



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10); 15004 (Grade 11 & 12)



CHILD PROTECTION AND SAFEGUARDING POLICY 2025 – 2026



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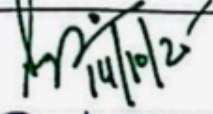
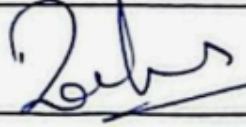
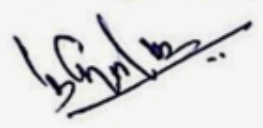
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SAFEGUARDING AND CHILD PROTECTION POLICY

Review Details	Review 1	Review 2	Review 3
Review Date	March 2025	September 2025	
Review Approved On	March 2025	September 2025	
Date of Next Review	September 2025	December 2025	
Reviewed By	Vice Principal, SLT, DEIW.	Vice Principal. SLT, DEIW	

Approved By

Ms.Supriya Sehgal	Principal	
Dr.Rohit Pramanik	Vice Principal	
Mr.Vinayachandran.M.P	Head of Inclusion	



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CHILD PROTECTION AND SAFEGUARDING POLICY

2025-2026

At New Indian Model School, UAE, we are fully committed to safeguarding and promoting the welfare, safety, and wellbeing of all our students. We believe that every child has the right to feel safe, valued, and respected, and we recognize our moral and statutory responsibility to protect them from harm.

This policy provides a clear framework for all staff, students, parents, and partners to understand their roles and responsibilities in ensuring the highest standards of safeguarding and child protection. It is designed to foster a safe and supportive environment where students can thrive academically, socially, and emotionally.

We recognize that safeguarding is a shared responsibility. Therefore, we aim to work in close collaboration with parents, external agencies, and the wider school community to uphold a culture of safety, transparency, and accountability.

Aims of the Safeguarding and Child Protection Policy

Our primary aim is to ensure the safety, wellbeing, and protection of all members of the school community, including students, staff, parents, and external partners.

- To establish a safe, supportive, and inclusive environment where all students feel valued, respected, and protected from harm.
- To provide clear guidelines and expectations for all staff, students, and stakeholders regarding appropriate behaviour and professional conduct in safeguarding and child protection matters.
- To strengthen the school's commitment to implementing consistent, transparent, and sensitive procedures for addressing child protection concerns.
- To equip all staff with the knowledge, training, and resources necessary to confidently fulfil their safeguarding and child protection responsibilities.
- To ensure safeguarding practices are embedded across the school curriculum, promoting awareness, resilience, and safety among students.
- To actively engage and communicate with parents, students, and external agencies to foster a culture of trust, vigilance, and shared responsibility in safeguarding.
- Contribute effectively to the school's safeguarding portfolio, ensuring continuous improvement and To accountability in all child protection practices.

Policy Principles

- The safety, protection, and wellbeing of every child is the school's top priority.
- All children, regardless of age, gender, ability, background, race, language, religion, or identity, have an equal right to be protected from harm.



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- Safeguarding is the responsibility of all stakeholders — school leaders, staff, parents, volunteers, students, and external partners.
- Concerns must be identified and addressed early to prevent escalation.
- Any suspicion or concern of harm must be acted upon without delay. Any staff member can and must report concerns directly to the designated safeguarding lead or relevant authorities.
- The school will provide appropriate emotional and practical support to students and staff involved in safeguarding matters.
- Clear reporting procedures, thorough record-keeping, maintaining confidentiality and open communication are essential to effective safeguarding.
- This policy will be reviewed in a fixed interval of time to ensure it reflects current best practices, legal requirements, and the evolving needs of the school community.

Children's rights

Federal Law No. 3 of 2016 concerning child rights, also known as Wadeema's Law, stresses that all children must be provided with appropriate living standards, access to health services, education, equal opportunities in essential services and facilities without any kind of discrimination. The law protects children against all forms of negligence, exploitation, physical and psychological abuses.

The law allows childcare specialists to remove children from their homes against parents' wishes and without judicial permission in cases of imminent danger. In less severe cases, specialists may intervene by visiting the child regularly, providing social services and mediating a solution between the family and the child.

Those who put children in danger, abandon them, neglect them, leave them without supervision, do not enroll them in school or register them upon their birth will be subject to a prison sentence or a fine or both. The law applies to all children up to the age of 18.



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Stakeholders 2025-26

NAME OF THE MEMBER	SAFE GUARDING ROLE	PHASE	DESIGNATION	EMAIL ID
Ms. Supriya Sehgal	Chief Executive Officer	whole school	Principal	principal@nimsdxb.com
Ms.Khansa Khan	Designated Safeguarding Lead	whole school	Coordinator (DEIW)	khansakhan@nimsdxb.com
Dr. Sofia	Deputy to DSL	whole school	School Doctor	sofiakhan@nimsdxb.com
Ms. Nabah Munir	Member	Phase 1	Special Educator (KG)	nabahmunir@nimsdxb.com
Ms. Priyanka Sharma	Member	Phase 1	Supervisor - Grade 1	priyankasharma@nimsdxb.com
Ms. Devika Mohan	Member	Phase 1	Supervisor- Grade 2	devikamohan@nimsdxb.com
Ms. Merin Paul	Member	Phase 2	Counsellor (KG 1 -Grade 5 FN)	merinpaul@nimsdxb.com
Ms. Rakhi Mol	Member	Phase 2	Teacher (AN)	rakhimol@nimsdxb.com
Ms.Leena Y.S	Member	Phase 2	Teacher FN	leenaysaramma@nimsdxb.com
Ms. Soumya Ummachan	Member	Phase 3	Special Educator (7-12 FN)	soumyaum@nimsdxb.com
Mr. Sabeel Kunnummal	Member	Phase 3	Supervisor (AN)	sabeelv@nimsdxb.com
Ms. Aysha Nujba	Member	Phase 3	Supervisor FN	ayshanujbaadil@nimsdxb.com
Ms. Rishana RV	Member	Phase 4	Counsellor (6-12 AN)	rishanarv@nimsdxb.com
Ms. Ramya Karthikeyan	Member	Phase 4	Supervisor (FN)	ramyakarthikeyan@nimsdxb.com
Mr. Vinod Kumar	Member	Phase 4	Teacher AN	vinodkumar@nimsdxb.com



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Mr. Vinaya chandran	Child Protection Officer	Whole school	Head of Inclusion	vinayachandran@nimsdxb.com
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The Designated Safeguarding Lead (DSL): Is a member of the Senior Leadership Team who takes responsibility for safeguarding and child protection in the school or service including online safety and ensuring that the filtering and monitoring systems and processes are in place. This responsibility may be delegated to an appropriately trained Deputy in the absence of the DSL.

The Deputy Designated Safeguarding Lead: Is an appropriately trained to the same level as the DSL and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of students and all stakeholders.

Chief Executive Officer: The principal of the school who appoint and train a senior leader as DSL with clear safeguarding responsibilities. Oversee child safeguarding across whole school sectors to ensure effective protection and policy compliance. Provide dedicated support to implement safeguarding policies consistently, staff codes of conduct in place. Handle safeguarding cases efficiently and in line with policies. Promote student other stakeholder's participation in safeguarding practices. Have individual responsibility for reporting child protection concerns. Keep written records of concerns about children – Safeguarding. Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to. Ensure that children know that there are adults and persons in the school whom they can approach if they are worried or in difficulty. The Principal, along with Vice Principals and the Safeguarding team will meet regularly to discuss Child Protection and Safeguarding within the school and to review policies and share best practices and procedures.

Types of Cases & Abuses

Neglect: The persistent or severe neglect of a child/staff which results in impairment of health or development.

Physical Abuse: Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.

Sexual Abuse: Actual or likely exploitation of an individual by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles.

Emotional Abuse: Actual or likely severe adverse effects on the emotional and behavioral development of a person by persistent or severe emotional ill-treatment, neglect, or rejection.

Potential Abuse: Situations where children/stakeholders may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future; including situations where another child in the household has been abused, or where there is a known abuser.

Bullying: Any persistent and uninvited behavior which insults, hurts or intimidates someone including



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cyber bullying.

Suicide Ideation/Suicide Attempt: Suicide ideation refers to thoughts, considerations, or plans about self-harm or ending one's life. A suicide attempt involves actively trying to take one's own life but not resulting in death. Both are serious mental health concerns that require immediate attention and intervention.

Attendance: We recognize that full attendance at school is important to the well-being of students and enables them to access the opportunities made available to them at school. So, Attendance is monitored closely and suitable interventions will be made in the case of absenteeism

Photography and images: The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect students, we will seek their consent for photographs to be taken or published. Ensures students are appropriately dressed, and encourage students to tell us if they are worried about any photographs that are taken of them.

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.

Plan of action

Identification and intervention

1. Abuse/ Bullying by Student

- ☛ Students report the event to the class teacher.
- ☛ Class teacher reports the case to the Counselor & HOS.
- ☛ The Counselor speaks to the students involved in the case, settles minor issues. In major issues, matter is taken up to the DSL, Vice Principal and Principal.
- ☛ Students are sent for counseling and for medical checkup to the clinic, if required. The concerned staff informs parent.
- ☛ The Counselor/Class teacher monitors the affected student for a period of time. The Record is maintained for the same.
- ☛ The Student who has been the victim can refer the case directly or by the help of a student to the counselor.
- ☛ The counselor keeps the DSL updated about the sessions and plan of actions.
- ☛ In case of any legal action, the DSL in collaboration with principal will extend their support to both the parties in terms of counseling and providing any documents if required.

2. Abuse/ Bullying by Parent/ Relative



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☛ Student report to the Class Teacher/Counselor.

- ☛ The matter is brought to the notice of the DSL, HOS and Principal
- ☛ The parent is called to the school for investigation and guidance.
- ☛ The student is sent for Counseling to the school Counselor.
- ☛ The counselor updates the DSL about the case and together they decide on further plan of action.
- ☛ The DSL in collaboration with principal will report the incident to legal authorities if required.

3. Abuse/ Bullying by the Teacher/ School staff

- ☛ Students report to the class Teacher/Counselor
- ☛ The matter is brought to the notice of the DSL, HOS and Principal.
- ☛ The Teacher/ staff is called and the matter is discussed for further actions. The student is sent to the School Counselor.

Abuse or Bullying of School Stakeholders

- ☛ The affected staff member reports the incident to the Designated Safeguarding Lead (DSL) or directly to the Principal or HOS.
Immediate safety and emotional support are provided to the affected staff.

☛ The DSL, in collaboration with the Principal and Vice Principal, conducts an initial investigation and prepares the report.

☛ If the concern involves another staff member, it is managed under the school's staff conduct policy and safeguarding procedures.

☛ If the concern involves a student or a parent or family members, the school follows a thorough, confidential, and non-biased investigation process.

All incidents and actions taken are thoroughly documented and securely stored in the school's safeguarding records.



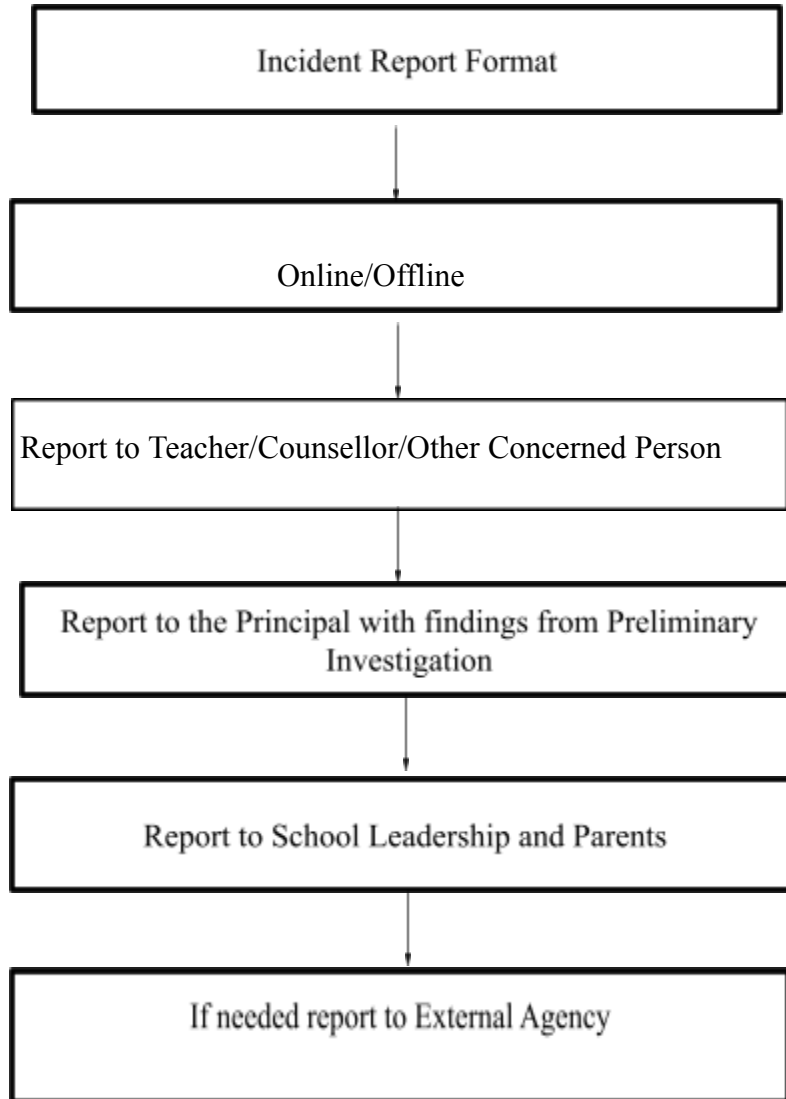
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Steps to Report and Handle Suspected Abuse

- If a parent or a child wishes to report an incident, they can either get in touch with the class teacher or the school counselor or whomever they are comfortable with via email. They may also schedule a zoom/ Google meeting or communicate via telephone.
- Parents are also free to approach the Senior Leadership Team including Principal, Vice Principal, and Head of sections, through their official mail.
- Suspected victim would be handled with great care and patience and if it requires legal dealing the school would be taking the help from police.
- The identity of the victim shall not be disclosed except with his/her consent and no information would be published with regard to the witnesses involved with the incident.





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Type of Concern	Severity Level	Response Time
Neglect	Mild	Within a working day
	Moderate to Severe	Immediate intervention
Sexual Abuse	Mild to Severe	Immediate intervention
Physical Abuse	Mild to Severe	Immediate intervention
Emotional Abuse	Mild	Within a working day
	Moderate to Severe	Immediate intervention
Bullying	Mild	Within a working day
	Moderate to Severe	Immediate intervention



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Guidelines on Physical Contact between Staff and Students

Physical contact between staff and students can be an essential part of providing care and support. However, it is crucial that all physical contact is appropriate, professional, and clearly understood by the student to ensure the safety and well-being of both children and staff. This section, provides clear expectations on acceptable and unacceptable physical contact within the school setting.

This guideline aims to:

- Promote safe, respectful, and professional physical contact between staff and students.
- Help staff understand which behaviors are appropriate and which should be avoided.
- Minimise the risk of harm, misunderstandings, or false allegations.
- Support school leaders in fulfilling their safeguarding responsibilities.

Acceptable Physical Contact

Physical contact should always be:

- **Purposeful:** To meet the needs of the child (e.g., safety, learning support).
- **Appropriate:** Suitable to the student's age, developmental stage, and understanding.
- **Proportionate:** The minimal contact necessary for the situation.

Examples of acceptable physical contact:

- Offering physical guidance for learning tasks (e.g., holding a young child's hand to demonstrate writing).
- Holding a child's hand to ensure safety (e.g., when crossing a busy area).
- Administering first aid with clear explanation and consent where possible.
- Using reasonable physical intervention solely to prevent immediate danger or harm, in line with the school's behaviour and physical intervention policy.

Unacceptable Physical Contact

The following types of physical contact are **strictly prohibited**:

- Unnecessary, or prolonged contact.
- Invasive or overly familiar gestures (e.g., unsolicited hugging, lap-sitting).
- Physical responses to misbehaviour (e.g., grabbing, shaking, hitting).
- Any form of corporal punishment.
- Contact that disregards the child's body language, discomfort, or refusal.

Protocol for Internet Safety and Monitoring Children's Online Activities

This protocol applies to:

- All students
- All staff members
- All school-owned devices and networks
- Any online communication related to school activities

Objectives



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- Protect children from harmful online content and inappropriate contact.
- Educate students on responsible digital behaviour.
- Monitor and restrict access to unsafe websites and applications.
- Encourage reporting of online safety concerns.
- Establish clear roles and responsibilities for safeguarding online activity.

Role	Responsibility
School Leadership	Ensure robust online safety measures and approve the Online Safety Policy
Designated Safeguarding Lead (DSL)	Oversee online safety, handle incidents, and ensure staff training
IT Department	Implement filtering, monitoring, and security systems.
Teaching Staff	Educate students about online safety, report concerns.
Students	Follow online safety guidelines and report unsafe content or contact.
Parents	Support responsible online behaviour at home and report any concerns to the school.

Preventive Measures

- Install **age-appropriate content filters** and monitoring tools on all school devices and networks.
- Restrict access to social media, gaming, and other non-educational platforms during school hours.
- Establish **clear guidelines for staff-student online interactions**. Staff must not communicate with students on personal social media platforms.
- Deliver **regular online safety education sessions** covering topics like cyberbullying, privacy, phishing, and online grooming.

Incident Management

- Any inappropriate online behaviour, suspicious activity, or safety concern must be immediately reported to the class teacher or DSL.
- The DSL will assess the situation and involve school leadership and parents as needed.
- Severe incidents (e.g., cyberbullying, online abuse) may be escalated to local authorities or child protection agencies.
- Provide counselling and support for affected students.



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Code of Conduct for Students

All students are expected to:

- Treat peers, staff, and school property with **respect**.
- Use respectful and appropriate **language and behaviour**.
- **Report any bullying, harassment, or unsafe behaviour** to the DSL
- Use school technology and internet **responsibly and safely**.
- Refrain from bringing or using **banned items** (e.g., Smart phones, sharp objects, or offensive materials).
- Follow all school rules, instructions from staff, and attend classes **regularly and punctually**.

Safe Recruitment

- Safer recruitment means that all applicants will:
- Complete an application form which includes their employment history and explains any gaps in that history.
- Provide two references, including at least one who can comment on the applicant's suitability to work with children.
- Provide Certificates of qualifications, duly attested by Ministries of Home country and the UAE
- Provide PCC
- The candidate will be interviewed by a panel of school leaders. The panel ensures that at least one question related to safeguarding is included in the interview.
- The candidates will be shortlisted and were given proper job descriptions and their roles and responsibilities including safeguarding responsibilities.
- Verify the preferred candidate's mental and physical fitness to carry out their work responsibilities.
- Obtain references for all shortlisted candidates, including internal candidates.
- Carry out additional or alternative checks for applicants who have lived or worked outside the UAE.
- Ensure that applicants for teaching posts are not subject to a prohibition order issued by the country of origin.

Staff Code of conduct

- Maintain **professional boundaries** in all interactions with students.
- Uphold **honesty, integrity, and fairness** in professional duties.
- Treat all students and colleagues with **respect and dignity**, free from discrimination or favoritism.
- **Report any safeguarding concerns** immediately to the Designated Safeguarding Lead (DSL).



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- Refrain from any conduct—online or offline—that could bring the school or profession into disrepute.
- Protect student **confidentiality**, unless disclosure is required for their safety.
- Abide by school policies on **social media use, digital communication, and gadget safety**.
- Promote a **positive, inclusive, and safe learning environment** at all times.

Confidentiality and Information Sharing

- All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the student, family and staff involved but also to ensure that information being released into the public domain does not compromise evidence.
- Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the DSL, another SLT member or outside agency as required.
- It is reasonable for staff to discuss day-to-day concerns about students with colleagues in order to ensure that children's general needs are met in school. However, staff should report all child protection and safeguarding concerns to the DSL or head teacher, or in the case of concerns about the head teacher. The person receiving the referral will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child/parent to keep secrets. every effort will be made to prevent unauthorized access to sensitive information. Any sensitive information that needs to be stored on portable devices such as laptop computers or tablets or on portable media such as a CD or flash drive will be password protected or encrypted and kept in locked storage.

Keeping Track of Incident Records

School takes all the necessary and crucial steps whenever any concern or issues arises with respect to the child protection and safety. The Child protection officer ensures that all the records are properly documented and clearly reviewed, signed and dated. These records if required further are taken as part of evidence for a subsequent part of the investigation. Reports are also generated whenever an issue arises, and the designated Child Protection Officer ensures that all the records are accurately and timely circulated among the concerned department.



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Involvement of External Agencies Including Referral System

To ensure the protection and well-being of children and families, schools and institutions in Dubai can seek support from the following external agencies:

Dubai Foundation for Women and Children (DFWAC)

DFWAC provides comprehensive support services to women and children who are victims of physical, emotional, and sexual abuse. The foundation aims to protect victims, prevent further abuse, and raise social awareness through educational and outreach initiatives.

Services offered by DFWAC include:

- Safe and secure emergency shelter
- Case management services
- Medical care
- Psychological support and counseling
- Legal, consular, and immigration assistance

Contact Information:

- **Helpline:** 800 111
- **Email:** help@dfwac.ae
- **Website:** www.dfwac.ae

Ministry of Interior (MoI)

The Ministry of Interior offers a dedicated platform to report child abuse and promote child protection through its Child Protection Centre and mobile app.

Reporting options include:

- **Hotline:** 116111
- **Website:** MoI Child Protection Centre
- **Mobile App:** *Hemayati* (available on Android and iOS)

Related resources:

- Hotline for UAE school students – Emirates 24/7
- MoI launches child safety hotline – UAE Interact

3. Community Development Authority (CDA)

The CDA offers support and protection for children under the age of 18 in Dubai. The Child Protection Center in Al Barsha provides counseling and rehabilitation services, working under the CDA's strategy to make Dubai a safe and child-friendly city.

Contact Information:

- **Hotline:** 800 988

Dubai Police Child Protection Services

Dubai Police has dedicated services to handle child protection concerns and ensure timely intervention and support.

Contact Information:

- **Child Protection Hotline:** 800 243



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رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



- Website: www.dubaipolice.gov.ae
- Al Ameen Service: 800 4888

Policy Development committee:

sl	Name	Designation
1.	Mr. Vinay Chandran.M.P	Head of the Inclusion
2.	Ms. Khansa Khan	DEIW Coordinator
3.	Ms. Merin Paul	School Counsellor
4.	Ms. Rishana.R.V	School Counsellor
5.	Ms. Shahla Suman	School Counsellor



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