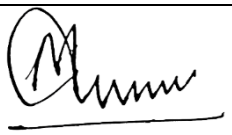
STUDENT SAFEGUARDING POLICY

Date of Issue: March 2025	Review 1- Date: March 2026	Review Cycle: 1 YEAR
	Next Review Date: March 2027	

Review Date:		March 2026	
Next Review Date:		March 2027	
Acting Principal		Mr. I J Nasari	
Signature		***Date:***	30-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Introduction

Model Private School is committed to maintain the highest standards of safeguarding and student protection. The school promotes a safe, respectful and supportive environment where all students are protected from harm, abuse, neglect, bullying and exploitation. We believe every child has the right to learn and grow in a secure environment that supports their wellbeing and development. This policy outlines the school's safeguarding responsibilities, procedures, and reporting processes to ensure all concerns are managed promptly, professionally and confidentially. Safeguarding is the responsibility of all members of the school community.

2. Purpose

The purpose of this policy is to protect all students from harm, abuse, neglect, exploitation, discrimination and unsafe practices, and to ensure that every student learns in a safe, supportive, respectful and secure environment.

This policy is aligned with the Abu Dhabi Department of Education and Knowledge (ADEK) School Safeguarding Policy Version 1.2 (2025), Wadeema's Law and UAE regulations. Safeguarding is everyone's responsibility.

3. Scope

This policy applies to:

- All school employees (teaching, administrative, and support staff)
- Students across all grades
- Parents and guardians
- Volunteers, contractors and visitors
- School transportation staff and external service providers

This policy applies during:

- School hours
- School transportation
- School trips and events
- Online learning and digital communication
- Any activity under school supervision

4. Policy Statement

The school is committed to:

- Provide safe and caring environment for all students.
- Protecting students from all forms of maltreatment and harm.
- Promoting student wellbeing, dignity and respect.
- Responding immediately to safeguarding concerns.
- Maintaining confidentiality and accurate records.
- Ensuring all staff are trained in safeguarding procedures.
- Creating a culture where students feel safe to speak up.

The principal holds overall responsibility for safeguarding under the principle of in loco parentis while students are under school supervision.

5. Legal and Regulatory Framework

This policy complies with:

- ADEK School Safeguarding Policy Version 1.2 (2025)
- ADEK School Student Protection Policy
- Federal Law No. 3 of 2016 (Wadeema's Law)
- Federal Law No. 39 of 2022 on Compulsory Education
- Federal Decree Law No. 31 of 2021 – UAE Penal Code

- Federal Decree Law No. 34 of 2021 – Cybercrime Law
- ADEK School Digital Policy
- ADEK School Health and Safety Policy
- NCEMA and ADOSH requirements

6. Definitions

Safeguarding:

Actions taken to protect students from harm and promote their wellbeing, health, safety and development.

Student Protection:

Specific procedures followed when responding to abuse, neglect or maltreatment concerns.

Maltreatment:

Includes physical abuse, emotional abuse, sexual abuse, neglect, exploitation, bullying and cyberbullying.

Safeguarding Lead

The person appointed by the school to manage safeguarding matters and ensure compliance.

Duty of Care

The school's responsibility to ensure students' safety and wellbeing while under school supervision.

Whistleblowing

Reporting concerns regarding unsafe, illegal or unethical behavior.

7. Types of Abuse and Harm

The school recognizes the following forms of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying and peer-on-peer abuse
- Cyberbullying and online abuse
- Exploitation
- Discrimination and harassment

All concerns must be treated seriously.

8. Roles and Responsibilities

Principal

The principal shall:

- Hold overall responsibility for safeguarding in the school.
- Ensure full implementation of ADEK safeguarding requirements.
- Appoint a qualified Designated Safeguarding Lead and deputies.
- Ensure all incidents are reported appropriately.
- Support safeguarding training and awareness.
- Ensure confidentiality and proper record keeping.
- Ensure visitor, security and CCTV procedures are implemented.
- Ensure emergency and lockdown procedures are in place.

Designated Safeguarding Lead

The Designated Safeguarding Lead shall:

- Act as the main point of contact for safeguarding concerns.
- Lead and monitor safeguarding practices in the school.
- Receive, assess and manage safeguarding concerns.
- Maintain confidential safeguarding records of all incidents.
- Report serious cases to ADEK and relevant authorities.
- Coordinate support for students at risk.
- Provide guidance and deliver safeguarding awareness sessions and training for students and staffs.
- Review safeguarding procedures annually.
- Work closely with counselors, head of inclusion, wellbeing teams, health and safety personnel as well as other relevant stake holders such as teachers, parents etc.
- Lead responses to security breaches and emergencies.
- Provide safeguarding induction for all new employees, contractors and visitors.
- Conduct Safeguarding Committee meetings at least once every term and whenever required in response to safeguarding concerns or incidents.
- Ensure all safeguarding records, incident reports, referrals, actions taken and committee meeting minutes are accurately documented and securely maintained.

Teachers and Support staff

All staff members shall:

- Maintain duty of care for students.
- Identify signs of abuse or neglect and report safeguarding concerns immediately to the DSL.

- Build trusting relationships with students to encourage open communication.
- Listen calmly and supportively to students.
- Avoid investigating incidents independently.
- Maintain confidentiality.
- Ensure classroom activities promote respectful and inclusive behavior.
- Follow school security and digital safety procedures.
- Participate in mandatory safeguarding training.

Security Guards

Security staff shall:

- Present & monitor school entry and exit points at all times.
- Not leave the place unless there is someone to replace them temporarily.
- Hold authorized licenses such as ASSD.
- Verify visitor's identities by checking that the individual matches the photo identification provided and issue visitor passes.
- Maintain visitor logs by recording the visitors name, ID, Signature, Telephone number purpose of visit, time of arrival and time of departure.
- Monitor school security systems and report breaches to Safe guarding lead/Health & safety officer.
- Facility manager are authorized to issue permanent access passes to registered visitors involved in the routine pick-up and drop-off of students i.e., parents, nannies, drivers, etc.
- Security guards verify that each access pass matches the identity of the physical person and ensure that anyone whose permanent access passes has been canceled/ revoked cannot enter the school with the invalid access card (they would need to sign in as would a general visitor).
- Maintains a communication link between the security guard at the entry gate and the school reception/ administration to authorize the entry of unknown persons.
- Are provided with the appropriate handover procedures to facilitate the transition in the event of the school changing security providers.
- Security Guards/ Team is also responsible for the daily monitoring of CCTV cameras to ensure they are fully operational and provide appropriate coverage at all times.
- Any malfunction or issue affecting the functionality of the CCTV system must be reported immediately to the approved vendor or the IT In-Charge.
- The Security Guards/Team as well as the IT In-charge ensures that prompt corrective action is taken in accordance with the terms of the maintenance contract.
- Coordinate with school administration during emergencies.

Parents and Guardians

Parents and guardians shall:

- Cooperate with school safeguarding procedures.
- Inform the school of any wellbeing concerns.
- Ensure students attend school regularly.
- Follow school drop-off and pick-up procedures.

- Support safe online behavior and digital safety.
- Support the school in maintaining a safe environment.

Students

Students shall:

- Treat others respectfully.
- Report unsafe behavior or concerns to trusted adults.
- Follow school safety and digital conduct rules.
- Participate in safeguarding and wellbeing programs.

Recruitment and Safer Hiring

The HR shall:

- Conduct police clearance and background checks for all staff.
- Verify qualifications and references before employment.
- Ensure safeguarding training is provided for all new employees and relevant contractors, and that all visitors receive a safeguarding induction/briefing upon entry."

9. Safeguarding Procedures

Step 1 – Concern or Disclosure

If a student discloses abuse or a staff member observes signs of harm:

- Stay calm and listen carefully to the child.
- Reassure the student
- Do not promise secrecy
- Do not ask leading questions
- Report immediately to the Designated Safeguarding Lead

Step 2 – Internal Reporting

The staff member shall:

- Complete the safeguarding concern form
- Submit the report within 24 hours
- Maintain confidentiality

The Designated Safeguarding Lead shall:

- Assess the level of risk
- Decide immediate protective actions
- Record all actions taken

Step 3 – External Reporting

The Safeguarding Lead must report serious concerns to:

- ADEK Student Protection Unit
- Abu Dhabi Police (999)
- Child Protection Authorities
- Relevant government agencies where required

Step 4 – Follow-Up

The Designated Safeguarding Lead shall:

- Monitor student wellbeing.
- Maintain confidential safeguarding records.
- Provide counseling and support.
- Review corrective actions and outcomes.

10. Safeguarding Awareness and Curriculum

The school shall promote safeguarding through:

- ✓ Student wellbeing programs
- ✓ Anti-bullying campaigns
- ✓ Online safety education
- ✓ Respect and inclusion initiatives
- ✓ Emotional wellbeing support
- ✓ Teaching students how to seek help
- ✓ Awareness sessions for parents and staff

The curriculum shall support:

- ✓ Self-esteem and self-regulation
- ✓ Respect and civility
- ✓ Communication and consent
- ✓ Responsible online behavior
- ✓ Understanding risks and peer pressure

11. Online Safety and Digital Safeguarding

The school shall:

- Use approved digital platforms only for communication with students.
- Implement internet filtering and monitoring systems
- Monitor cyberbullying and unsafe online behavior

- Protect student and staff privacy
- Prohibit sharing personal information without consent
- Report digital/cyber incidents immediately to the DSL and IT Department.

*Staff shall communicate with students only through approved school systems.

12. School Security and Visitor Management

Model Private School maintain a secure environment through:

- CCTV systems in approved locations.
- Installed and maintained CCTV system via MCC –licensed vendor, in compliance with the Manual of Standards for Surveillance Devices (MCC,2023).
- Model Private School ensures that a valid maintenance contract is maintained at all times with an MCC-licensed vendor.
- Model Private School ensures that its CCTV system provides appropriate coverage of the following areas:

    - All entrances and exits of school buildings and grounds.
    - All walkways and public areas, including corridors, staircases, courtyards, sports halls, sports fields, canteens and libraries.
    - Student pick-up and drop-off areas for private vehicles and buses.
    - Security-sensitive areas (e.g., control rooms) and hazardous locations.
    - Exterior areas surrounding the school premises.
    - Learning spaces such as classrooms, laboratories, studios, and maker spaces, as well as entrances to lavatories and changing rooms.
    - Any identified blind spots within the school premises.
    - MPS ensures that CCTV cameras are not installed inside lavatories, changing rooms, or any areas where there is a reasonable expectation of privacy.
    - MPS also ensures that clear signage is displayed throughout the premises to inform all individuals that CCTV surveillance is in operation.

12.1) Access to Footage and Recordings:

MPS restricted access to CCTV footage and recordings as follows:

a. Monitoring of CCTV Footage: Model Private School has a designated monitoring and control room for the purpose of overseeing CCTV footage. The school ensures that only vendor-appointed CCTV specialists (i.e., authorized security guards) are responsible for monitoring the footage."
b. Only the Principal is authorized to access live CCTV footage of the school premises from his office.
c. Access Permission for Staff: The principal and the appointed security guards are authorized to retrieve and view CCTV recordings. Principals are authorized to permit other staff members to view CCTV footage on a need-basis at the Principal's discretion.

d. MPS is responsible for maintaining a record of all individuals granted permission to view the footage, where applicable.
e. Access Permission for ADEK Personnel**:** Model Private School provide access to CCTV footage and recordings to authorized ADEK personnel upon request.
f. Copying and Distribution: The copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in line with the Federal Decree Law No. (5) of 2012 on Combating Cybercrimes.
g. Escalation: Where an incident captured in a CCTV recording requires clarification beyond the school level, the school shall immediately notify ADEK in order to deal with the incident.
h. Deletion: School will retain CCTV recordings for a minimum of 90 days.

12.2) School Visiting Procedures:

The school follows the procedures below for all visitors:

- All visitors must sign in at the security gate upon arrival and present a valid ID. They will receive a visitor pass in exchange for their ID.
- Visitors must wear their pass clearly at all times while on school premises.
- Visitors are not allowed to enter classrooms unless invited by a staff member.
- All invited visitors must stay under the supervision of a designated staff member unless they are authorized personnel.
- Before leaving, visitors must sign out at the security gate and return their visitor pass.

For authorized personnel (such as government inspectors):

- MPS provides full access to the premises and relevant resources in line with Federal Decree Law No. (18) of 2020 concerning private education.
- MP school verifies their identity and purpose before granting access to any premises or records.
- Access is limited strictly to the purpose of their visit.
- The Principal keeps a record of all visits, including access details, documents reviewed, and purpose of visit, in line with ADEK School Records Policy.
- Authorized personnel may access the school premises without staff accompaniment where permitted by regulations.

12.3) School Departure Procedures:

Model Private School ensures safe and secure student departure procedures to protect students and confirm they are released only to authorized persons.

1. Students are only released to parents or persons authorized by the parent.
2. If a new person is collecting a student, parents must inform the school in advance in writing and provide the person's identification details.
3. In emergencies or last-minute changes, parents must inform the school by phone. The school will record the details of the authorized person and inform relevant staff and security.

4. Security staff, along with the relevant class teacher(s), will verify the identity of any new collector at the gate by checking valid identification before releasing the student.
5. ID checks are not required if the person collecting the student is already known to the school community (e.g. Another parent) and their details are on record.
6. The school will communicate approved drop-off and pick-up times to parents.
7. The school provides supervision of students 45 minutes before the school day starts and 90 minutes after school ends. Parents are responsible for their children outside of these times.
8. If a child is dropped off outside of supervision hours without the school's knowledge, the school will not be responsible for the child's safety.

12.4) School Arrival and Departure Notification for Unaccompanied Cycle 3 Students:

1. With written permission from parents, Cycle 3 students may arrive at and leave school without an adult.
2. The school will record and inform parents of these students' arrival and departure times.
3. Parents may also request arrival and departure notifications for younger students (below Cycle 3), and the school will provide this information.

12.5) Special Events Security Policy

The school will ensure enhanced security measures during special events to ensure the safety and safeguarding of students, staff and visitors.

1. **Event Access:**
   Events are open only to immediate family members (parents and siblings of students). Any additional guests must be pre-registered with the school by submitting a valid ID copy. Unregistered guests must register at the school gate upon arrival and provide valid identification.
2. **Visitor Guidance:**
   Clear signage will be displayed within the school premises to indicate areas accessible to visitors.
3. **Increased Security:**
   Additional security staff will be deployed when a large number of visitors are expected.
4. **Service Providers:**
   All external service providers and their staff must be pre-approved by the school. Contracts must confirm that security checks have been completed. Providers are required to submit a valid trade license and work permits for all employees.

12.6) Managing Security Breaches

Model Private School has implemented the following measures to manage security breaches:

- ✓ Lockdown and emergency response procedures are in place.

- ✓ Staff are trained on emergency response and security breach procedures.
- ✓ Alert and communication systems, including public announcement systems and alarms, are maintained and operational.
- ✓ All security incidents are recorded and reported appropriately.
- ✓ ADEK and relevant authorities are notified when required.
- ✓ Emergency drills are conducted regularly to ensure preparedness.

13. Training and Professional Development

Model Private School ensures that all staff, students and parents receive appropriate safeguarding training and awareness and continuous professional development (CPD) are provided to staff at a minimum:

- All employees must complete mandatory safeguarding training annually.
- Safeguarding training is provided at induction and refreshed regularly for all staff, including Governing Board members and volunteers.
- Staff training includes identifying signs of student abuse, responding to safeguarding concerns, maintaining confidentiality and following reporting procedures.
- Staffs are trained to be aware of students who may be at higher risk, including students with additional learning needs.
- Staffs are made aware that inappropriate behaviors (such as jokes or teasing) are not acceptable and may create an unsafe environment.
- Staffs are trained to document incidents clearly, accurately and confidentially in line with the ADEK School Digital Policy.
- Staff are trained on how to respond to emergencies to prevent harm and ensure student safety.
- Information must be shared only on a need-to-know basis and not discussed informally with colleagues or parents.
- Support is available for staff wellbeing in line with the ADEK School Staff Wellbeing Policy.
- Staffs are trained on the school's security systems and emergency breach procedures.

14. Whistleblowing

Model Private School ensures to provide a confidential whistleblowing process.

Anyone reporting concerns shall:

- Be treated respectfully
- Be protected from retaliation
- Have concerns investigated appropriately

Confidentiality must be maintained as far as possible.

15. Inclusion and Student Support

Model Private school ensures that safeguarding practices support:

- Students of determination
- Students with additional learning needs
- Vulnerable students
- Students at risk of harm

"Safeguarding measures must be adapted to meet each student's individual needs, communication abilities and behaviour."

16. Confidentiality and Record Keeping

Model Private School ensures to:

- Store safeguarding records securely.
- Share information only on a need-to-know basis.
- All safeguarding concerns and reports be treated with strict confidentiality.

17. Monitoring and Review

- Designated Safeguarding lead will conduct annual safeguarding audits.
- This policy will be reviewed every year or following any major incident.
- Updates will reflect ADEK and UAE law changes.

18. Amendment Record

Date	Amended	Description of changes	Amendment done by	Reviewed by	Approved by
04.05.2026	Multiple Section	Full review and updated to reflect current requirements and best practices.	Mrs. Shibi Mol Mathew (OSH Officer)	Mr. Mohammed Rafeek (Head of Secondary-Boys)	Mr. I.J.Nasari (Principal)

Safeguarding Committee Members

Model Private School has appointed the following staff members to the Safeguarding Committee to oversee the implementation, monitoring and continuous improvement of safeguarding practices within the school.The committee meets each term to review safeguarding concerns, monitor compliance with ADEK safeguarding requirements, evaluate risks and recommend corrective or preventive actions where necessary.

Sl.No	Name	Designation
1	Mr. Ilyas Jumat Nasari	Principal- Chair Person
2	Ms. Rafia Amarin	Psychologist (Designated Safeguarding Lead)
3	Dr. Abdul Rasheed	Vice-Principal (Deputy DSL)
4	Mr. Mohamed Rafeek	Head of section-Boys
5	Mrs. Nitha Shibu	Head of section-Girls
6	Mrs. Sheeja Shafi	Head of section-Primary
7	Mrs. Varalakshmi Sunil	Head of section- KG & Primary 1&2
8	Mrs. Noor Ayesha	Head of Inclusion
9	Mrs. Ajmi Salim	School Nurse
10	Mrs. Fathima Abdul Rahiman	HR Administrator
11	Mrs. Shibi Mol Mathew	Health & Safety Officer
12	Mr. Shanavas S.R	IT System Administrator
13	Ms. Aarcha Krishna	Social Worker
14	Mrs. Kabita Shrestha	Security
15	Mr. Shabir Ali	Parent Representatives
16	Mrs. Mazia SyedAli	Parent Representatives
17	Mrs. Divya Bharathi	Teacher Representatives- Primary
18	Mr. Chandran P	Teacher Representatives-Secondary

Reviewed and modified on: March 2026

(*to be implemented in the academic year 2026-2027)*



