		NEW INDIAN MODEL SCHOOL, AL AIN
		NIMS SAFEGUARDING POLICY 2025-26
		Issue Date: April 15, 2025

This procedure is reviewed annually (or whenever change is mandatory) to ensure compliance with current regulations

	Date	Name and Signature
Last reviewed:	March, 2025	Principal
To be reviewed:	March, 2026	Principal

INTRODUCTION:

The commitment to highest standards of safeguarding and student protection is paramount in any educational setting. Schools shall promote safe practices and protect students from harm, maltreatment, and exploitation to ensure the development and growth of every student, as is their right as per Federal Law No. (3) of 2016 Concerning Child Rights. This policy sets out the priorities and processes for safeguarding and promoting the welfare and security of students and lists procedures to adhere to when dealing with allegations of abuse and maltreatment.

SAFEGUARDING POLICY STATEMENT:

The commitment to highest standards of safeguarding and student protection is prioritized as paramount in New Indian Model School, Al Ain. The policy outlines our dedication to safeguarding and promoting the welfare, and security of all our students and staff. We acknowledge our duty to act appropriately in response to any allegations, reports, or suspicions of abuse and ensure the wellbeing, safety, and protection of students under school's supervision.

PURPOSE:

- Set out ADEK's requirements in relation to safeguarding and the promotion of student welfare.
- To ensure safeguarding protocols are fully implemented.
- Define procedures for identifying and reporting cases or suspected cases of student maltreatment.
- Outline the security requirements for schools to ensure effective supervision and duties of security guards, school visiting and departure procedures, and an established system for managing security breaches.
- Set out ADEK's requirements in relation to the use of Closed-Circuit Television (CCTV) cameras in schools.
- To ensure all staff carry out duties responsibly, effectively, and appropriately to facilitate a safe environment for students to grow and learn.

This is in compliance with:

UAE Federal Law NO. 3 of 2016 Child Rights.

SAFEGUARDING POLICY

1. SAFEGUARDING SUPERVISION

Under the Principal's guidance, all members of staff in school, collectively uphold the duty of care towards the students and are responsible for their wellbeing, safety, and protection whilst they are under the school's supervision. Members promptly report, any suspected or disclosed instances of misconduct by a parent, staff member, or any other individual that may lead to neglect, physical, emotional injury, or sexual harm to a child, to the principal or to the Safeguarding Team.

2. PROCESSES AND PROCEDURES

2.1 NIMS AL AIN safeguarding policy consists of three primary components: PREVENTION, PROTECTION & SUPPORT

a) Prevention:

- We establish and maintain an environment where students feel secure and are encouraged to talk and are always listened to. For example, through their relationship with their class teacher during small group work; class time; activity time etc.
- Ensure that all students know there is an adult in the school whom they can approach if they are worried or in difficulty.
- We maintain an active discipline and behaviour committee to overlook the overall discipline and safety of students.
- Duties are assigned to each staff member to monitor students during break time, arrival and dispersal to ensure their safety and protection.
- Establish effective working relationships with parents and colleagues.

b) Protection We adhere to established procedures for identifying and reporting instances or suspicions of abuse.

Signs of physical abuse may include:

- unexplained injuries or burns, particularly if they are recurrent
- keep arms and legs covered, even in warm weather
- improbable excuses or refusal to explain injuries
- untreated injuries.

Peer on peer abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, discriminatory bullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment causing someone to engage in sexual activity without

consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting)

Possible signs of sexual abuse may include:

- sudden changes in behaviour or school performance
- displays of affection in a sexual way inappropriate to age
- tendency to cling or need constant reassurance
- tendency to cry easily
- regression to younger behaviour, such as thumb-sucking, playing with discarded toys or acting like a baby
- complaints of genital itching or pain
- distrust of a familiar adult, or anxiety about being left with a relative, baby-sitter or lodger
- unexplained gifts or money
- depression and withdrawal

c) Neglect is the failure to protect a child from exposure to any kind of danger – resulting in significant impairment of the child's health or development including non-organic failure to thrive.

Signs of neglect may include:

- constant hunger and tiredness
- poor personal hygiene
- poor state of clothing
- frequent lateness or non-attendance

Signs of emotional abuse will include:

- physical, mental and emotional development lags
- admission of punishment which appears excessive
- over-reaction to mistakes
- continual self-depreciation
- sudden speech disorders
- fear of new situations
- inappropriate emotional responses to painful situations
- destructive tendencies
- low self esteem
- no social relationships
- compulsive stealing
- neurotic behaviour (for example, rocking, hair-twisting, thumb sucking)
- Self-mutilation
- fear of parents being contacted
- extremes of passivity or aggression
- drug/solvent abuse
- running away

- compulsive stealing or scavenging

It is important to note that these signs are not proof but can give rise to suspicion and these suspicions must be reported and logged.

It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

When to be concerned?

Staff should be concerned if a student:

- Has any injury which is not typical of the bumps and scrapes normally associated with the child's activities.
- Regularly has unexplained injuries or burns.
- Offers confused or conflicting explanations about how injuries were sustained.
- Shows fear of parents being contacted.
- Exhibits significant changes in behaviour, school performance, or attitude.
- Displays of affection in a sexual way inappropriate to age.
- Discloses an experience in which he or she may have been harmed.

Taking Action

Key points for staff to remember when acting are:

- Stay calm (Don't over-react, however shocked you may be)
- Listen, hear and believe (Listen carefully, take it seriously)
- Give time for the person to say what they want
- (Ask questions beginning with-Tell me about…Explain…Describe… Avoid 'who, what, when, where' questions)
- Reassure and explain that they have done the right thing in telling. (Do not promise confidentiality; explain that only those professionals who need to know will be informed)

Recording disclosure:

When a pupil has made a disclosure, the member of staff should:

- Make some brief notes as soon as possible after the conversation.
- Record the date, time, place (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 Child Protection Team Lead & to the Counsellor.

Record Keeping & Confidentiality:

As soon as a child protection issue or concern has been raised, a timely and accurate record must be made by the designated person. Any written records of such discussions and any documents concerning safeguarding and child protection issues are kept in confidential files in each student's folder (separate from any general student folder) Only the Designated Person for Safeguarding and the school

counsellor will have access to these files. These same end users will also make decisions about with whom they are to be shared.

c) Support:

School staff can support all children through:

- The promotes a positive, supportive, and secure environment which gives all pupils a sense of being valued and respected.
- The school behaviour policy. Ensuring the pupils know their behaviour is unacceptable but they are valued and not blamed for any abuse which has occurred.
- Ensure that students have a safe and confidential opportunity to report any concerns they may have in regarding their rights to safety and wellbeing.
- A consistent approach from all staff in liaison with outside agencies to support the pupil and their families.
- A commitment to develop productive and supportive relationships with parents to get the best outcomes for the student.
- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- NIMS ALAIN ensure that we have a very effective anti-bullying policy in place.

Concerns against members of staff

- If a colleague's activities are causing concern, staff should discuss them confidentially with the Principal who will discuss this with the CPO.
- All staff will be subject to a rigorous recruitment and selection procedure designed to recruit the best people for the job and deter unsuitable applicants.
- Should a student accuse a member of staff of physically or sexually abusing them, the matter should be referred immediately to the Principal who will immediately seek advice from the Designated CPO. Should the allegation be made against the Principal, the Designated CPO, the Chair of Governors and the Managing Director of the Vicariate's schools should be immediately informed.
- The principal should consider whether there is sufficient substance in the allegation to warrant an investigation. In any case, the Principal should seek advice from the Chair of Governors and the Managing Director.
- The Managing Director will advise the Principal of the procedure to follow dependent on the allegation or incident. The member of staff should be kept informed of the procedure. The member of staff should be told not to discuss the allegation or incident with any other member of staff or students.
- The principal will follow the Managing Director's advice and keep detailed notes of discussions with relevant staff.
- Supporting School Staff
- School staff must protect themselves especially when meeting on a one-to one basis with students. Staff should bear in mind that even innocent actions can be misinterpreted. It is advised that any discussions with a child take place in a room with a window or the door should be left open.

- Physical contact with pupils should be always careful and appropriate.
- There are occasions where a child may need to be touched e.g. following an accident, needing to be changed etc. Wherever possible this should be with two adults present.
- Online communication between staff and students should not happen other than for the purposes of coordinating an aspect of education. It should be made on school devices through NIMS ALAIN approved mail servers.

2.2 SAFEGUARDING & STUDENT PROTECTION COMMITTEE

Our school has a strong Safeguarding Committee, to oversee the school's overall safeguarding strategy.

1. Mr. Gangadharan: Chairperson

2. Mrs. Syama: Child Protection Officer

3. Mrs. Sabeena: Asst. Child Protection Officer

4. Mrs. Suneera: Safeguarding Lead

5. Mr. Navas: School Security System Officer

6. Ms Meenu: School Nurse

7. Mr Anil Kumar: Member

8. Mr. Mohamed Kunju Sajeer: Member

9. Mrs. Shemna Mohammed: Member

All members of staff, including supply or temporary staff, volunteers and governors should know who the designated person for safeguarding is within school. They should also know and understand their responsibilities in being alert to the signs of abuse. Any member of staff with an issue or concern relating to safeguarding should raise these immediately with the designated person. The Designated Person will liaise with the appropriate statutory authority, parents and other relevant agencies as appropriate.

The Roles of the Designated Committee /Lead

- Annually monitor and review the effectiveness of the school's Safeguarding Policy to ensure it is known, understood, and practiced appropriately by the school community.
- Ensure the policies and procedures adopted by the school's governing committee are fully implemented and observed.
- With the Principal, ensure that all staff, volunteers, and invited visitors are informed of their responsibilities in relation to safeguarding procedures.
- Ensure parents have access to the school's Safeguarding Policy and all supporting documents, through all appropriate means (e.g., the school website).
- Develop an induction and training strategy to ensure all staff and volunteers receive information on the school's safeguarding arrangements.

- Co-ordinate action where child abuse is suspected. Liaise and discuss issues with parent.

3. Safeguarding Awareness

3.1 Safeguarding Awareness Strategies:

1. Ensure the provision of a safe and caring environment in which all students can learn, thrive, and develop the confidence to voice ideas, feelings, and opinions in an atmosphere that prioritizes their best interests.

2. Guarantee adherence to a zero-tolerance approach to student maltreatment and ensure that any visitor or member of the school community who has any maltreatment concerns about a student is aware and able to easily follow the processes set out in the ADEK Student Protection Policy.

3. Monitor students known or thought to be at risk from harm, including students with additional learning needs, who could experience heightened vulnerability.

4. Ensure staff know how to respond to safeguarding incidents and reassure victims and/or witnesses who make a disclosure that they are being taken seriously and supported.

5. Ensure students and staff feel part of a positive and transparent environment where they can freely liaise with members of the Safeguarding Committee or Lead in instances where a concern or worry is raised about the behaviour of a student, staff, or visitor.

6. Be vigilant of student safety in online spaces as per the ADEK Digital Policy.

7. Ensure that no policy within the school shall adversely harm or jeopardize the health or wellbeing of a student (e.g., placing limitations on washroom breaks) in line with the ADEK Wellbeing Policy.

8. Provide support and counselling that is accessible, free of judgment, and available to all students, so that students know whom to turn to for advice and support within the school.

9. Ensure every parent understands that they are obligated to enrol their child in school as per Federal Law No. (39) of 2022 Concerning Compulsory Education, and that sudden unexplained withdrawal of a student from school may be reported as a maltreatment concern, as per the ADEK Student Protection Policy.

4. SAFEGUARDING AND THE CURRICULUM

- The curriculum we follow focuses on the development of students' self-esteem and self-regulation.
- Fostering a sense of respect and civility towards people and other living things.
- Enabling the development and improvement of communication skills and expression of consent.
- Developing an understanding of all aspects of risk including online behaviours and usage of social media.

- Assisting students in developing strategies for their self-protection and responses to peer pressure.
- Developing an understanding of how to best be responsible for their own and others' safety.

5. SAFEGUARDING THE SCHOOL'S SECURITY

5.1 School Security System CCTV: At NIMS ALAIN, we have a comprehensive security system to safeguard the school's assets, data, and people against any risk of harm.

a. Policy Requirement: NIMS is equipped with integrated and fully functioning access and security systems, including security video surveillance cameras (CCTV systems).

b. Coverage: We ensure that the CCTV cameras provide coverage/ restrictions of the following areas:

- All entrances and exits of the school buildings and grounds.
- All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- Student pickup and drop-off areas for private vehicles and buses.
- Security areas (e.g., control room) and hazardous areas.
- Exterior areas surrounding the school grounds.
- Learning spaces (e.g., classrooms, labs, studios, maker spaces).
- All blind spots within the school premises.
- Entrances to lavatories and changing rooms. It is not installed inside lavatories, changing rooms, or any other areas where there is a reasonable expectation of privacy.
- Signs are kept within the school premises indicating to the public that the area is under CCTV surveillance.

c. Regular Monitoring and Maintenance: School monitor the functioning of the CCTV cameras daily and ensure they are working and providing appropriate coverage.

d. Access to Footage and Recordings:

- Monitoring of CCTV Footage: Our School has a monitoring and control room for the purpose of monitoring CCTV footage. We ensure that only the vendor-appointed CCTV specialist(s) monitor the footage.
- The Principal is authorized to access live CCTV footage of the school premises from their office.
- Access Permission for Staff: The principal and the appointed CCTV specialist(s) are authorized to retrieve and view CCTV recordings. Principal is authorized to permit other staff members to view CCTV footage on a need-basis at the Principal's discretion. School maintains a record of all individuals granted permission to view the footage, where applicable.
- Access Permission for ADEK Personnel: School provides access to CCTV footage and recordings to authorized ADEK personnel upon request.
- Copying and Distribution: The copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in line with the Federal Decree Law No. (5) of 2012 on Combating Cybercrimes.

e. Escalation: Where an incident captured in a CCTV recording requires clarification beyond the school level, the school shall immediately notify ADEK to deal with the incident.

f. Deletion: School will retain CCTV recordings for a minimum of 180 days.

5.2 Security Guards: NIMS AL AIN ensure that security guards:

- Are present at any given time at all entry points/ gates. They shall not leave their posts unless there is someone to replace them temporarily.
- Hold authorized licenses, as per the ADEK Staff Eligibility Policy.
- Remain alert and ensure safety and security on the school premises, supported by the school's security system.
- Maintain a visitor's log by recording the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival, and time of departure.
- Issue visitors access passes only upon collection of a form of photo ID and verifying that it matches the identity of the physical person.

Schools 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 pass has been cancelled/ revoked cannot enter the school with the invalid access card.

- 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.

5.3 School Visiting Procedures:

The principal has the right to deny or allow visitors in their school with good cause.

- All visitors to the school shall sign in at the security gate and obtain a visitor's access pass in exchange for a valid form of ID.
- All visitors shall display their access passes, which are to be visibly always worn whilst on the school premises. Visitors are not authorized to enter classrooms unless invited.
- Invited visitors shall remain under the supervision of a designated member of staff unless they are authorized personnel whilst on the school premises.
- Upon completion of the school visit, visitors must sign out at the security gate and return their visitor access passes upon leaving the school premises.
- Authorized Personnel (e.g., government inspectors): Schools shall provide authorized personnel with access to the full premises and relevant resources (e.g., school reports, records, access to keys for locked areas, etc.), as per Federal Decree Law No. (18) of 2020 Concerning Private Education.

Where required, schools shall enable such personnel to monitor and interact with staff, students, and parents.

a. Schools shall verify the identity of the authorized personnel and ensure they have a valid purpose for their requests, prior to providing access to the school's premises or resources.

b. Schools shall ensure that any access granted is in line with the requirements and purpose of the personnel's visit.

c. Where access is provided to any school reports and records, Principals shall keep a record of the personnel to whom the access was provided, the reports and records accessed by them, and the purpose for providing access.

Schools shall preserve these records in line with the requirements for administrative records, as per the ADEK Records Policy.

d. Authorized personnel are authorized to be present on school premises without being accompanied by a member of staff.

5.4 School Departure Procedures: We ensure that,

- Only parent-authorized persons are picking up students.
- For persons who are not pre-registered and have permanent access passes, parents shall inform the school in advance in writing and provide the ID of the nominated person.
- In sudden emergencies or late notice change of plans, parents shall call to inform the school of the name of the person picking up their child and the school shall log the conversation including the name of the authorized person and forward the names to the security guards and teachers/ individual(s) supervising the concerned student.
- Schools shall check the identity of the nominated person at the gate (via presentation of a form of ID) and when handing over the student from the school's supervision.
- IDs are not required if the person is already a member of the school community (e.g., another parent), and the school already has their ID on record.
- 5.5 Acceptable School Drop-Off and Pick-Up Timings:
- School ensures the supervision of students 20 minutes before the start of the school day and 90 minutes after school hours and must notify parents of their responsibility toward their children outside of these two periods.
- In instances where parents drop off children at the school without the school's knowledge, the school shall not be legally responsible for the safety of the child.
- 5.6 School Arrival and Departure Notification for Unaccompanied Cycle 3 Students: Upon written consent by parents, students in Cycle 3 are authorized to arrive at and depart from school unaccompanied.
- Schools shall establish a system to record and notify parents of their arrival and departure times.
- Parents are authorized to request notification of arrival and departure times for accompanied students in any grade below Cycle 3, and schools shall provide such notifications.

5.7 Special Events; During special events the school ensure that:

- Events are only open to the immediate family (parents and siblings of the student). Parents who wish to invite other guests must pre-register them with the school by providing a copy of a valid ID. Guests who are not pre-registered are required to register on arrival at the school gate and subsequently provide a copy of a valid ID.
- Signage indicating accessible areas for visitors within the school premises is clearly displayed. [VISITORS ACCESS AREA]
- Increased security is present when a larger number of visitors are expected.
- All outside service providers and their employees are pre-approved, and contracts stipulate that they have undergone security checks. Service providers shall submit their trade license and a valid work permit for each employee.

5.8 Safeguarding the Privacy of the School Community: NIMS ALAIN ensures that we have measures to safeguard the privacy and identities of the school community in physical spaces (e.g., the reception area) and in digital spaces, (e.g., email lists, WhatsApp groups) as per the ADEK Digital Policy. We practice discretion regarding the following:

- Keep reception areas free of individually identifiable elements such as display of timetables/ class schedules, or photographs and names of members of the school community.
- We do not share personal details i.e., emails and mobile numbers of students, parents, or teachers without consent, except as authorized by applicable laws and ADEK policies.

6. TRAINING

Training and Continuous Professional Development (CPD): Safeguarding training at induction, for all the staff given which included.

- Identifying signs of student maltreatment or other safeguarding issues including what to do if the staff or volunteer or someone else is worried about a student.
- Alerting staff to be vigilant to the specific requirements of students at risk of harm, including students with additional learning needs.
- Understanding the importance of not disregarding certain behaviours (e.g., banter, practical jokes), which can lead to a culture of unacceptable behaviours in an unsafe environment, preventing students from coming forward to report them.
- Detailing written records of events in a secure and accurate matter and respecting confidentiality as per the ADEK Digital Policy.
- Taking necessary actions in emergency situations, to prevent harm and danger.
- Sharing information on a need-to-know basis only and not discussing the issue with colleagues or the parent community.
- Making support available for individual staff members who may be suffering from wellbeing-related concerns, as per the ADEK Staff Wellbeing Policy.
- Understanding of the school's security system and security breach protocol.

7. WHISTLEBLOWING

Whistleblowing Mechanism: To enable any individual to raise concerns or allegations of organizational malpractice in confidence.

- For anyone who raises a concern, school will protect their identity and ensure that they should not be made to feel ashamed for reporting the concern. In case their identity becomes known, schools shall take measures to protect the individual from any negative repercussions such as harassment, reprisal, and stigmatization.
- For anyone who has a concern raised against them, the school will, to the best of its ability, protect their identity where possible and protect them from any negative repercussions until any investigation process is completed.

8. INCLUSION

Inclusive Provision: We ensure that the Safeguarding Committee or Lead works closely with the Wellbeing Committee or Lead, Head of Inclusion, School Counsellor, Social Worker, Health & Safety Officer as well as other relevant stakeholders (e.g., teachers, parents) to promote the safeguarding and security of all students. The school ensures that the safeguarding practices and associated policies and initiatives consider the individual needs, communication and behaviour styles, and engagement of students with additional learning needs, in line with the ADEK Inclusion Policy.

9. COMPLIANCE

New Indian Model School, Al Ain is expected to be fully compliant with this policy by 1st February 2026.