



THE AUSTRALIAN SCHOOL OF ABU DHABI

ASAD STUDENT PROTECTION POLICY

2025

School Vision

Australian School of Abu Dhabi (ASAD) fosters globally minded graduates through inclusive education, nurturing a sense of belonging, understanding, and respect. We empower students with skills, empathy, and awareness to contribute locally and globally.

School Mission

Australian School of Abu Dhabi (ASAD) provides a diverse curriculum with global perspectives to all students. We foster inclusion, embrace diversity, promote understanding, and empower students to excel academically and socially. Our commitment to inclusivity ensures every student feels valued and supported.

Introduction

Purpose

The ASAD Student Protection Policy is committed to fostering a safe and supportive environment where every student's dignity and rights are respected and protected. This policy outlines our school's proactive measures to safeguard students from all forms of maltreatment, encompassing abuse, neglect, and exploitation. By instituting a framework for prevention, detection, and response, the policy aims to ensure the well-being and security of every student under our supervision. It aligns with the UAE Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema) and other relevant legislation, underscoring our legal and ethical obligations to protect our students.

Scope

This policy applies universally to all individuals within the ASAD community, including students, staff, volunteers, and any other personnel associated with our institution. It mandates that all members of our community are not only aware of the signs of student maltreatment but are also equipped and obligated to act in the best interests of the child and report any concerns of maltreatment or abuse. Through this policy, ASAD ensures a coherent and unified approach to child protection, promoting a culture of vigilance and responsibility across all levels of the school's operation.

Definitions

Key Roles

- **Child:** A child is defined as any person under 18 years residing in the UAE, as stipulated by the UAE Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
- **Parent:** A parent is legally recognised as a guardian responsible for caring for a child. This includes biological parents, adoptive parents, legal guardians, and those who have been

entrusted with the care of a child by legal means.

- **Staff:** Staff refers to all individuals working at ASAD, whether full-time, part-time, contractual, or voluntary. This includes educational staff, administrative personnel, support staff, and any other person the school employs.
- **Volunteer:** Any individual who engages with the school without financial compensation. Volunteers include parents participating in school activities, guest speakers, and individuals assisting in school events or classrooms.
- **Mandated Reporter:** As per ADEK's regulations, a mandated reporter is any individual who, in their professional or official capacity, is legally required to report any case of suspected or observed child abuse or neglect. This includes all school staff and volunteers.

Types of Maltreatment

- **Physical Abuse:** Physical abuse involves intentionally inflicting physical harm upon a child, such as hitting, shaking, burning, or otherwise harming them physically. Signs may include unexplained injuries such as bruises, burns, or fractures.
- **Emotional Abuse:** Emotional abuse refers to behaviours that harm a child's emotional well-being and development. This can include verbal abuse, constant criticism, threats, rejection, and withholding of love, support, or guidance. Symptoms often manifest as extreme behaviour, from overly aggressive to excessively passive, difficulties in emotional regulation, or withdrawal from everyday activities.
- **Sexual Abuse:** Sexual abuse involves engaging a child in sexual activities, including molestation, rape, or exploitation through pornography. Signs include knowledge of sexual acts inappropriate for their age, reports of sexual assault by the child, or fear of being alone with adults or other children.
- **Neglect:** Neglect fails to provide for a child's basic needs, including nutritional, educational, emotional, and medical care. Indicators include apparent malnourishment, poor hygiene, unattended physical or medical problems, and consistent lack of supervision.
- **Exploitation:** This includes forcing or coercing a child into activities for someone else's advantage, such as child labour or sex trafficking. Signs might include the child displaying unusual fears, appearing tired, or showing sudden changes in behaviour or school performance.
- **Bullying:** Bullying involves repeated hostile behaviour by one or more children against another child, including physical violence, verbal mockery, or social exclusion. Cyberbullying extends these behaviours into digital spaces, such as through social media, texts, or emails.
-

Legal Framework

Federal and Local Laws

ASAD is committed to complying with UAE federal laws and local child protection and welfare regulations. Key legal references include:

- **UAE Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law):** This law provides a comprehensive legal framework to protect children's rights, including protection from all forms of abuse and neglect.

- **Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties:** This law details the legal repercussions for acts against the safety and welfare of children, including penalties for those found guilty of such crimes.
- **Federal Decree Law No. (51) of 2022 Concerning the Regulation of Nurseries:** Although specific to nurseries, this law provides guidelines on the standards of care and supervision expected in childcare facilities.
- **Federal Decree Law No. (18) of 2020 on Private Education and its amendments:** This law sets forth regulations concerning the operation of private educational institutions and includes provisions for the protection and welfare of students.

These laws mandate that all educational institutions, including ASAD, undertake all necessary measures to protect children from harm and ensure their safety and well-being while under the institution's care.

Compliance Requirement

ASAD recognises the importance of strict adherence to these laws and regulations. Compliance is not only a legal obligation but a moral one, ensuring that all students receive the protection and respect they deserve. Non-compliance with these laws can result in severe consequences, including:

- **Legal Action:** Non-compliance with federal laws can lead to investigations, sanctions, or prosecutions under UAE law. These may include fines, license suspensions, or other penalties deemed appropriate by judicial authorities.
- **Reputational Damage:** Failure to comply with child protection laws can adversely affect ASAD's reputation among parents, the community, and educational authorities, potentially resulting in decreased enrolment and community support.
- **Operational Impact:** Non-compliance may lead to operational disruptions, including the potential closure of programs or the entire institution if mandated safety standards are unmet.

ASAD is dedicated to maintaining a high standard of compliance with all relevant laws to foster a safe and nurturing environment for all students. Regular training sessions and updates on child protection laws are provided to all staff to ensure everyone is informed of their legal responsibilities and the procedures for reporting and managing maltreatment cases.

Roles and Responsibilities

School Responsibilities

ASAD is committed to ensuring a safe and secure educational environment for all students. The school's responsibilities include:

- **Policy Implementation:** Ensuring the student protection policy is implemented consistently across all institution levels.
- **Environment Monitoring:** Maintaining a vigilant approach to monitoring the school environment, ensuring that potential risks to student safety are identified and mitigated.
- **Resource Allocation:** Providing adequate resources to support the effective implementation of

child protection measures, including training programs and safety equipment.

- **Compliance Monitoring:** Regularly reviewing and updating school policies to comply with UAE child protection laws and best practices.

Staff and Volunteers

All staff and volunteers at ASAD are designated as mandated reporters under UAE law. Their responsibilities include:

- **Vigilance:** Being alert to signs of maltreatment or distress in students.
- **Reporting:** Immediately report any suspicions or allegations of maltreatment to the designated Child Protection Coordinator (CPC) or appropriate authorities, following the procedures outlined in the school's student protection policy.
- **Training:** Participating in regular training sessions to stay updated on the latest child protection protocols and best practices.
- **Confidentiality:** Maintaining the confidentiality of all information related to cases of maltreatment, except where disclosure is necessary for the protection of the child or as required by law.

Child Protection Coordinator (CPC): Head of Student Management and Wellbeing

The CPC/HMW is important in the school's child protection framework. The responsibilities of the CPC/HMW include:

- **Point of Contact:** The school's primary contact for all child protection concerns.
- **Case Management:** Coordinating the response to reports of child maltreatment, including assessing information, liaising with external authorities, and overseeing follow-up actions.
- **Training:** Organizing and training staff and volunteers on child protection measures, ensuring everyone can recognise and respond to signs of abuse and neglect.
- **Documentation:** Keeping detailed and confidential records of all cases reported, actions taken, and outcomes.
- **Compliance and Updates:** Ensure the school's child protection practices comply with legal requirements and best practices and update the policy as necessary.

Procedures for Handling Concerns of Maltreatment

Reporting Procedures

1. **Initial Reporting:** Any ASAD staff member or volunteer who suspects or becomes aware of potential maltreatment must immediately report these concerns to the Child Protection Coordinator/Head of Student Management and Wellbeing. The report should be made orally and followed by a written report using a standardised form from the CPC/HMW office.
2. **External Reporting:** The CPC/HMW contacts external authorities after an initial internal report. This includes reporting the concern to ADEK's Child Protection Unit (CPU) within 24 hours of the initial disclosure or suspicion. If necessary, the CPC will also handle communications with other

relevant bodies, such as local law enforcement.

3. **Anonymity and Confidentiality:** All reports will be treated with the utmost confidentiality. Only relevant personnel will be informed of the report to protect the identity of the reporter and the student involved.

Response Protocols

1. **Immediate Action:** Upon receiving a report, the CPC/HMW will assess the information and determine the appropriate level of response. This may involve a preliminary internal investigation to gather more information.
2. **Investigation:** If the report indicates serious concerns, the CPC/HMW will coordinate with the external authorities for a more thorough investigation. This includes facilitating interviews, providing documentation, and ensuring all legal requirements are met during the investigation process.
3. **Support Measures:** ASAD will support the student involved during the investigation. This may include counselling services, academic support, and, if necessary, adjusting the student's school environment to ensure their safety.
4. **Follow-Up:** After the investigation, the CPC/HMW will contact the external authorities for updates and to ensure appropriate actions are taken. The school will implement any recommendations the authorities provide to prevent future incidents.

Emergency Procedures

1. **Recognition of an Emergency:** An emergency in the context of maltreatment includes any situation where a student's immediate safety is at risk. This could be due to severe physical abuse, sexual abuse, or other situations where there is a direct threat to the child's well-being.
2. **Immediate Action:** In an emergency, any staff member or volunteer should act immediately to ensure the student's safety. This includes separating the student from the source of harm and contacting the CPC, school security, and the appropriate emergency services (e.g., police and medical assistance).
3. **Reporting to Authorities:** The incident must be reported to the CPC simultaneously. The CPC will ensure that emergency protocols are followed, including contacting external authorities such as the police and ADEK's CPU. The CPC/HMW will coordinate with these authorities to manage the situation.
4. **Documentation:** The CPC/HMW must detail all steps taken during an emergency. This documentation will include the nature of the emergency, the response provided, and the outcomes of any actions taken.

Training and Awareness

Mandatory Training

- **Scope of Training:** All staff, including new hires and existing employees, as well as volunteers, are required to undergo mandatory training on child protection. This training will cover the identification of signs of abuse and maltreatment, legal obligations, reporting procedures, and how to handle disclosures of abuse.
- **Frequency:** Training sessions will be conducted annually to ensure all personnel are updated on

the latest child protection protocols and legislative changes. Additional training sessions may be scheduled if significant changes in legislation or policy occur.

- **Training Providers:** Training will be delivered by qualified professionals specialising in child protection laws, psychological aspects of child abuse, and crisis management. These may include external consultants or trained personnel from ASAD or other companies.

Awareness Programs

- **Students:** Awareness programs will be tailored to age-appropriate levels to educate students on recognising inappropriate behaviour, understanding personal boundaries, and reporting concerns about themselves or peers.
- **Parents:** Parental involvement is crucial in enhancing the protective measures provided by the school. Regular sessions will be held to inform parents about the school's child protection policy, signs of maltreatment, and how to discuss sensitive subjects with their children.
- **Community Engagement:** Engage with the broader community to promote a collaborative approach to child protection. This could involve workshops, informational newsletters, and active participation in community events focused on child welfare.

Monitoring and Review

- **Policy Review:** The Student Protection Policy will be reviewed annually or in response to any significant incident, legal changes, or feedback from the school community. This ensures that the policy remains current and effective in addressing the needs of all stakeholders.
- **Feedback Mechanism:** Establish a feedback mechanism for staff, students, and parents to express concerns about the policy's effectiveness or suggest improvements. This could be through surveys, suggestion boxes, or regular meetings.
- **Audit and Compliance:** Regular audits will be conducted to ensure compliance with the policy's guidelines and the effectiveness of the training programs. The CPC/HMW will oversee this process in conjunction with ADEK's CPU.

Implementation and Enforcement

- **Implementation Strategy:** To ensure the policy is effectively implemented, a clear implementation strategy, including timelines, responsible persons, and resource allocation, will be outlined.
- **Enforcement:** The school will take decisive action to enforce the policy, including disciplinary measures for non-compliance. Ensuring a safe, educational environment is a priority, and any breaches of the policy will be addressed promptly and effectively.

Communication

- **Policy Accessibility:** The Student Protection Policy will be accessible to all members of the school community via the school's website and physical copies in the school's Main Office.
- **Language and Understanding:** The policy will be communicated clearly and easily. Translations will be provided as necessary to accommodate the diverse linguistic background of the ASAD community.

Monitoring and Evaluation

Regular Reviews

- **Review Schedule:** The Student Protection Policy will be reviewed annually to ensure it remains effective and responsive to the needs of the ASAD community. Additional reviews may be conducted in response to significant changes in legislation, following an incident, or based on feedback from the school community.
- **Involvement of Stakeholders:** Reviews will involve many stakeholders, including the school leadership team, teachers, support staff, students and parents. This inclusive approach ensures that the policy reflects a comprehensive understanding of all perspectives and enhances effectiveness.
- **Feedback Mechanism:** An integral part of the review process will involve collecting and analysing feedback from all school stakeholders. This will be facilitated through surveys, focus groups, and suggestion boxes around the campus.
- **Review Outcomes:** Each review's outcomes will be documented and communicated to all stakeholders. Improvement recommendations will be prioritised and implemented to enhance the policy's effectiveness.

Record Keeping

- **Confidentiality and Security:** All records related to reports of maltreatment, including investigations, outcomes, and follow-up actions, will be kept confidential and secure. UAE privacy laws and school policies limit authorised personnel from accessing these records.
- **Record Management System:** ASAD will maintain a systematic record management system to organise and store all documentation related to child protection. This system will ensure easy records retrieval for review, monitoring, and legal compliance.
- **Data Protection Compliance:** The record-keeping system will comply with the UAE's data protection regulations, ensuring that all personal information is protected from unauthorised access, loss, or destruction.
- **Duration of Record Retention:** Records will be retained for a period defined by UAE law and school policy, after which they will be securely destroyed. Special considerations will be made for records involving ongoing legal or medical concerns.

Continuous Improvement

- **Implementation of Changes:** Recommendations from policy reviews and stakeholder feedback will be systematically implemented to improve the policy's relevance and effectiveness. The CPC/HMW will oversee the implementation of changes and ensure they are communicated to all stakeholders.
- **Training Updates:** Based on the reviews, the training programs for staff and volunteers will be updated to address any new risks, changes in legislation, or improvements in best practices in child protection.
- **Technology Utilization:** The school will utilise technology to enhance the monitoring and evaluation process, such as software for secure record-keeping and digital platforms for collecting and analysing stakeholder feedback.

Policy Dissemination

Accessibility

- **Online Availability:** The complete Student Protection Policy will be readily available on the ASAD website, accessible to all school community members and the public. This ensures transparency and easy access to information.
- **Physical Copies:** In addition to being available online, physical copies of the policy will be available in key areas around the school, such as the main office, the library, and the Social Worker Office. This ensures that individuals without access to digital platforms can still access the information.
- **Student-Friendly Versions:** To make the information accessible and understandable to students of all ages, a simplified, student-friendly version of the policy will be created and distributed. This version will highlight key points such as how students can report concerns and what measures are in place to protect them.
- **Multilingual Accessibility:** Considering the diverse linguistic backgrounds of the school community, the policy will be translated into major languages spoken by the school community. This ensures that non-English speakers fully understand their rights and responsibilities under the policy.

Community Engagement

- **Information Sessions:** ASAD will hold regular information sessions for parents, staff, and students to discuss the policy, its importance, and everyone's role in ensuring a safe school environment. These sessions will be scheduled throughout the school year to maximise participation.
- **Feedback Sessions:** The school will organise feedback sessions where stakeholders can voice their opinions and suggest improvements to the policy. These sessions will be critical in ensuring the policy meets the community's needs and remains effective.
- **Engagement Through School Media:** The school's newsletters and social media platforms will feature regular articles and updates regarding the Student Protection Policy. This will keep the community informed about any changes and remind them of key aspects of the policy.
- **Collaborative Reviews:** Community members, including students, parents, and staff, will be invited to participate in the policy review process. Their insights will be invaluable in ensuring the policy is comprehensive and considers the perspectives of all stakeholders.

Training and Education

- **Educational Workshops:** Workshops will be conducted for students, parents, and staff to educate them about the signs of maltreatment, how to respond, and the importance of reporting. These workshops will be tailored to the needs of different age groups and roles within the school.
- **Role-Specific Training:** Specific training modules will be developed for different roles within the school community, such as teachers, administrative staff, and volunteers. This training will focus on the responsibilities outlined in the policy and how to fulfil them effectively.

Appendixes:

Appendix A: Complete List of Contacts for ASAD Student Protection Policy

Internal School Contacts

1. **Child Protection Coordinator (CPC): Head of Student Management and Wellbeing (HMW)**
 - Name: _____
 - Email: _____
 - Phone: _____
2. **School Principal**
 - Name: Mr. Waleed Bamirny
 - Email: w.bamirny@australianschool.ae
 - Phone: 0567480972
3. **School Social Worker**
 - Name: Ms. Mervat Mohamed
 - Email: m.mohamed@australianschool.ae
 - Phone: 0505929941

External Government Contacts

1. **Abu Dhabi Police:**
 - Emergency Contact: **999**
 - Website: [Abu Dhabi Police](#)
2. **Family Care Authority (FCA):**
 - Phone: **800444**
 - Email: icm@adfca.gov.ae
 - Website: [Family Care Authority](#)
3. **Ministry of Education - Child Protection Unit (CPU):**
 - Phone: **80085**
 - Email: cpu@moe.gov.ae
 - Website: [Ministry of Education UAE](#)
4. **Safety Concern Portal:**
 - URL: [DAA Safety Concern](#)

Appendix B: Maltreatment Reporting Form

Confidential

Reporter Information:

Name: _____

Position: _____

Contact Information: _____

Incident Information:

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Student Information:

Name: _____

Age: _____

Grade: _____

Description of Incident: (Please provide a detailed account of the incident, including observed injuries, behaviours, or disclosures.)

Witnesses:

Name: _____

Contact Information: _____

Relationship to Incident: _____

Immediate Action Taken: _____

Signature of Reporter: _____

Date: _____

For Office Use Only

Received by (Name & Position): _____

Date Received: _____

Action Taken: _____

Appendix C: Incident Log Form

Confidential

Date of Entry: Incident ID: _____

Details of Incident:

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Involved Parties:

Names: _____

Ages: _____

Grades: _____

Description of Incident:

Action Taken:

Follow-up Required: _____

Person Responsible for Follow-up: _____

Resolution:

Date Resolved: _____

Summary of Outcome: _____

Recorded by (Name & Position): _____

Appendix D: Confidentiality Agreement Form

Confidential

I, _____, acknowledge my responsibility to maintain the confidentiality of all information related to child protection incidents and investigations at [School Name].

Agreement:

I will not disclose any information to unauthorised persons.

I understand that a breach of this agreement could result in disciplinary action.

Signature: _____

Date: _____

Appendix E: Consent Form for Child Interviews

Confidential

Child's Information:

Name: _____

Age: _____

Grade: _____

Parent/Guardian Information:

Name: _____

Relationship to Child: _____

Contact Information: _____

Consent for Interview: I, _____, give consent for my child _____ to be interviewed by _____ regarding a child protection concern.

Scope of Interview:

Date of Interview: _____

Location of Interview: _____

Purpose of Interview: _____

Parent Signature: _____

Date: _____

Witness Signature (if applicable): _____

Date: _____

Appendix F: Child Protection Training Attendance Form

Training Topic:

Date: _____

Location: _____

Trainer Name: _____

Participant List:

Name: _____

Position: _____

Signature: _____

Appendix G: Feedback Form

Your Role: (Staff/Student/Parent): _____

Date: _____

Feedback Regarding the Child Protection Policy:

Suggestions for Improvement:

Signature (Optional): _____

Date: _____

Appendix H: Emergency Contact Form

Student's Information:

Name: _____

Age: _____

Grade: _____

Primary Contact:

Name: _____

Relationship to Student: _____

Phone Number: _____

Email: _____

Secondary Contact:

Name: _____

Relationship to Student: _____

Phone Number: _____

Email: _____

Additional Notes:

Appendix I:

ASAD Child Protection Record Management System

1. System Overview

The Record Management System (RMS) at ASAD will be designed to efficiently store, manage, and retrieve all documents related to child protection. This system will facilitate compliance with legal requirements and aid in the monitoring and review processes.

2. Types of Records

- Incident reports
- Investigation documentation
- Training records for staff and volunteers
- Consent and confidentiality agreements
- Feedback and review documentation
- Communication records with external bodies

3. Storage Solutions

- **Digital Storage:** Use a secure, encrypted digital database compliant with UAE data protection laws. The database should be accessible only to authorised personnel and protected by strong passwords and two-factor authentication.
- **Physical Storage:** In a restricted-access area, essential documents that require hard copies will be stored in secure filing cabinets. These documents will be organised in clearly labelled folders, sorted by date and type.

4. Document Control

- **Cataloguing:** Each document type will have a unique identifier and a standard format. A centralised registry will be maintained to track all documents.
- **Access Control:** Access to the RMS will be role-based, with permissions set according to the sensitivity of the documents and the user's need for access.
- **Version Control:** The system will maintain records of all document versions, timestamps and editor details to track changes over time.

5. Retention and Disposal

- **Retention Schedule:** Documents will be retained according to a schedule that complies with legal requirements and best practices. Typically, records will be kept until the student reaches age 21 or a minimum of seven years after the last action, whichever is later.
- **Secure Disposal:** Documents no longer required will be disposed of securely. Digital records will be permanently deleted using methods that prevent data recovery, and physical documents will be shredded.

6. Data Protection and Privacy

- **Compliance:** The RMS will comply with UAE Federal Law No. 2 of 2019 concerning the use of ICT in Healthcare and other relevant data protection regulations.
- **Privacy Measures:** Personal information will be anonymised when possible. Data will be regularly reviewed to ensure that only necessary information is retained.

7. Audit and Reporting

- **Regular Audits:** The system will be audited annually to meet security standards and compliance requirements. Audits will also assess the effectiveness of the document control and retention strategies.
- **Reporting:** The system will generate regular reports for review by the school's child protection committee, providing insights into the types and frequencies of incidents reported and the status of ongoing cases.

8. Training

- **System Training:** All RMS users will receive comprehensive training on using the system effectively, focusing on document handling, privacy considerations, and compliance.

- **Ongoing Support:** Regular refresher sessions will be held, and support will be available to address any questions or issues with using the RMS.

Implementation Plan

- **Phase 1: System Design and Setup** - Develop the digital platform and organise physical storage.
- **Phase 2: Data Migration and cataloguing** - Transfer existing records into the new system and catalogue them.
- **Phase 3: Training and Go-Live** - Train staff and officially launch the RMS.
- **Phase 4: Review and Adjust** - After three months, review the system's effectiveness and make any necessary adjustments.