere. All students should care for and support each other. This framework endeavors to provide a set of guiding principles to promote a safe, caring and happy learning environment for all members of our school community. This policy will be made available to all staff, parents and students on our website.

### **DEFINITION**

Bullying is unacceptable behavior used by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally.

In other words, bullying is considered to be, “unacceptable behavior which occurs ‘lots of times, on purpose’.” Bullying can be short term or continuous over long periods of time. Bullying involves a person being hurt, distressed, pressured or victimized by repeated intentional attacks by another individual or group. Bullies abuse less powerful individuals by intimidation and/or harassment. Bullying may involve physical, verbal, textual, psychological or social behaviour.

### **DIFFERENT KINDS OF BULLYING AT SCHOOL**

#### **PHYSICAL**

- Hitting

- Pushing
- Punching
- Beating
- Tripping
- Kicking
- Shoving

### **VERBAL**

- Excessive and malicious teasing
- Insulting remarks
- Name-calling
- Embracing jokes
- Revealing intimate information
- Cursing
- Crude and inappropriate comments
- Treats and taunting

### **SOCIAL**

- Ignoring a certain person
- Casting them out of a group
- Making them feel left out
- Spreading rumors about them

### **CYBERBULLYING**

- Threats and inappropriate comments and photographs via social media, texting, email, and chat rooms.
- There are many types of cyberbullying. Although there may be some of which we are unaware of, here are the more common:

1. Text messages that are threatening or cause discomfort.

2. Picture / video-clips via mobile phone cameras - images sent to others to make the victim feel threatened or embarrassed.
3. Mobile phone calls: silent calls or abusive messages or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible
4. Emails: threatening or bullying emails, often sent using a pseudonym or somebody else's name
5. Chat Room bullying: menacing or upsetting responses to children or young people when they are in a web-based chat room.
6. Instant messaging (IM): unpleasant messages sent while children conduct real time conversations online using MSN (Microsoft Messenger) or (although there are others)
7. Bullying via websites: use of defamatory blogs, personal websites, and social networking sites eg Whatsapp, MySpace, Facebook, Twitter

### **How is cyberbully different?**

Bullying is bullying wherever and however, it takes place. Cyberbullying is a method of bullying that uses ICT to upset, threaten or humiliate someone and has the following key characteristics:

- Cyberbullying can take place at any time, in any location; technology allows the user to bully anonymously
  - Cyberbullying can occur on vast and rapid scale
  - Electronic content is very hard to control; it can never be guaranteed to be removed totally from circulation
  - Bullies can take actions to attempt to be anonymous and can feel 'distanced' from the incident
  - 'Bystanders' can easily become perpetrators
  - The 'profile' of a cyberbully or a target varies - age / size is not an issue •
- Cyberbullying incidents can be used as evidence

- Cyberbullying can occur unintentionally often due to a lack of awareness / empathy - 'It was only a joke'
- Cyberbullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe

## **SIGNS OF BULLYING**

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money, and other belongings suddenly go "missing", or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self confidence
- Frequent visits to the Medical Centre with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

## **ROLES AND RESPONSIBILITIES**

### **Role of the School Principal**

- Implement this policy through key leaders.
- Work to create a safe, secure, caring and friendly school environment for all the children.
- Monitor the effectiveness of this policy
- Provide leadership and vision in respect of equality.



- Provide guidance, support and training to all staff.

### **Role of school Counsellors/ Social worker**

- Ensure that all parents and students are aware of this policy and that the school does not tolerate bullying.
- Ensure that all school personnel are aware of the policy.
- Respond and deal with all incidents of bullying.
- Raise awareness of the wrongs of bullying.
- Keep records of all incidents of bullying.
- Responsible person to deal with the incident effectively.

### **Role of teachers and other staff**

- Be aware of the signs of bullying in order to prevent bullying taking place. ● Take all forms of bullying seriously.
- Encourage pupils to report any incidents of bullying to any member of the school personnel.
- Report all incidents of bullying.
- Use preventative strategies such as circle time and buddy systems. ● Report and deal with all incidents of discrimination
- All staff have a responsibility to prevent misuse of equipment and cyberbullying. Staff may ask to look at content on a student's personal device, but it is good practice to do so with 2 adults present.

### **STUDENT RESPONSIBILITIES**

- Show Respect For All Members Of The SchoolCommunity
- Speak Out Against Bullying And Report It When You See It
- Support Students Who Are Bullied
- Respect And Support School Rules And Regulations
- Support The Student Council And Disciplinary Committee To Assist With Anti-bullying Suggestions

### **To prevent Bullying students need to**

- Work To Create A Happy School Environment For All

- Respect Themselves And Others
- Learn To Tolerate And Accept Individual Differences
- Stand Up Against Bullying Behavior
- Support The School Policy On Bullying

**If you are Bullied YOU need to:**

- Tell The Bully To Stop
- Seek Help And Talk About It To Someone You Trust
- Report It To A Teacher
- Try Not To Show You Are Upset- This Is Hard But A Bully Thrives On Someone's Fear
- Stay With A Group Of Friends/People- There Is Safety In Numbers ● Don't Fight Back As It May Make Matters Worse, However, If You Decide To Fight Back, Talk To A Teacher Or Parent First

**In cyberbullying YOU need to:**

- Tell A Trusted Adult About The Bullying
- Don't Open Or Read Messages From Cyberbullies
- Tell A Teacher/Counsellor At Your School If School Related
- Don't Erase The Messages- They May Be Used To Take Action ● Protect Yourself- Never Agree To Meet Face To Face With Anyone You Meet Online
- Block Bullies On 'chat Or Instant' Messaging Websites
- Always Make Sure Your Privacy Settings Are Tight
- Students should follow the school's code of conduct / behaviour policy, when attending online classes. What is inappropriate in the classroom is inappropriate online.
- Should not give out personal IT details.
- Should never reply to abusive emails or messages in chat rooms or other social media.
- Should never reply to someone you do not know.

**If you know someone who is being bullied YOU need to:**

- Care enough to do something about it, whether it affects you personally or not
- Step in early and try to defuse the situation before it gets out of hand

- Report it to a teacher or parent - take a friend with you if you want
- Don't be, or pretend to be, friends with a bully
- Don't be tempted to forward cyber messages on
- Don't join a cyber-group just to find out 'what is going on'

### **Bullying of children with Special Educational Needs**

The school provides a secure, accepting, safe and stimulating environment where everyone is valued for who they are. We have some children who have learning disabilities and/or communication difficulties. Everyone involved in the school is very aware that these children can be especially vulnerable to bullying and we are therefore particularly vigilant at all times. High attainers, gifted or talented pupils can also be affected by bullying. Staff will treat this type of bullying seriously and in the same way as any other type of bullying.

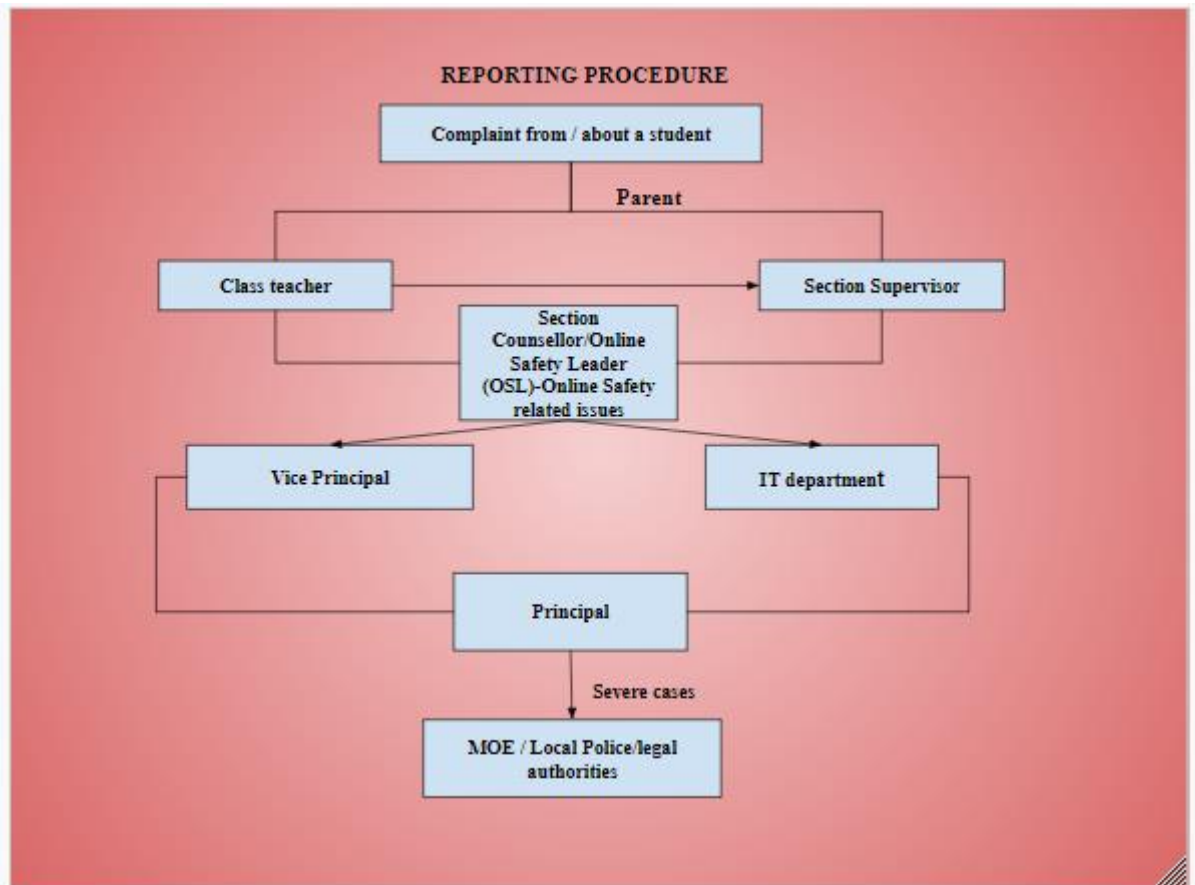
### **The role of parents**

Parents must:

- Teach children to amicably resolve conflicts without violence.
- Build their self-esteem and confidence to stand up for what they believe in.
- Spend quality time with children, talking about school, social events, their classmates and any concerns they have.
- Take bullying seriously. Many children are embarrassed to reveal that they have been bullied.
- Parents should also explain to their children legal issues relating to cyberbullying.
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything. Parents should contact the school as soon as possible.
- Encourage their child to help others.
- Support anti-bullying programmes of the school.
- Be aware of and support this policy.
- Report to the school any concerns they have of their child being bullied.
- Be assured that the school will deal with all incidents of bullying.
- Be assured that they will be informed of incidents and will be involved in discussions.
- Be asked to take part in periodic surveys conducted by the school.

- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## REPORTING BULLYING: PROCEDURE



**Hotline Number: 0558875434**

*The class teacher, supervisor and counsellor should maintain a file for the student who bullies others and clearly mentions the observation and actions undertaken with the date. In case of Cyberbullying, students can directly contact the Online safety leader( OSL) /Social worker:( Name of the social worker - EMAIL ID)*

## **PROCEDURE FOR TAKING ACTION AGAINST BULLYING**

Teachers will respond to all episodes of bullying in order to send a clear message that it is unacceptable. Different responses may be appropriate depending on the nature and degree of the bullying. The questions identified below will be used initially to determine if the incident is primarily bullying or if it falls into another sanctions category.

*The teacher will ask the student the following types of questions:*

- *Was there teasing or aggressive words said or actions?*
- *Was the bullying unprovoked?*
- *Did the bullying intend to hurt, harm, or frighten?*

If the answer is yes to all of the above, then it is bullying and the sanction steps will be followed.

### **Response Procedures**

1. All bullying incidents should be reported immediately to the class teacher. 2. Bullying is a grievous offence. The student identified as perpetrator will have his 12 marks deducted from his behaviour score in conformity with the Behaviour Management Policy and decision by the SBMC.
3. The class teacher will record all reported bullying incidents and may share them with the supervisor and counselors/social worker, further to vice-principal, and principal depending upon the severity of the incident.
4. Parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem.
5. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately. 6. The bullying perpetrator may meet with the school counselors/social worker, discipline head and his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim's shoes to appreciate the undesirable effects of the behaviour), and to learn appropriate means of changing behaviour.

6. The bully may be asked to genuinely apologize to the victim and sign the MOE disciplinary form which should be filed by the counselor/ social worker. 7. After the incident has been thoroughly investigated and dealt with, the class teacher and counselor/social worker will monitor and evaluate both students (including regular “check-ins”) to ensure that bullying does not resume or reoccur.

There may be a range of punitive responses up to suspension/dismissal for the perpetrator in very serious cases, after a thorough investigation by a team. The final decision is made by the Principal in consultation with the School Behavioral Management Committee(SBMC) members. In case of cyber bullying the final decision will be taken by the Online safety leader in consultation with Online safety Group(OSG).

### **Strategies for the prevention and reduction of bullying**

Whole school initiatives and proactive teaching strategies will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur.

#### **These can include:**

- Involving the whole school community in writing and reviewing the policy
- Undertaking regular questionnaires and surveys to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy
- Implementing the “Problem Solving Box” in school where children can write and post their concerns and ideas.
- Each class agreeing on their own set of class rules
- Awareness-raising through regular anti-bullying assemblies
- Setting up a circle of friends support network where a small group of children volunteers to help and support individuals experiencing difficulties.
- The school will conduct awareness programs/campaigns initiated by the student council against bullying and also organize special assemblies.
- Creation of an anti-bullying school notice board in the school library.
- Prominently displaying anti-bullying posters produced by the children around the school

- Using praise and rewards to reinforce good behaviour.

### **Monitoring and evaluation of the policy**

To ensure this policy is effective, it will be regularly monitored and evaluated. Questionnaires completed by the whole school community, together with surveys, focus groups, children's and parents'/guardians' comments posted in the 'problem solving' box and bullying incident forms will be used to gauge the effectiveness of the policy. Following an annual review, any amendments made in the policy will be informed to all stakeholders.

**If you have any queries or concerns regarding this policy, then please contact (principal@tallah.habitatschool.org)**

## **CHILD PROTECTION POLICY**

### **Child Protection: An Introduction**

The President of UAE His Highness Sheikh Khalifa Bin Zayed Al Nahyan issued a UAE Federal Law No-3 of 2016 on Children's Right also referred to as Wadeema's Law. *The law details the scope of the responsibility of the competent authorities and institutions, including the state to ensure care and protection of children, among others to, Protecting the child's right to life, staying alive and developing, having all necessary opportunities and to enjoy a free, secured and developed life, protecting the child from any form of negligence, exploitation and maltreatment and from any physical and psychological violence, protecting the child's best interest, educating the child of his rights and duties and commitments.*<sup>1</sup>

### **Child Protection and Safeguarding Policy**

The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. Protecting children is everyone's responsibility at our school and this includes reporting any act committed by a parent, guardian or any other person, to a child enrolled in the school which results in neglect, physical or emotional injury or sexual harm.

All staff have a duty and will report any suspected or disclosed issues of child protection to the Child Protection Officer (CPO)/Child Protection Team.

### **Aims of the Policy**

**The aim of this policy is to ensure that the school established and ensures student protection measures in place to:**

- Establish and maintain an environment where children can feel safe, learn, and are encouraged to talk and are listened to without any apprehension of safety and security concerns.
- Protect them while in the school's care from all acts and omissions constituting physical abuse, emotional abuse, cyber-attack, sexual abuse and exploitation, neglect, and bullying.
- Promote students' health, welfare, and well-being.
- Identify and support those students who may have suffered such abuse or neglect, as strongly enforced by the UAE Federal Law No.3 of 2016 on Child Rights, and other relevant UAE laws.
- Data protection of students by securing their personal information.
- Raise awareness among students on their rights, obligations and duties in a society in which justice, equality, tolerance and moderation prevail.
- Emphasize that all school staff are mandated reporters of cases of abuse whether inside or outside the school.
- Define duties and responsibilities of school Principal and school staff for responding to suspected cases of child abuse and/or neglect.

### **Definitions of Terms**

For the purposes of this policy the following definitions will be understood as;

**Child:** Every human being born alive and below eighteen years old as per the Georgian Calendar.

**Violence against children:** An intentional use of force which may lead to the harm of the child's health, growth or being alive by any individual or a group.

**Child's Best Interest:** Putting the child's interest above all other considerations and giving it the highest priority at any circumstances regardless to the interests of other parties.

**Custodian of the Child:** The person who is legally responsible for the child or who is legally assigned to take care of the child.

**Protection Officer /Specialist:** A person who is commissioned and authorized by a competent authority or the concerned entity, as the circumstances may require, for maintaining the child's rights and providing protection.



**Child Mistreatment:** Any act or restraint which may lead to the harm of the child and precludes his/her upbringing and growth in a right, secure and healthy manner.

**Child Negligence:** Failure to take necessary arrangements by parents or a custodian assigned to take care of the child in relation to the child's life protection and the child's physical, psychological, mental and ethical safety from danger as well as protection of his/her various rights.

**Child Pornography:** Production, display, publication, possession or circulation of a picture, film or drawing through any means of communication, social media platforms or other means where the child is shown in a disgraceful manner in a sexual act or sexual show, whether such act is real, virtual or simulated.

### **Promoting Students' Health, Welfare and Well-being in School**

As students' health, safety, welfare and wellbeing are top priority, the school has a responsibility to provide child protection by:

- Maintaining a safe environment in which children can learn and develop.
- Practicing safe staff recruitment.
- Using an effective curriculum to clearly define what is and is not acceptable behavior, how to speak up regarding concerns and how to become (as an adult) a safe and respectful citizen.
  - Recognizing and reporting incidents of harm and possible offences against children.
- Supporting children who have been abused.
- Appointing a designated member of staff to take primary responsibility for child protection.

### **Conduct and Discipline of Students**

The school adheres to all guidelines by the Ministry of Education in regards to student conduct expectations and discipline.

- Corporal punishment of any kind must never be used with students.
- Staff working with young children should avoid holding children and picking children up unless they are distressed.
- Physical intervention/restraint must only be used by staff members as a last resort. All measures of restraint must use the minimum force necessary, in order to prevent harm or injury to the child.
  - Staff must be mindful of the nature in which they use verbal or non-verbal communication.
  - Discipline measures should always be handled in a manner that protects the child's dignity and self-esteem.

## **Cyber Safety and Security**

Cyber safety is the safe and responsible use of information and communication technology. It is not just about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette).

### **Safety Challenges - Related Terms**

**Cybercrimes** are offenses that may be committed against individuals, companies or institutions by using computers, the internet or mobile technology. Cybercriminals use platforms such as social networking sites, emails, chat rooms, pirated software, websites, etc., to attack victims. Children are also vulnerable to various types of cybercrimes.

- **Cyber Grooming** is growing as one of the major cyber threats faced by children and teenagers. It is a practice where someone builds an emotional bond with children through social media or messaging platforms with the objective of gaining their trust for sexually abusing or exploiting them. The cyber groomers can use gaming websites, social media, email, chat rooms, instant messaging, etc. by creating a fake account and pretending to be a child or having the same interests as of the child.

- **Cyberbullying** means using the internet or mobile technology to intentionally harass or bully someone by sending rude, mean or hurtful messages, comments, and images/videos. A cyberbully can use text messages, emails, social media platforms, web pages, chat rooms, etc. to bully others.

The school has a zero-tolerance policy for incidents of Cyberbullying and will take action as per the national guidelines and laws in case such incidents occur and are reported.

### **Supervision of Students during School Hours and After School Activities**

- **During School Hours:** All teachers, school leaders and support staff are responsible for the safe care of the students. Teachers are responsible for maintaining a safe and secure classroom environment. They are expected to be carefully monitoring students during all scheduled contact time. In addition to teaching time, teachers are assigned designated supervision responsibilities.

- **After School:** All children involved in after school extra curricular activities are closely monitored by supervising adults. The adult must accompany all children to the designated area for pick-up after the completion of activities. The supervising adult may not leave until the last student is picked up by his /her parent or authorized adult.

**School Building Safety, Transportation and Field Trips:** The school takes multiple measures to ensure students' safety at all times. The school building is well maintained and equipped with security surveillance cameras and with security personnel who manage entry and exit to the campus. Bus transportation for field trips and other events is provided by the school. Students are properly supervised by the staff members. Bus nannies provide supervision to ensure the safety and well-being of children.

**Applicability:** This policy applies to all staff, volunteers and visitors to the school including school teaching, administration staff, transport staff, cleaning staff and classroom assistants.

**Responsibility:** It is a moral, ethical and legal responsibility for any teaching professional or other staff member to report suspected cases of child abuse, or neglect of safety concerns to designated child protection officer. The staff school has a responsibility to promote the safety and well-being of our students. All staff must report any suspected incidents of child abuse to **the Child Protection Officer (CPO) or any other member of the school Child Protection Team [CPT]**.

**As per UAE law,** *'where a child's safety or physical, psychological, moral or mental health is endangered', a 'notification is mandatory for nurses, doctors, social specialists or whoever is entrusted with the protection, care or education of children.'* <sup>2</sup> From Article (47), p 68 Wudeema Law

### **Child Protection Officer [CPO]**

There is a **CPO** in the school. This is normally the Principal. But he/she may delegate this responsibility in some circumstances.

#### **He /she must,**

- o Act on concerns raised before him by school staff or students in accordance with the provision of this policy and relevant legal provisions
- o Keep clear, dated, factual and confidential records of child protection concerns.

#### **All Teachers and Administrative Staff Members must:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Inform CPO and a senior leader if any form of child abuse is suspected.
- Raise awareness about child protection by integrating with relevant teaching and learning lessons.

- Communicate all concerns of potential abuse to senior leaders.
- Ensure confidentiality.
- Respect children as individuals and engage them in conversations.
- Cooperate as required with inquiries from the school and relevant agencies regarding child protection matters.
- Attend regular and relevant professional development sessions.
  - Provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behavior.

**All staff are expected to:**

- Be aware of symptoms of abuse.
- Know what to do in case of disclosure.
- Report concerns to CPO or CP team members.

**Specific responsibilities of the School Doctor/Nurse and Counselor**

- The school Counsellor and Doctor/ Nurse may be requested to provide physical treatment and emotional support after a child if and when required.
- The Counsellor and Doctor/ Nurse may be required to conduct an examination if there are physical injuries and write an initial report about the child's physical and emotional condition as the case may be.
- The Counsellor and Doctor/ Nurse can provide positive encouragement to the child, liaise with family members to determine how best to promote the child's safety both at school and at home.
- Child abuse can leave deep emotional scars and the school Counsellor and Doctor/ Nurse and should recognize these and help develop a rehabilitation plan in liaison with the CPO and other appropriate staff in the case team.
  - In some cases, the child may have to take medication as a result of the abuse. The School Doctor or Nurse should ensure that all standards and procedures for administering medications in the school setting are met.

**How to react when a child wants to talk about abuse Staff should:**

- Accept what the child says.

- Reassure that the child has the right to tell you and that you believe the story. ▪ Keep calm and listen.
- Let the child know you will need to tell someone – do not promise confidentiality.
- Let the child know that even when s/he has broken a rule, s/he is not to blame for the abuse.
- Be aware that the child may have been threatened.
- Let the child know what you are going to do next and that you will let him/her know what happens.
- Immediately refer to CPO or delegate senior school leader.
- Make accurate, factual, signed, dated written notes as soon as possible of what was said, observed and done and handover to CPO or delegate senior school leader

**Staff must not:**

- Question children.
- Suggest alternatives to what a child has said.
- Get the child to write about, or depict their experience in some other way.
- Question potential witnesses.
- Conduct medical examinations.
- Delay referral.

**Reporting of Incidents within the School, and to Parents**

The school has reporting mechanisms in place that provides for clear and efficient communication within the school and to parents.

This foregoing is applicable to all staff.

**Related Document(s) (as required):**

- Child Protection procedures and flow chart
- Child Protection Forms
- Acceptable Use Policy
- Cyber Safety and Security Policy
- Health and Safety Policy

**The Protection of Children from Sexual Offences Act, 2012 POCSO Act**

The Act defines a child as any person below eighteen years of age, and regards the best interests and well-being of the child as being of paramount importance at every stage, to ensure the healthy physical, emotional, intellectual and social development of the child. It defines different forms of sexual

abuse, including penetrative and non-penetrative assault, as well as sexual harassment and pornography, and deems a sexual assault to be “aggravated” under certain circumstances, such as when the abused child is mentally ill or when the abuse is committed by a person in a position of trust or authority vis-à-vis the child, like a family member, police officer, teacher, or doctor. People who traffic children for sexual purposes are also punishable under the provisions relating to abetment in the Act. The Act prescribes stringent punishment graded as per the gravity of the offense, with a maximum term of rigorous imprisonment for life, and fine.

Child abuse and neglect have devastating effects on children that can last a lifetime. Abuse and neglect can increase the possibility of a child having a developmental delay and long-term emotional disabilities. These children also have an increased risk of involvement in drugs, sexually risky behavior and behavioral disabilities. Child abuse may be physical, sexual or emotional.

### **Child Abuse Signs**

Child abuse and neglect are generic terms that encompass all ill treatment of children including serious physical and sexual assaults as well as cases where the standards of care does not adequately support the child’s health or development. Children may be abused or neglected through the infliction of harm or through the failure to act to protect from harm.

#### **There are five categories of abuse that are generally recognized:-**

**1) Neglect:** Persistent failure to meet a child’s basic physical and / or emotional needs.

Signs and Symptoms:

- ✓ Failure to protect a child and to provide food, clothing, shelter or adequate medical care.
- ✓ It may also involve neglect or failure to give adequate response to a child’s emotional needs
- ✓ Constant hunger
- ✓ Poor personal hygiene Constant tiredness Poor state of clothing
- ✓ Frequent lateness and/or unexplained non- attendance
- ✓ Untreated medical problems Low self-esteem
- ✓ Poor peer relationships

**2) Physical Abuse:** Causing injury, harm or suffering to a child through means such as: hitting, shaking, throwing, burning, drowning, and suffocating. It is actual or attempted physical injury to a child where

there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Signs and Symptoms:

- ✓ Unexplained injuries or burns (particularly if they are recurrent)
- ✓ Refusal to discuss injuries
- ✓ Fear of parents being contacted
- ✓ Withdrawal from physical contact Fear of returning home
- ✓ Fear of medical help
- ✓ Aggression towards others
- ✓ Self-destructive tendencies

**3) Sexual Abuse:** Involvement of a child in sexual activity, whether or not the child is aware of what is happening. There are three types of sexual offenses against children: rape, molestation, distribution or production or possession of child pornography

Signs and Symptoms:

- ✓ Age- inappropriate sexual knowledge, language, behaviors.
- ✓ Loss of appetite or compulsive eating
- ✓ Regressive behaviors such as thumb sucking, and needing previously discarded toys.
- ✓ Becoming withdrawn and isolated.
- ✓ Inability to focus.
- ✓ Reluctance to go home.
- ✓ Outbursts of anger or irritability
- ✓ Over-reacting to criticisms.

**4) Emotional Abuse:** Persistent emotional ill treatment of a child. For example: conveying to a child that he / she is worthless , unloved inadequate , imposing age or developmentally inappropriate expectations , causing feelings of fright or danger. Failure to provide for the child's basic emotional needs has a severe effect on the behavior and development of the child. This includes conveying to children the feeling that they are worthless or unloved.

Signs and Symptoms:

- ✓ Physical/mental/emotional developmental lags.
- ✓ Over reaction to mistakes.

- ✓ Fear of new situations.
- ✓ Inappropriate emotional response to painful situations.
- ✓ Neurotic behavior (e.g.: rocking, thumb sucking etc.)
- ✓ Fear of parents being contacted.
- ✓ Extremes of passivity or aggression.

5) Self-harm or self-abuse

These categories overlap and an abused child does frequently suffer more than one type of abuse. *Note: The signs and symptoms of abuse given are indicative and not exhaustive*

**ANNEXURES**

<b>DISCLOSURE - PROCESS FLOW</b>
<b>Stay calm</b> (Don't over-react, however shocked you may be)
<b>Listen, hear and believe</b> (Listen carefully, take it seriously)
<b>Give time for the person to say what they want</b> Don't make assumptions and don't offer alternative explanations, ask questions beginning with Tell me about...Explain...Describe... Avoid 'who, what, when, where' questions)
<b>Reassure and explain that they have done the right thing in telling.</b> Do not promise confidentiality; explain that only those professionals who need to know will be informed)
<b>Record in writing as near verbatim as possible and as soon as possible on a Disclosure Form</b>



(Use the child's own words, make your record as soon as possible after the event, so that you don't forget anything, and include information about what action was taken afterwards)

### **Report to the CPO**

#### **People involved in policy framing:**

Ms. Mariyam Nizar Ahamed (Principal)

Dr. Huma Ather (Vice Principal)

Ms. Annie M Jerald (Grade Supervisor)

Ms. Raseena Ahamed (Counsellor)

Ms. Jismi Achipra Valappil (Special Educator)

Ms. Asha (School Nurse)

Ms. Jesnin Faijas (KGTeacher)

## **CYBER SAFETY SECURITY POLICY**

***Abstract:** This document lays down the school Cyber Safety policy on use of online mechanisms and platforms especially in the context of Online Learning. The intention is to make students and parents aware of the best practices and safeguards while using online platforms and make them aware about good online behavior and provide a reliable reporting mechanism in cases a student faces online issues.*

#### **Contents**

Introduction

Objectives

The DO's in the use of Online Technology and Electronic Communication

The DONT's in the use of Technology and Electronic Communication

Tips for safe internet browsing  
Cyber Safety Challenges - Related Terms  
Consequences of Cyberbullying  
If you feel that you are being Cyber Bullied  
How Can I Use Cyber Platforms Safely?  
Reporting  
Password Policy  
Filtering Policy  
Mobile Device Policy  
Data Protection Policy  
Fair Processing Notice  
Policy for Safe Use of Photographs and Videos  
Computing and ICT Policy

**Introduction:**

Internet, the most interactive technological platform of this century, has become an integral part of our daily lives. It is a learning and communication tool that offers us a wide range of opportunities. It is an invaluable source of knowledge and encourages creativity and imagination. Internet ethics involves our approach while using it for different purposes. We should be aware that we should always be honest and respect the rights and property of others on the web.

Cyber safety is the safe and responsible use of information and communication technology. It is not just about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette). This policy covers all aspects of the technology usage of students with reference to school context both inside the school premises and in case of Online Learning too. The cyber safety and security policy is interlinked with the School Behavior Management Policy, Health and Safety Policy, Child Protection Policy and IT policy.

**Objectives:**

- To enable the students to browse the internet safely and understand the importance of using secure connections.

- Inform the students and parents on the protective and safety measures in their use of technology, to be aware of Cyber Bullying.
- To improve awareness of intelligent usage of social media websites and smart usage of educational websites.
- To communicate the etiquettes of electronic communication.

**The DO's in the use of Online Technology and Electronic Communication:**

- Respect the privacy of others.
- Report and flag content that is abusive or illegal.
- Adhere to copyright restrictions when downloading material from the Internet, including software, games, movies, or music.
- Report online bullying immediately to the teacher and parents/ or someone whom you trust.
- Use a strong and unique password with combinations of numbers, uppercase and lowercase letter and special characters for each account(s).
- Keep the browser, operating system and antivirus up-to-date.
- Obtain software from trusted sources. Always scan files before opening them.
- Lock your screen when you're finished using your computer/ tablet/ phone. Further, set it to lock automatically when it goes to sleep.
- Check to see if the web address begins with https:// whenever you sign in online.
- Make privacy settings in social media accounts in such a way that profile and posts are visible only to close friends and acquaintances.
- Connect only with known individuals.
- Be mindful of your digital reputation - think twice before you post something embarrassing, harmful or inappropriate.

- Report to the service provider immediately if the account is hacked. If possible deactivate your account.

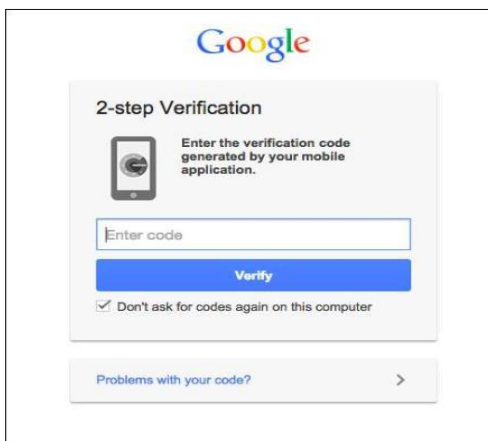
**The DONT's in the use of Technology and Electronic Communication:**

- Don't share your mobile number or parent's mobile number.
- Don't share your address/location.
- Don't share your personal information: real name, date of birth, etc. unnecessarily.
- Don't share bank account numbers or credit card numbers of your parents.
- Don't share your Social Security number /Emirates ID.
- Don't share your Passwords.
- Don't send your pictures to unknown persons or share them on social media.
- Don't open emails and attachments from strangers.
- Don't respond to any suspicious email, instant message or web page asking for personal information.
- Don't enter a password when someone is sitting beside you as they may see it.
- Don't save your username and password on the browser.
- Don't steal other's information.
- Don't access or use files without the permission of the owner.
- Don't copy software which has copyright without the author's permission.
- Don't bully others online by teasing, threatening, using rude or offensive language, making derogatory or hateful comments.
- Don't use someone else's password even if it is shared with you.
- Don't log in as someone else to read their emails or mess with their online profiles.
- Don't attempt to infect or in any way try to make someone else's computer unusable.

- Don't meet unknown (even if they are known only through online interaction) people alone; always inform your parent.
- Don't open or download any attachments from an unknown source as they may contain viruses.

### Tips for safe internet browsing

1. Update your browser frequently
2. Turn on Two-Factor Authentication whenever possible. Most of the websites critical to our lives (online banking websites, Gmail, Facebook etc.) offer two-factor authentication.



1. Customize your security settings. You can also make a browser more secure by customizing it through its preferences or settings menu.
2. Confirming site's security (https vs http) Check for the Secure as shown on the address bar (Chrome).



1. Backup your data. This means finding a way to copy your information to a safe place so that you don't rely on your computer's hard disk alone.
2. Avoid clicking on links if possible from messages or chats. Viruses spread easily through links in instant messages and email attachments.
3. Bookmark important sites

If there are sites you visit regularly, it's a good idea to bookmark them in your browser.

Bookmarked addresses take you to the same site every time.

### **Cyber Safety Challenges - Related Terms**

- **Cybercrimes** are offences that may be committed against individuals, companies or institutions by using computers, internet or mobile technology. Cybercriminals use platforms such as social networking sites, emails, chat rooms, pirated software, websites, etc., to attack victims. Children are also vulnerable to various types of cybercrimes.
- **Cyber Grooming** is growing as one of the major cyber threats faced by children and teenagers. It is a practice where someone builds an emotional bond with children through social media or messaging platforms with an objective of gaining their trust for sexually abusing or exploiting them. The cyber groomers can use gaming websites, social media, email, chat rooms, instant messaging, etc. by creating a fake account and pretending to be a child or having same interests as of the child.
- **Cyber bullying** means using internet or mobile technology to intentionally harass or bully someone by sending rude, mean or hurtful messages, comments and images/videos. A cyber bully can use text messages, emails, social media platforms, web pages, chat rooms, etc. to bully others.

The school has a zero tolerance policy for incidents of Cyber Bullying and will take actions as per the national guidelines and laws incase such incidents occur and are reported.

### **Consequences of Cyber bullying**

It can lead to both civil and criminal cases.

### **CIVIL LAWS**

- Defamation.
- Invasion of privacy/public disclosure of a private fact.
- Intentional infliction of emotional distress.

## **CRIMINAL LAWS**

- Criminal laws can lead to the arrest and offenders can be put in jail and get fines as well. Using internet for following purposes will attract criminal cases in many countries.
- Hate or bias crimes.
- Making violent threats to people or their property.
- Engaging in coercion. Trying to force someone to do something they don't want to do.
- Making harassing telephone calls, sending obscene text messages, and stalking.
- Sexual exploitation and sending sexual images of children under 18 years of age.
- Taking a photo of someone in a place where privacy is expected (locker room, bathroom, etc.) and exploiting it on the internet.
- Taking a photo of someone without their consent and posting publicly.

### **If you feel that you are being Cyber Bullied**

- Ignore.
- Tell someone.
- Just let a trusted adult know what's going on. The worst thing you can do is to keep it to yourself. Remember, it's not your fault!
- Do not instigate.
- If someone is sending you hurtful messages or posting mean pictures, they're doing it to get an emotional response from you. Don't give them one! Don't respond OR retaliate. This will only encourage them to take it further.
- Block them. If it's on Facebook or another website that allows you to block the person or leave the chat room, then do it!
- Be open to parents about your online identity and image.
- Tell your parents what you do online in general.

- Never indulge in cyber bullying yourself.

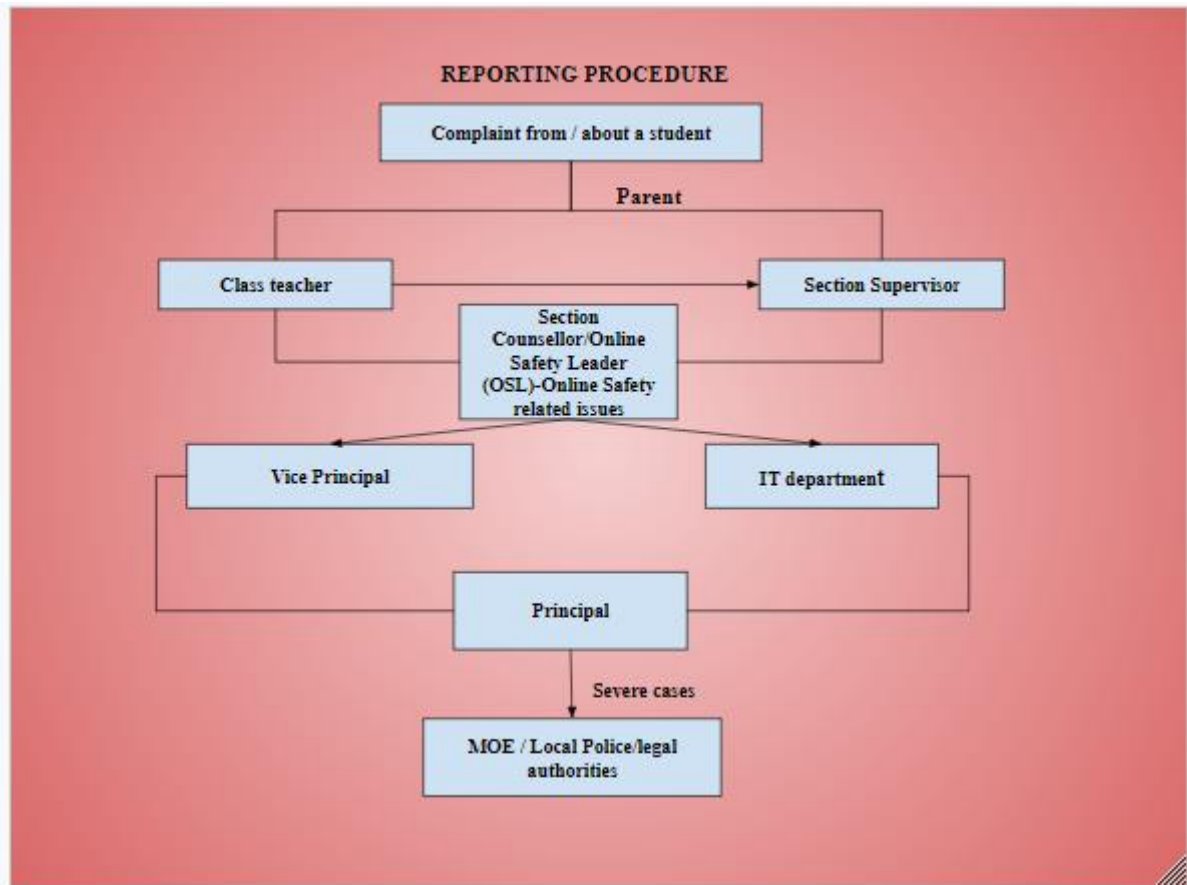
### **How Can I Use Cyber Platforms Safely?**

- ✓ Follow the cyber safety guidelines properly.
- ✓ Safeguard your device and online accounts.
- ✓ Don't involve in any kind of improper cyber behavior, even for fun.
- ✓ If you face any challenge online, immediately inform your parent or elders so that they can support you and contact school if needed.
- ✓ Always maintain cyber etiquettes while using technology.
- ✓ Make a note that cybercrimes are punishable offenses; especially the UAE has very strict and stringent laws to deal with Cyber offences.

### **REPORTING- STUDENTS**

**If a student faces an uncomfortable situation online, specifically if someone is threatening or bullying online, especially during Online Learning sessions, who should be contacted?**





**Hotline Number: 0558875434**

Reporting Mechanism-Staff

### **ONLINE SAFETY INCIDENT/ BEHAVIORAL REPORTING MECHANISM**

An incident regarding online safety and/or behavioral/bullying can be reported to the concerned through the Employee Service Portal of all staff.

This should be dealt with high confidentiality involving only the concerned and the required actions shall be taken keeping all the matters and staff involved professional and cordial. Before closing the case, the policy review team should study the incident and see if any amendments need

to be made in the related policy. In case the same is done, the amended policy should be circulated to all staff with a brief training on the same.

The Employee Service Portal (ESS) where staff can report their incidents:

The screenshot displays the 'INTERNATIONAL INDIAN SCHOOL AJMAN Employee Self Service' interface. A left-hand navigation menu includes options like 'Home', 'My Request' (with sub-items: Leave, Purchase, IT Help Desk, Photocopying, General Maintenance, Maintenance (External), Accom Maintenance, Incident Reporting, Suggestions, Other Request), 'My Profile', 'Actions', 'Request Details', 'Admin', 'Reports', and 'Tools'. The main content area is titled 'Incident Reporting' and contains the following fields:

- RefNo:** 1001
- Date:** 25/02/2021
- Status:** New
- Incident Logged By:** IT1398
- Incident:** Online Safety (with a dropdown menu showing 'Online Safety' and 'Behaviour')
- Incident Details:** (with a red note: '(maximum 500 chars)')

A 'Submit' button is located at the bottom of the form.

-

The Reporting Mechanism flowchart will be as below:





## **PASSWORD POLICY**

### **Introduction:**

Effective password management will protect Habitat School's data and reduce the risk of unauthorized applications access. The policy is to establish a secure information technology environment by enforcing the use of strong passwords. Strong and complex password are the front line of protection for user's accounts. A poorly chosen password may result in the compromise of Habitat's entire network. The purpose of this policy is to provide standards for defining domain passwords to access Habitat IT resources such as email, academic and administrative applications, computing labs and School-owned computer systems for protecting Habitat data and reducing the risk of unauthorized access by enforcing the use of strong passwords.

### **Scope:**

This policy shall apply to all employees, students, and parents of Habitat School, and shall govern acceptable password use on all systems that connect to Habitat School network or access or store Habitat School's data.

### **Policy**

#### **Password Creation**

1. All user and admin passwords must be at least [8] characters in length. Longer passwords and passphrases are strongly encouraged.
2. Where possible, password dictionaries should be utilized to prevent the use of common and easily cracked passwords.
3. Passwords must be completely unique, and not used for any other system, application, or personal account.
4. Default installation passwords must be changed immediately after installation is complete.

## **Password Aging**

User passwords and system-level passwords must be changed every [6] months. Previously used passwords may not be reused.

## **Password Protection**

1. Passwords must not be shared with anyone (including coworkers and supervisors), and must not be revealed or sent electronically.
2. Passwords shall not be written down or physically stored anywhere in the office.
3. When configuring password “hints,” do not hint at the format of your password (e.g., “zip + middle name”)
4. User IDs and passwords must not be stored in an unencrypted format.
5. User IDs and passwords must not be scripted to enable automatic login.
6. “Remember Password” feature on websites and applications should not be used.
7. All mobile devices that connect to the company network must be secured with a password and/or biometric authentication and must be configured to lock after 3 minutes of inactivity.

## **Enforcement**

It is the responsibility of the end user to ensure enforcement with the policies above.

It is the responsibility of the end user to ensure enforcement with the policies above.

### **First violation:-**

#### **For Teaching Staff**

Verbal warning by Section Head

Name of Section Head (Middle): Ms. Anni . M. Jones

Email ID: [sectionheadmid@tallah.habitatschool.org](mailto:sectionheadmid@tallah.habitatschool.org)

Name of Section Head (Primary): Ms. Neethu Jomon

Email ID: [sectionheadpri@tallah.habitatschool.org](mailto:sectionheadpri@tallah.habitatschool.org)

Name of Section Head (KG): Ms Swapna

Email ID: [sectionheadkg@tallah.habitatschool.org](mailto:sectionheadkg@tallah.habitatschool.org)

**For non-teaching staff**

Verbal warning by HSE

Name of the HSE officer: Christopher D'Cruze

Email ID: [christopherj@tallah.habitatschool.org](mailto:christopherj@tallah.habitatschool.org)

**Second violation:-**

Memo will be issued by the Principal

Name of Principal: Ms. Mariyam Nizar Ahmed

Email ID: [principal@tallah.habitatschool.org](mailto:principal@tallah.habitatschool.org)

**Third violation:-**

Use of any of school resources for any illegal activity will usually be grounds for summary dismissal, and the school will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

## **FILTERING POLICY**

### **Introduction**

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. It is important, therefore, to understand that filtering is only one element in a larger strategy for online safety and acceptable use. It is important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

### **Scope**

This policy applies to all anyone accessing the Internet on devices that are connected to the Habitat School, Al Tallah network, including School owned, personally owned, and mobile devices.

## **Responsibilities**

The responsibility for the management of the school's filtering policy will be held by IT ADMINISTRATOR. They will manage the school filtering, in line with this policy and will keep records/logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must

- be logged in change control logs
- be reported to IT administrator
- *be reported to and authorized by IT administrator prior to changes being made*
- *be reported to the Online Safety Group every 6 months in the form of an audit of the change control logs*

All users have a responsibility to report immediately to IT ADMINISTRATOR any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.

## **Policy Statements**

Internet access is filtered for all users. Differentiated internet access is available for staff and customised filtering changes are managed by the school. Illegal content is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list and other illegal content lists. Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal mobile devices are allowed internet access through the school network, filtering will be applied that is consistent with school practice.

- *The school maintains and supports the managed filtering service provided by the Internet Service Provider – As per UAE TRA (Telecommunications Regulatory Authority)*



- *The school manages its own filtering service*
- *The school has provided enhanced/differentiated user-level filtering through the use of the filtering programme. (allowing different filtering levels for different ages/stages and different groups of users – staff/pupils/students etc.)*
- *In the event of the technical staff needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Principal (or other nominated senior leader).*
- *Mobile devices that access the school internet connection (whether school or personal devices) will be subject to the same filtering standards as other devices on the school systems*
- *Any filtering issues should be reported immediately to the filtering provider.*

*Requests from staff for sites to be removed from the filtered list will be considered by the IT ADMINISTRATOR . The IT ADMINISTRATOR, in conjunction with the online safety group, will periodically review and recommend changes to Internet filtering rules. Senior Leadership shall review these recommendations and decide if any changes are to be made.*

### **Education/Training/Awareness**

*Pupils/students will be made aware of the importance of filtering systems through the online safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.*

Staff users will be made aware of the filtering systems through:

- the Acceptable Use Agreement
- Induction training
- Staff meetings, briefings.

Parents will be informed of the school's filtering policy through the Acceptable Use Agreement and through online safety awareness sessions/newsletter etc.

### **Changes to the Filtering System**

If a website is blocked, employees should consult with their manager before requesting an exception. Managers may submit a request to review a blocked website by contacting the International Indian IT Administrator. The Network Admin will review the request, will communicate updates to the employee and Manager, and will consult with vendors, as well as the School Online Safety team, as needed.

- if the Network LAN Admins determine a website is properly categorized per our security systems, the security team shall be consulted to decide if changes are to be made, such as unblocking the website, if proper business justification has been documented by the employee and manager.
- if the site is confirmed to be mis-categorized, the Network LAN Admins may unblock the site until the necessary changes are released by the vendors.

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to IT ADMINISTRATOR who will decide whether to make school level changes.

- All categories other than below mentioned are blocked in School network.
- Arts and culture
- Education
- Health and wellness
- News and media
- Sports
- Information and computer security
- Information technology
- Online meeting

### **Monitoring**

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School Online Safety Policy and the Acceptable Use Agreement. *Monitoring will take place as follows:*

### **Audit/Reporting**

- Logs of filtering change controls and of filtering incidents will be made available to:
- IT Administrator
- Online Safety Group
- External Filtering provider

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

**School IT dept.** provides an effective filtering system, as a result of which the following categories of websites are not, by default, available to schools: -

- **Adult:** content containing sexually explicit images, video or text, the depiction of actual or realistic sexual activity;
- **Violence:** content containing graphically violent images, video or text;
- **Hate Material:** content which promotes violence or attack on individuals or institutions on the basis of religious, racial or gender grounds;
- **Illegal drug taking and the promotion of illegal drug use:** content relating to the use or promotion of illegal drugs or misuse of prescription drugs;
- **Criminal skill/activity:** content relating to the promotion of criminal and other activities;
- **Gambling:** content relating to the use of online gambling websites or information relating to the promotion of gambling and gambling advice.

#### **Access to network:**

Access to the network is provided through password authentication using WPA. This key is not available to any staff aside from the school. Access is therefore governed by unique device registration and pre approval.

#### **Hardware and general service provision:**

The following has been installed and configured in school to ensure only appropriate content is available to all users:

1. A hardware firewall filter is installed which intercepts all Internet traffic leaving and entering the school network and this cannot be circumvented. This firewall appliance is configured for the Global view Internet filtering service. This service is a professional, commercial category based web filtering solution in use. It uses a category based system to group web sites in addition to keyword, Content filtering, IP and specific white and blacklist control. School licenses are purchased on a fixed three year term to ensure continuity of service and the individual firewall is monitored 24/7 with instant notification of any concerns.
2. In addition, IP and URL black and white listing is supported locally which ensures any content that is flagged as non-desirable on the network, can be disabled immediately.
3. Full access logs are maintained for all traffic and all attempts at access of inappropriate content.

### **Enforcement**

The Network Admins and the School Online safety team will periodically review Internet use filtering systems and processes to ensure they are in compliance with this policy.

## **MOBILE DEVICE POLICY**

### **Purpose & Scope**

The purpose of this policy is to define standards for end users who have legitimate business requirements to use a private or School provided mobile device that can access the School's electronic resources.

This policy applies to, but is not limited to, the use of mobile/cellular phones, laptop/notebook/tablet computers, smart phones and PDAs, and any mobile device capable of storing corporate data and connecting to an unmanaged network, hereinafter referred to as "mobile device."

The goal of this policy is to protect the integrity and confidential data that resides within Habitat's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be compromised. A breach of this type could result in loss of information, damage

to critical applications, financial loss, and damage to Habitat's public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Habitat's direct control to backup, store, and otherwise access Habitat data of any type must adhere to Habitat-defined processes for doing so.

## **Policy**

Employees are expected to use good judgment when engaging in personal calls, sending/receiving text messages, and/or Internet usage on their mobile device during work hours. Excessive personal calls, text messaging, and/or Internet usage during work hours regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees who make excessive or inappropriate use of a mobile device may be limited to using such devices only on scheduled break periods.

To protect the privacy of the faculty, staff, students and visitors, employees are prohibited from using their mobile device as a means to photograph and/or record an individual(s) in any form (audio and/or video) without that individual's knowledge and consent.

The use of mobile devices to photograph and/or record confidential information, private information and/or related item is prohibited.

Habitat School will not be liable for the loss of personal mobile devices brought into the workplace.

Any connection to the School's information services must adhere to the Acceptable Use of Technology Policy. Employees may not use any cloud-based apps or backup that allows companyrelated data to be transferred to unsecure parties.

Certain employees may be issued a school owned mobile device. Use of these devices is contingent upon continued employment with Habitat School and the device remains the sole property of Habitat School. Excessive use of minutes or bandwidth for non-business activity is discouraged and may result in a Payroll deduction for personal usage.

Upon resignation or termination of employment, the employee may be asked to produce the mobile device and it will be reset to factory defaults using the remote wipe software. Habitat

School will not be responsible for loss or damage of personal applications or data resulting from the remote wipe.

### **Enforcement**

It is the responsibility of the end user to ensure enforcement with the policies above.

*This policy is linked with all the other policies of the School*

## **DATA PROTECTION POLICY**

### **Introduction**

Habitat School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable the school to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

This policy is intended to ensure that personal information is dealt with correctly and securely. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

### **Scope & Objective**

This is a policy that applies to all Users and all Systems.

“Users” are everyone who has access to any of the school's IT systems. This includes permanent employees and also temporary employees, parents, students, contractors, agencies, consultants, suppliers, customers and business partners. “Systems” means all IT equipment that connects to the School network or access school applications. This includes, but is not limited to, desktop

computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third party networking services, telephone handsets, video conferencing systems, and all.

### **What is Personal Information?**

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

### **Policy**

All student, employee, and organization data (Habitat Schools Data) is the property of the Habitat School.

If data on the school's systems is classified as confidential this should be clearly indicated within the data and/or the user interface of the system used to access it. Users must take all necessary steps to prevent unauthorized access to confidential information.

Users are expected to exercise reasonable personal judgement when deciding which information is confidential.

Users must not send, upload, remove on portable media or otherwise transfer to a non- school system any information that is designated as confidential, or that they should reasonably regard as being confidential to the school, except where explicitly authorized to do so in the performance of their regular duties.

Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with the school's safe password policy.

Habitat Schools Data should not to be shared with a third party, including parents or community residents, unless authorized to do so in the performance of their regular duties.

Users who are supplied with computer equipment by the school are responsible for the safety and care of that equipment, and the security of software and data stored on other school systems that they can access remotely using it.

Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be exercised with these devices: sensitive information should be stored in encrypted folders only. Users will be held responsible for the consequences of theft of or disclosure of information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.

All workstations (desktops and laptops) should be secured with a lock-on-idle policy active after at most 10 minutes of inactivity. In addition, the screen and keyboard should be manually locked by the responsible user whenever leaving the machine unattended.

Users who have been charged with the management of those systems are responsible for ensuring that they are at all times properly protected against known threats and vulnerabilities as far as is reasonably practicable and compatible with the designated purpose of those systems.

Users must at all times guard against the risk of malware (e.g., viruses, spyware, Trojan horses, rootkits, worms, backdoors) being imported into the school's systems by whatever means and must report any actual or suspected malware infection immediately.

### **Backup and Disaster Recovery Policy**

Habitat School critical servers are backed up automatically by Imperis on regular intervals. IT personnel regularly monitor and verify the backup process and files. In case of a server failure a new server can replace the existing one by restoring the Backup on the new server. Verification and monitoring process is in place and quarterly backups are restored and verified.

A centralized antivirus system is functional at Habitat School to tackle the viruses and Trojans. Gateway firewalls is also up and running in order to secure the internet and email communication. The firewall works to prevent the users from watching unintended materials, torrent downloading etc. As per the levels set by the administration some of the users have the rights over some areas of the internet for educational and research purposes

### **Enforcement**

It is the responsibility of the end user to ensure enforcement with the policies above.



It is the responsibility of the end user to ensure enforcement with the policies above.

**First violation:-**

**For Teaching Staff**

Verbal warning by Section Head

Name of Section Head (Middle): Ms. Anni . M. Jones

Email ID: [sectionheadmid@tallah.habitatschool.org](mailto:sectionheadmid@tallah.habitatschool.org)

Name of Section Head (Primary): Ms. Neethu Jomon

Email ID: [sectionheadpri@tallah.habitatschool.org](mailto:sectionheadpri@tallah.habitatschool.org)

Name of Section Head (KG): Ms Swapna

Email ID: [sectionheadkg@tallah.habitatschool.org](mailto:sectionheadkg@tallah.habitatschool.org)

**For non-teaching staff**

Verbal warning by HSE

Name of the HSE officer: Christopher D’Cruze

Email ID: [christopherj@tallah.habitatschool.org](mailto:christopherj@tallah.habitatschool.org)

**Second violation:-**

Memo will be issued by the Principal

Name of Principal: Ms. Mariyam Nizar Ahmed

Email ID: [principal@tallah.habitatschool.org](mailto:principal@tallah.habitatschool.org)

**Third violation:-**

Use of any of school resources for any illegal activity will usually be grounds for summary dismissal, and the school will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

## **FAIR PROCESSING NOTICE**

**What is the purpose of this Notice?**

The school is committed to respecting your privacy and protecting your personal information.

This Notice is intended to provide you with information about what information we are gathering about students, parents and staff, how and why we process this information.

## **What information do we collect?**

The types information that we collect include:

- Names, contact details including emergency contacts
- Characteristics such as language, nationality, country of birth.
- Medical information
- Admissions information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information relating to student behaviour
- Attainment records and assessment results
- Reported accidents
- Safeguarding information
- Special educational needs information
- Photographs
- CCTV footage

We may also receive some information from MOE and other schools.

## **How we collect information?**

We may collect information from you whenever you contact us or have any involvement with us for example when you:

- Approach for admission enquiry / registration
- Create or update a profile in our website
- Take part in our events
- Contact us in any way including online, email, phone, SMS, social media or post where we collect information from

## **What is the purpose of collecting and using information?**

The purposes for which the School collects personal information are as follows: -

- To manage admissions
- To complete registration process as per MOE requirements

- To support children with medical conditions, allergies and Special Education Need students (SEN) or students of determination.
- To monitor attendance
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the school and celebrate educational achievement
- To ensure that the school is safe and secure
- To allow cashless payments to be made

### **Who will we share information with?**

We do not share information about our students, staff and parents with anyone without consent unless the law and our policies allow us to do so.

We share information with:

- Legal entities like MOE, CBSE etc.
- Service providers who provide learning platforms and communication tools. We select our third party service providers with care. We provide these third parties with the information that is necessary to provide the service and we will have an agreement in place that requires them to operate with the same care over data protection as we do.

### **How we keep your information safe?**

We understand the importance of keeping your personal data secure and take appropriate steps to safeguard it.

We always ensure only authorised persons have access to your information, which means only our employees and vendors, and that everyone who has access is appropriately trained to manage your information.

We reserve the right to amend this privacy statement in the future. Any changes we make to this notice will be posted on this page and where appropriate, notified to you by email.

## **POLICY FOR THE SAFE USE OF PHOTOGRAPH AND VIDEOS**

### **Introduction**

This policy covers the safe use of photographs and videos that covers staff and students. The use of photographs and videos plays an important role in school activities. Teachers or staff may use these photos or videos for presentations reports or on school display boards.

Photographs or videos may also be used to celebrate the success – for showcasing its academic and extracurricular standards on reports, printed or digital mediums and occasionally in the public media. The school will comply with the Data Protection Act and request parent's/carers permission before taking images or videos of students/staff. In case of sharing the images of student or staff on public media, only first name or initials will be shared, unless the parent feels it is relevant to include the complete name in case of any achievement.

Following guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their personal use. To respect everyone's privacy, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other students/pupils in the digital/video images. Images of any third person, who is coming in such photographs should be blurred to respect their privacy. Teachers are not allowed to use and share the photos of any students on their profiles as posts, or status updates.

While taking photos/ videos of students, staff should ensure that the students are dressed as per the rules and standards of the school and are not participating in activities that might bring the individual or the school into disrepute. Photos or videos taken would not be manipulated or amended but can be cropped.

### **Aim of the Policy**

- To enhance the school activities by adding a ray of colours through articles and photos.
- To help parents and the local community to identify and celebrate the schools' achievements.
- To increase pupil motivation and staff morale
- To promote a way of community spirit within the varsity

- To encourage parents and students to share their inputs and feedback
- To ensure the privacy and security of students, teachers and staff
- To ensure that all digital content published is keeping the guidelines of the policy

A photography consent form is shared with parent/carer/staff to take their permission before the use of image or video. Since the school collects personal information through this form the parents will be well informed about the below-mentioned information

### **Photography Consent Form**

- School Principal, Academic Secretary, School Media Coordinator and Habitat School Group's Media Coordinator will have the access to this form.
- The form is stored at the office of the School Academic Secretary, along with the documents of the students/staff.
- Each form will be kept for two Academic Years and will be disposed of properly (Soft copies will be deleted and hard copy will be shredded) upon the completion of the year/once the student/staff leaves the school. However, the parent/carer/staff is free to change or update the permission at any point in time.

### **The use of images**

- The photos/videos will be used on the platforms including the School website, School Social Media Pages including Facebook, Instagram, Twitter, YouTube, and LinkedIn. School official blog, Printed ads including Newspaper and Magazines, Outdoor ads including Flex, Lamppost ads, Mega coms.
- School Principal, Academic Secretary, School Media Coordinator and Habitat School Group's Media Coordinator will have the access to these photos/videos.
- Images/videos are saved digitally and shared with the concerned persons as google folders.
- Images/Videos will be stored for two Academic Years
- Images/Videos will be stored digitally and will be deleted upon the completion of two years

- In case the student/parent/staff wants to remove a photo that is uploaded online, a request can be forward to the school media coordinator to remove the file.

### **Re-use of Photos/Videos**

No students, teachers or staff are allowed to download or copy the photos or videos published on the school official pages for their personal use with or without the parent's consent. Such usages will be a violation of the Data Protection legislation. However, they are allowed to share the post or videos as it is from the official pages.

### **Concerns**

In case of complaints against the inappropriate usage of photographs or videos, a request can be forward to the school media coordinator through the student's class teacher.

## **COMPUTING & ICT POLICY**

At school, we believe that Computing is an integral part of preparing children to live in a world where technology is continuously and rapidly evolving, so much so that children are being prepared to work with technology that doesn't even exist yet. For this reason, we feel that it is important that children are able to participate in the creation of these new tools to fully grasp the relevance of and the possibilities of emerging technologies thus preparing them for the world of work.

### **Purpose**

The school follows the Cyber Square curriculum for Grade 1 to Grade 8. For Grade 9,10, 11 and 12 the school follows CBSE curriculum. High quality teaching of Computing, from Grade 1 to Grade 8, utilises a combination of practical lessons and theory lessons designed to promote discussion and nurture understanding, which are also relevant to other areas of the curriculum.

This policy reflects the values and philosophy in relation to the teaching and learning of and with computer science. This policy should be read in conjunction with the scheme of learning for Computing that sets out in detail what children in different year groups will be taught and how computer science can facilitate or enhance learning in other curriculum areas.

## **Aims**

### **Computer Science**

- To enable children to become confident coders on a range of devices.
- To create opportunities for collaborative and independent learning.
- To develop children's understanding of technology and how it is constantly evolving.

### **Digital Literacy**

- To enable a safe computing environment through appropriate computing behaviours.
- To allow children to explore a range of digital devices.
- To promote pupils' spiritual, moral, social and cultural development.

### **Information Technology**

- To develop ICT as a cross-curricular tool for learning and progression.
- To promote learning through the development of thinking skills.
- To enable children to understand and appreciate their place in the modern world.

## **Objectives**

In order to develop the Computing and ICT capability and understanding of each child we will provide through our planning:

- Computing through all three strands taught within the classroom.
- Continuity throughout the school to ensure that experience and skills are developed in a cohesive and consistent way.
- Access to computers within class or in designated communal areas.
- Experience of a variety of well-planned, structured and progressive activities.

- Experience cross-curricular links to widen children's knowledge of the capability of computing including safe use of the Internet and other digital equipment.
- Opportunities for children to recognize the value of computing and ICT in their everyday lives and their future working life as active participants in a digital world.

### **Equal Opportunities, Inclusion, Special Educational Needs and Disabilities (SEND)**

It is our policy to ensure that all children, regardless of race, class or gender, should have the opportunity to develop computing and computer science knowledge. We aim to respond to children needs and overcome potential barriers for individuals and groups of children by:

- Ensuring that all children follow the scheme of learning for Computing.
- Providing curriculum materials and programmes, which are in no way class, gender or racially prejudiced or biased.
- Providing opportunities for our children who do not have access at home to use the school computers/Internet to develop independent learning.
- Providing suitable challenges for more able children, as well as support for those who have emerging needs.
- Responding to the diversity of children's social, cultural and ethnographical backgrounds.
- Overcoming barriers to learning through the use of assessment and additional support.
- Communication or language difficulties by developing computing skills through the use of all their individual senses and strengths.
- Movement or physical difficulties by developing computing skills through utilising their individual strengths.
- Behavioural or emotional difficulties (including stress and trauma) by developing the understanding and management of their own learning behaviours.



## **Assessment**

As in all other subjects, children should be assessed and appraised of their progress in understanding and applying of computing skills. Teacher assessments of computing capability will be recorded throughout the year and reported to parents at the end of each academic year. Staff should keep or save examples of pupils' work and sufficiently detailed records to form a judgement on each pupil's level of attainment at the end of each key stage. Formative assessment occurs on a lesson-by-lesson basis determined by the aims. An online learning management system, Cyber Square is used to assess the students periodically.

## **Security, Legislation, Copyright and Data Protection**

- We ensure that the school community is kept safe by ensuring that:
- The use of ICT and computing will be in line with the school's Acceptable Use Policy (AUP).
- All staff, volunteers and children must sign a copy of the schools AUP.
- Parents are made aware of the AUP at school entry.
- All children are aware of the school rules for responsible use on login to the school network and will understand the consequence of any misuse.
- Reminders for safe and responsible use of ICT and computing and the Internet will be displayed in all areas.
- Software/apps installed onto the school network server must have been vetted by the teacher for suitable educational content before being purchased and installed. No personal software is to be loaded onto school computers. Further information can be found in the school's Data Protection policy.

## **Teaching and Learning**

The schools Scheme of Learning is based on the CBSE Curriculum guidelines. All units of teaching and learning are differentiated. Digital projectors are positioned in all classrooms and are used as a teaching and learning resource across the curriculum.

Across Grade 1 to Grade 12, our children will use technology to:

- Learn Programming by, program on screen, through animation, develop games (simple and interactive) and to develop simple mobile apps.
- Develop their computational thinking through filming, exploring how computer games work, finding and correcting bugs in programs, creating interactive toys, cracking codes and developing project management skills.
- Develop computing creativity by taking and editing digital images, shooting and editing videos, producing digital music, creating geometrical art and creating video and web copy for mobile phone apps.

Teacher's planning is differentiated to meet the range of needs in each class. A wide range of teaching and learning styles are employed to ensure all children are sufficiently challenged. Children may be required to work individually, in pairs or in small groups according to the nature of the task. Different outcomes may be expected depending on the ability and needs of the individual child.

### **Internet Safety**

Internet access is planned to enrich and extend learning activities across the curriculum. However, we have acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies both in school and outside. An AUP for Internet Usage is developed and students are made aware of the same.

### **Monitoring**

Monitoring termly enables the HOD to gain an overview of Computing and ICT teaching and learning throughout the school. This will assist the school in the self-evaluation process identifying areas of strength as well as those for development. In monitoring the quality of Computing and ICT teaching and learning, the HOD will:

- Observe teaching and learning in the classroom.
- Hold discussions with teachers and children.

- Analyze children's work
- Examine plans to ensure full coverage of the Computing and cross-curricular ICT requirements.