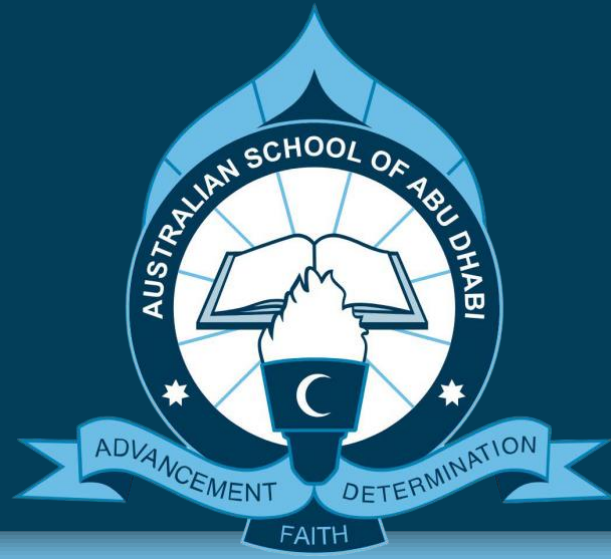




AUSTRALIAN SCHOOL OF ABU DHABI

SAFEGUARDING POLICY

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1. 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.

2. 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.

3. INTRODUCTION

Australian School of Abu Dhabi (ASAD) is committed to maintaining the highest standards of safeguarding and student welfare. Safeguarding is central to the school's mission to provide a safe, supportive, and inclusive learning environment in which every student can achieve their full potential.

The protection and well-being of students is a shared responsibility involving all members of the school community, including staff, students, parents, and the wider community. ASAD recognises its duty to protect students from harm and to promote their physical, emotional, and social well-being at all times.

This policy outlines the framework through which the school upholds its safeguarding responsibilities in accordance with Abu Dhabi Department of Education and Knowledge (ADEK) School Safeguarding Policy (v1.2, 2025) and Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law). It establishes the principles, expectations, and procedures that guide the prevention, identification, and response to any safeguarding concerns.

ASAD believes that a safe and supportive learning environment is fundamental to effective education and to the holistic development of all students. The school is committed to ensuring that students are protected from harm, neglect, maltreatment, and exploitation through consistent implementation, regular review, and a culture of professional accountability.

Through ongoing staff training, robust monitoring, and continuous improvement, ASAD seeks to sustain an environment where all students are treated with respect, care, and dignity, and where safeguarding practices are embedded in every aspect of school life.

4. PURPOSE

The purpose of this policy is to establish a clear and effective safeguarding framework that ensures the protection and well-being of all students at ASAD.

This policy aims to:

- Align ASAD's safeguarding procedures with the Abu Dhabi Department of Education and Knowledge (ADEK) School Safeguarding Policy (v1.2, 2025) and UAE Federal Law No. (3) of 2016 (Child Rights – Wadeema's Law).
- Define clear lines of accountability and reporting to ensure that safeguarding responsibilities are implemented effectively across the school.

- Outline preventive and protective measures that reduce risks and promote a safe, respectful, and supportive learning environment.
- Ensure that all staff, parents, and visitors understand their roles and responsibilities in protecting students from harm.
- Reinforce ASAD's commitment to fostering a school-wide culture of vigilance, care, and safety, where every student can learn and develop with confidence.

5. SCOPE

ASAD adopts a whole-school approach to safeguarding that ensures the safety and well-being of students are prioritised.

This policy applies to all members of the ASAD community, including:

- Students enrolled at ASAD, as well as visiting students participating in school programmes or activities.
- All school employees, including teachers, administrators, support staff, and ancillary personnel.
- Parents and guardians, who share responsibility for supporting student welfare and safety outside of school hours.
- Volunteers and visitors, such as guest speakers, event participants, and activity supervisors.
- Third-party service providers and contractors, including bus drivers, maintenance teams, catering staff, and security personnel.

The policy extends to all school-related settings and activities, including:

- On-campus environments such as classrooms, playgrounds, laboratories, and extracurricular activities.
- Off-campus activities, including field trips, sports events, competitions, and community partnerships.
- Digital and online platforms, including distance learning systems, communication channels, and social media used for educational purposes.
- Student transportation services, including pick-up, drop-off, and travel on school buses.

This policy must be implemented consistently across all areas of school operation and in coordination with related ASAD policies, including but not limited to the *Student Protection Policy*, *Health and Safety Policy*, *Student Behaviour Management and Code of Conduct Policy*, and *Antibullying Policy*.

6. DEFINITIONS

TERM	DEFINITION
Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).
At Risk of Harm	The inability to safeguard one's own wellbeing.
Authorised Personnel	Personnel who are authorised by ADEK or other relevant government entities to visit a school and access its premises and resources for a specific purpose.
Bathroom	A room that contains facilities for bathing and personal hygiene. It typically includes a bathtub or shower, a toilet, and a washbasin.

Duty of Care	The obligation to safeguard stakeholders, to maintain their health, safety, and wellbeing, and to take steps to reduce the risk of reasonably foreseeable harm while under the school's supervision (on its premises, utilising its systems, or engaging in school-organised activities off-campus).
Governing Body	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
In Loco Parentis	Meaning "in place of a parent", in situations when parents are absent.
Maltreatment	Refers to abuse (physical, emotional, and sexual), and includes neglect, exploitation, bullying, and cyberbullying of a student.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
Safeguarding	The protection of students from the risks of harm, including maltreatment and other types of risks that impact their overall health and development, wellbeing, and safety.
Safeguarding Lead (or Committee)	An individual (or group of individuals) responsible for the implementation of the safeguarding policy and practices and ensures compliance by the school community. This position can be filled by any relevant position in the school such as the Child Protection Coordinator, School Counselor, Social Worker, Head of Wellbeing, etc.
Security Breach	An incident that compromises or results in an unauthorised disclosure of or unlawful access to protected space, persons, systems, and/or information. Security breaches stemming from accidental or deliberate action have the potential to cause damage (financial, legal, or school wide consequences, etc.) to school assets or reputation and includes both confirmed and suspected incidents.
Staff	An individual employed by a school on a remunerated contractual basis regardless of employment mode (internal, external/third-party, etc.).
Student	A resident who is enrolled in an educational institution in Abu Dhabi.
Student Protection	Synonymous with child protection, all measures, steps, and actions that must be taken to prevent, protect, and support students from risk of maltreatment while they are under the supervision of the educational institution.
Supervision	The state of being responsible, having the duty of care, and keeping watch over an individual in the interest of their and others' security while under the care of the school or an individual employed at the school, whether onsite, while utilising its systems, and/or taking part in all activities organised by the school offsite.
Toilet Block	A structure or designated area within the school or outdoor setting that contains multiple toilets and washbasins.
Visitor	For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises. An invited visitor is anyone visiting the school on a temporary basis to interact with students (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).
Whistleblowing	An instance where an individual passes on information about organisational malpractice (e.g., fraud, corruption, miscarriage of justice, risk of serious harm to an individual, risks or damage to the environment and other actions against public interest) taking place at, or near, their place of employment or education.

7. POLICY

7.1. Safeguarding Supervision

7.1.1. Duty of Care and in Loco Parentis

All members of staff at ASAD share a duty of care towards students and are responsible for their safety, well-being, and protection while they are under the school's supervision. This responsibility applies to all school activities, within the school premises, during off-site events, and in any situation where students are participating in school-approved programmes.

The Principal, as the head of the institution, holds ultimate responsibility for the in loco parentis role, acting on behalf of parents and guardians to ensure that appropriate standards of care, supervision, and protection are maintained at all times.

Every member of staff is expected to:

- Exercise reasonable care, diligence, and professional judgment to prevent foreseeable risks to students.
- Maintain active and age-appropriate supervision in classrooms, corridors, playgrounds, and all school facilities.
- Ensure that suitable ratios and supervision arrangements are in place during lessons, activities, and transitions.
- Take into account the needs of students requiring additional care or support, including those with medical, behavioural, or learning needs.
- Immediately report any observed hazards, concerns, or incidents that may compromise student safety.

All staff receive training and guidance on supervision expectations, risk identification, and emergency procedures to ensure consistent safeguarding practices across the school.

Supervision and duty of care are integral to ASAD's safeguarding culture and apply equally to academic, co-curricular, extracurricular, and digital learning contexts. The school will provide clear supervision protocols to maintain consistency and accountability in all environments.

7.2. School-Based Safeguarding Policy

7.2.1. Policy Requirements

ASAD has developed and implemented this Safeguarding Policy in alignment with the *Abu Dhabi Department of Education and Knowledge (ADEK) School Safeguarding Policy (v1.2, 2025)* and relevant UAE Federal Laws, including *Federal Law No. (3) of 2016 – Wadeema's Law*. The policy is actively communicated to all members of the school community and reviewed regularly to ensure its continued relevance, compliance, and effectiveness.

This policy includes the following key elements:

1. Comprehensive safeguarding framework: A statement of ASAD's safeguarding processes, procedures, and guiding principles that outline the school's commitment to maintaining a safe, respectful, and supportive learning environment for all students.
2. Safeguarding practices: Procedures established in accordance with ADEK's wellbeing and safety policies to ensure that all safeguarding concerns are addressed sensitively, professionally, and in the best interests of students.

3. Security and risk management: A defined framework describing how ASAD protects students from, and responds to, both physical and digital security breaches, including preventive measures, emergency response, and data protection protocols.
4. Monitoring and evaluation mechanism: Systems to measure, monitor, and evaluate the effectiveness of safeguarding practices, ensuring that risks are identified, mitigated, and reviewed through regular audits, reports, and staff feedback.
5. Resourcing and capacity: Allocation of appropriate personnel, training, and resources to ensure safeguarding responsibilities are implemented effectively across all areas of school life.

The following sections of this policy provide detailed explanations of ASAD's safeguarding framework, including supervision standards, security measures, monitoring and evaluation systems, and staff training provisions, in accordance with ADEK School Safeguarding Policy (v1.2, 2025).

7.2.2. Appointment of Safeguarding Committee and Designated Lead

ASAD has established a Safeguarding Committee to oversee the school's safeguarding framework, monitor its effective implementation, and ensure compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) School Safeguarding Policy (v1.2, 2025) and the ADEK Student Protection Policy (v1.1, 2024).

The Safeguarding Committee is chaired by the Child Protection Coordinator, who serves as the Designated Safeguarding Lead (DSL). The DSL is also the Head of Student Behaviour Management and Wellbeing and acts as the lead for the Student and Staff Well-being Committee, ensuring alignment between safeguarding, behaviour, inclusion, and well-being initiatives.

The Safeguarding Committee comprises:

- The Child Protection Coordinator / Designated Safeguarding Lead (Chairperson)
- The School Principal
- The Head of Inclusion
- The School Social Worker
- The School Nurse
- The Health and Safety Officer

The Committee is responsible for:

1. Overseeing the implementation, monitoring, and annual review of the school's safeguarding and student-protection policies to ensure they are understood and consistently applied across all areas of the school.
2. Ensuring compliance with ADEK's safeguarding requirements and UAE Federal Law No. (3) of 2016 (Wadeema's Law).
3. Coordinating staff training, induction, and communication so that all employees, volunteers, and visitors understand their safeguarding responsibilities.
4. Maintaining accurate and confidential safeguarding records in a secure system, with appropriate information sharing as required.
5. Providing guidance and support to staff, students, and parents regarding safeguarding concerns, and referring cases to ADEK or external agencies when necessary.
6. Promoting a proactive safeguarding culture that integrates safety, well-being, and inclusion throughout the school's daily operations.

The Safeguarding Committee meets regularly to review safeguarding practice, analyse incidents and trends, and identify opportunities for improvement. Meeting records and review findings are documented and submitted to the Principal and the Governing Board for oversight and continuous development.

7.3. Safeguarding Awareness

7.3.1. Safeguarding Awareness Strategies

ASAD adopts a proactive, whole-school approach to safeguarding that prioritises prevention, awareness, and early intervention. The school is committed to ensuring that every student learns and grows in a safe, caring, and inclusive environment where their well-being is central to all decisions and practices.

In alignment with the ADEK School Safeguarding Policy and the Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024), ASAD implements the following safeguarding awareness strategies:

- **Safe and caring environment:** Ensure that the school provides a secure and nurturing atmosphere in which every student can learn, thrive, and develop the confidence to express thoughts and feelings freely, with their best interests always prioritised.
- **Zero-tolerance approach:** Uphold a zero-tolerance stance toward any form of student maltreatment. All staff, parents, visitors, and contractors are required to follow the reporting procedures outlined in the ADEK School Student Protection Policy (v1.1, 2024) whenever a concern arises.
- **Monitoring vulnerable students:** Identify, monitor, and support students who may be at increased risk of harm, including those with additional learning needs, disabilities, medical conditions, or social vulnerabilities.
- **Staff response and support:** Ensure that all staff members understand how to respond appropriately to safeguarding concerns or disclosures, providing reassurance and support to any student or individual who reports or witnesses an incident.
- **Open communication and trust:** Foster a culture of openness and transparency where students and staff feel safe to raise concerns about the behaviour of peers, staff, or visitors directly with the Designated Safeguarding Lead or a member of the Safeguarding Committee.
- **Online safety and digital vigilance:** Promote awareness of student safety in online spaces in accordance with the ADEK School Digital Policy, ensuring that digital learning platforms and communication tools are used responsibly and securely.
- **Health and well-being safeguards:** Ensure that no school policy, procedure, or practice adversely affects a student's health, dignity, or well-being (for example, limiting access to restrooms or restricting hydration), in line with the ADEK School Wellbeing Policy.
- **Accessible student support:** Provide access to counselling and well-being services that are confidential, non-judgmental, and available to all students. Ensure students know whom they can approach for advice, support, or guidance within the school.
- **Compulsory education and attendance monitoring:** Reinforce parental responsibility for school enrolment and attendance as stipulated in Federal Law No. (39) of 2022 Concerning Compulsory Education. Any suspicious or concerning patterns, such as chronic absences or the unexplained withdrawal of a student shall be reported as potential maltreatment concerns to the relevant authorities in line with the ADEK School Student Protection Policy.

Through these strategies, ASAD seeks to maintain a safeguarding culture rooted in vigilance, respect, and care, where every member of the school community understands their role in protecting students and promoting their well-being.

7.4. Safeguarding the Curriculum

7.4.1. Integration of Safeguarding in the Curriculum

ASAD recognises that safeguarding is strengthened through education, empowerment, and awareness. The school ensures that safeguarding principles are actively integrated into the curriculum at every stage of learning to promote students' confidence, resilience, and ability to make informed, safe choices.

In alignment with the ADEK School Safeguarding Policy, the school curriculum incorporates safeguarding measures through the following approaches:

1. **Promoting self-esteem and self-regulation:** Support students in developing a strong sense of self-worth, personal responsibility, and emotional resilience, enabling them to make positive and confident decisions. This includes participation in Social and Emotional Learning (SEL) programmes designed to enhance self-awareness, emotional regulation, and conflict resolution skills.
2. **Fostering respect, empathy, and civility:** Embed respect, empathy, and kindness across all curriculum areas, encouraging students to value diversity, practise tolerance, and show consideration towards others and the environment. These values are reinforced through the IB Learner Profile attributes, which promote being caring, open-minded, principled, and reflective members of the school and wider community.
3. **Developing communication and consent skills:** Provide opportunities for students to build effective communication skills, recognise personal boundaries, and understand the importance of seeking and giving consent in all forms of interaction.
4. **Understanding risk and online behaviour:** Equip students with the knowledge and skills to recognise, assess, and manage risks, including those related to digital behaviour, social media, and online interactions and in accordance with the ADEK School Digital Policy. This includes Digital Safety Education on responsible online conduct, privacy protection, cyberbullying prevention, and strategies to respond to inappropriate or unsafe online content.
5. **Encouraging self-protection and resilience:** Teach students practical strategies for personal safety, managing peer influence, and responding to pressure in ways that promote confidence and self-control. This includes peer pressure awareness activities, such as discussions and role-playing exercises, that help students practise assertiveness and decision-making skills.
6. **Promoting responsibility for safety:** Instil an understanding of shared responsibility for individual and collective safety within the school and the wider community.

These safeguarding concepts are embedded across subjects and year levels, including Moral Education, Islamic Studies, and Well-being Programmes, as well as through assemblies, awareness campaigns, and pastoral initiatives.

7.5. Safeguarding the School's Security

7.5.1. Implementing a School Security System

ASAD maintains a comprehensive security system designed to safeguard the school's students, staff, visitors, assets, and data from any potential risk of harm. This system forms part of ASAD's overarching safeguarding

framework and is implemented in alignment with the ADEK's School Safeguarding Policy and the Manual of Standards for Surveillance Devices (MCC, 2023), and applicable UAE legislation.

1. **Policy Requirement:** ASAD is equipped with an integrated and fully functioning access and security system, which includes video surveillance cameras (CCTV systems), perimeter access control, and visitor-management procedures.
2. **CCTV Systems:** ASAD's CCTV systems are installed and maintained by an MCC-licensed vendor, ensuring full compliance with the *Manual of Standards for Surveillance Devices (MCC, 2023)*.
 - a. **Contract validity:** The school maintains a valid maintenance contract at all times with its MCC-licensed vendor to ensure continuous operation and technical compliance.
 - b. **Coverage:** CCTV cameras provide coverage of the following areas to ensure comprehensive security and safeguarding oversight:
 1. All entrances and exits of the school buildings and grounds.
 2. All internal walkways and public areas (corridors, stairwells, courtyards, sports halls, sports fields, canteen, and library areas).
 3. Student pick-up and drop-off zones for both private vehicles and buses.
 4. Security and restricted areas (e.g., control room) and hazardous locations.
 5. External perimeter areas surrounding the school grounds.
 6. Learning spaces such as classrooms, laboratories, studios, and maker spaces.
 7. Entrances to toilet blocks and changing rooms (without internal coverage).
 8. Any identified blind spots within the school premises.

CCTV cameras are not installed inside lavatories, changing rooms, or any other areas where there is a reasonable expectation of privacy.

Visible signage is placed throughout the campus to inform the community that the premises are monitored by CCTV for safety and security purposes.

- c. **Regular monitoring and maintenance:** CCTV systems are monitored daily to confirm functionality and adequate coverage. Any faults or interruptions are reported immediately to the vendor, and rectification is required within the timeframe stipulated in the maintenance contract.
- d. **Access to footage and recordings:** Access to CCTV footage and recordings is strictly controlled as follows:
 1. **Monitoring:** ASAD maintains a designated monitoring area where live CCTV footage is observed by the school's authorised Security Guard and the Health and Safety Officer. These staff members are responsible for overseeing daily monitoring of the system, identifying and reporting any safety or safeguarding concerns to the Principal and the Designated Safeguarding Lead (DSL) without delay.
 2. **Principal access:** Access to live or recorded CCTV footage is restricted to authorised personnel only, specifically, the Principal, ASAD Leadership Team, Health and Safety Officer, Security Guard, and the vendor-appointed CCTV specialist when maintenance or technical review is required. All access to footage is logged and conducted in accordance with Monitoring and Control Centre (MCC) regulations, ADEK School Safeguarding Policy.
 3. **Staff access:** The Principal, ASAD's Leadership Team, Security Guard or Health and Safety Officer may retrieve and view CCTV recordings. Additional staff may be granted temporary

viewing permission at the Principal's discretion, strictly on a need-to-know basis. A record of all authorised access is maintained.

4. **ADEK access:** Authorised ADEK personnel are granted access to CCTV footage or recordings upon formal request.
- e. **Copying and distribution:** The copying, transmission, or distribution of CCTV recordings is strictly prohibited and punishable under Federal Decree Law No. (34) of 2021 on Combating Rumours and Cybercrimes.
- f. **Escalation:** If an incident captured by CCTV requires clarification or investigation beyond the school level, the Principal shall immediately notify ADEK and cooperate fully with authorised agencies.
- g. **Retention and deletion:** CCTV recordings are retained for a minimum period of 90 days or longer if required by MCC or UAE legal standards. Deletion and data handling are carried out in accordance with MCC regulations and data protection legislation.

Through these measures, ASAD ensures that its physical and digital environments remain safe, well-supervised, and compliant with all ADEK and UAE security and data-protection standards.

7.5.2. Security Guards

ASAD ensures that the safety and security of its community are maintained at all times through the deployment of trained and licensed security guards, who operate on a 24-hour rotational basis to provide continuous on-site coverage.

All security personnel are employed either directly by the school or through an ADEK-approved and MCC-licensed security provider, in full compliance with the ADEK School Safeguarding Policy and the ADEK School Staff Eligibility Policy.

To ensure the effective management of entry, access, and security, ASAD's security guards shall:

1. Be present at all entry and exit points at all times during operational hours and overnight coverage. Guards must not leave their assigned posts unless relieved by another authorised guard.
2. Hold valid professional licences and identification as required by ADEK and the licensing authority and comply with all background-check and training requirements.
3. Remain vigilant and proactive in maintaining safety and security throughout the premises, supported by the school's CCTV system, access-control mechanisms, and communication procedures.
4. Maintain a visitor log, recording each visitor's name, ID number, signature, telephone number, purpose of visit, time of arrival, and time of departure. Logs shall be kept secure and available for review by the Principal or ADEK personnel upon request.
5. Issue visitor access passes only after verifying a valid photo ID that matches the individual's identity.
 - Permanent access passes may be issued to registered visitors who are routinely involved in student pick-up and drop-off (such as parents, guardians, nannies, or authorised drivers).
 - Security guards must verify that each access pass matches the identity of the individual presenting it and ensure that any revoked or cancelled passes cannot be used for entry. Individuals holding invalid passes must sign in as general visitors and follow all verification steps.
6. Maintain direct communication between the gate security post and the school's reception or administrative office to confirm the authorisation of any unknown or unregistered visitors before entry.
7. Follow established hand-over procedures to ensure a smooth transition of duties between shifts and in the event of a change of security provider, maintaining continuous oversight and operational consistency.

ASAD's security guards form an integral part of the school's safeguarding system, acting as the first point of contact for visitors and the initial line of defence in maintaining student safety. The Principal, Designated Safeguarding Lead and the Health and Safety Officer shall jointly oversee security operations and conduct regular reviews to ensure compliance with ADEK and MCC standards.

7.5.3. School Visiting Procedure

ASAD recognises the importance of maintaining a secure, respectful, and well-supervised environment for all students, staff, and visitors. The school welcomes legitimate visitors who contribute positively to its educational mission, while ensuring that all visits are managed in accordance with ADEK's School Safeguarding Policy and Federal Decree Law No. (18) of 2020 on Private Education and its Amendments.

The Principal retains the authority to approve or deny access to visitors for valid reasons related to student safety, school security, or the integrity of the learning environment.

ASAD's procedures for visiting the school include the following:

1. Visitor registration and identification

- All visitors must sign in at the security gate upon arrival and present a valid photo identification.
- A visitor access pass will be issued in exchange for the ID and must be worn visibly at all times while on school premises.

2. Display and supervision requirements

- Visitors are required to display their access passes prominently while in the school.
- Visitors are not permitted to enter classrooms or student learning spaces unless they have been formally invited or authorised by the Principal or a designated member of staff.

3. Supervision of invited visitors

- Invited visitors shall remain under the supervision of a designated member of staff unless they are authorised personnel (see below)
- Staff are responsible for ensuring that visitors follow school safety and conduct expectations at all times.

4. Departure procedures

- Upon completing their visit, all visitors must sign out at the security gate, return their access passes, and collect their photo ID before leaving the premises.

5. Access for authorised personnel

- ASAD shall grant access to authorised personnel, including ADEK representatives, government inspectors, and compliance specialists, in accordance with Federal Decree Law No. (18) of 2020.
- Authorised personnel may be provided access to relevant facilities, resources, school reports, and records as required for official monitoring or investigation.
- The school shall verify the identity and purpose of all authorised personnel prior to granting access.
- Access shall be limited to the scope and purpose of the visit and shall comply with ADEK and school data-protection requirements.
- The Principal shall maintain a record of all authorised personnel granted access, including the purpose of the visit, the materials reviewed, and any records accessed. These records shall be preserved in accordance with the ADEK School Records Policy.

- Authorised personnel are permitted to be present on the school premises without direct supervision by staff.

ASAD's visitor management procedures are supported by the school's Security Guards and Health and Safety Officer, who work collaboratively to ensure the proper verification, monitoring, and logging of all visitor activity on campus.

7.5.4. School Departure and Event Procedures

ASAD has established procedures to ensure that the transition of student supervision from school to home is safe, authorised, and properly recorded. These procedures are implemented in line with the ADEK School Safeguarding Policy and the school's own safeguarding and security framework. These include:

1. **Authorised pick-up:** Only individuals authorised by parents or guardians may collect students from school.
2. **Temporary authorisation:** Where a parent wishes to nominate a person who is not pre-registered, written notice and a copy of the individual's valid photo ID must be provided to the school in advance.
3. **Emergency authorisation:** In the event of an unexpected change of plans, parents must telephone the school to confirm the name of the person collecting their child. The school shall log the conversation, verify details, and communicate the information to the Security Guard, Health and Safety Officer, and relevant teaching or supervisory staff.
4. **Identity verification:** The nominated person's identity shall be verified at the gate through the presentation of a valid photo ID and reconfirmed when the student is handed over from school supervision.
5. **Existing community members:** IDs are not required where the person collecting the student is a recognised member of the school community (for example, a registered parent) whose identification is already held on record.
6. **Record keeping:** All hand-over records are maintained by the Security Guard and reviewed periodically by the Health and Safety Officer and Designated Safeguarding Lead to ensure adherence and traceability.

7.5.5. Acceptable Drop-Off and Pick-Up Timings

ASAD clearly communicates acceptable arrival and departure timings to parents to ensure appropriate supervision and student safety. In an effort to ensure continued safeguarding:

1. Students are supervised on campus 45 minutes before the start of the school day and for 90 minutes after dismissal.
2. Parents are formally notified that they are responsible for their children outside these supervision windows.
3. If a student is dropped off at the school outside the designated supervision times and without prior arrangement, ASAD shall not be legally responsible for the child's safety until supervision begins.
4. Security guards remain on site 24 hours per day on a rotational basis to provide perimeter and property protection outside school operating hours.

7.5.6. Arrival and Departure of Unaccompanied Students

For older students (Cycle 3 / Years 10–12), parents may provide written consent authorising their child to arrive at and depart from school unaccompanied. The school maintains a recording and notification system that logs the arrival and departure times of unaccompanied students. Parents of students in younger year

levels may request arrival and departure notifications; the school will accommodate such requests where feasible through its attendance-tracking system.

7.5.7 Security for Special Events

ASAD enforces enhanced security and safeguarding controls during all school events and gatherings held on the premises, ensuring that student welfare, visitor management, and operational safety are maintained through the following measures:

1. Attendance is restricted to the student's immediate family (parents and siblings). Parents wishing to invite additional guests must pre-register them by submitting a valid ID to the school in advance.
2. Unregistered guests must register at the security gate upon arrival, present valid identification, and obtain a visitor's pass before entering the event area.
3. Clear signage is displayed throughout the school to indicate areas accessible to visitors.
4. Additional security guards are assigned when large numbers of visitors are expected.
5. All external service providers (e.g., caterers, technicians, performers) must be pre-approved by the school. Their contracts require proof of a valid trade licence and individual work permits, and confirmation that security and background checks have been completed.
6. The Health and Safety Officer and the Principal coordinate event-specific risk assessments and ensure adequate supervision and emergency preparedness.

7.5.8 Safeguarding the Privacy of the School Community

ASAD is committed to safeguarding the privacy, dignity, and personal information of all members of its community, including students, parents, staff, and visitors. The school upholds this responsibility across both physical and digital environments, in accordance with the ADEK School Safeguarding Policy and the ADEK School Digital Policy.

To maintain confidentiality and respect individual privacy, ASAD will ensure that:

1. Reception and administrative areas shall remain free of individually identifiable information, such as class timetables, schedules, photographs, or staff/student name lists that could reveal personal details.
2. The school will not share the personal contact details (emails, phone numbers, addresses) of students, parents, or staff without their explicit consent, unless required by law or authorised under ADEK policy.
3. Digital communication platforms, including emails, learning management systems, and messaging groups, shall be managed responsibly to protect privacy and prevent unauthorised disclosure of identities or information.
4. Staff are trained to practise discretion in both verbal and written communication, maintaining professionalism and confidentiality when handling student or family information.

7.5.9. Managing Security Breaches

ASAD maintains clear systems and procedures to prevent, identify, and respond to any security breach that may threaten the safety of students, staff, visitors, or the school's confidential information. These procedures are developed in line with the ADEK School Safeguarding Policy, the ADEK School Health and Safety Policy, and the ADEK School Digital Policy.

The following measures apply to all ASAD operations:

1. Security breach procedure and lockdown plan

The school shall maintain a written Security Breach Response Plan, including a lockdown procedure (manual or automated). This plan shall be led by the Safeguarding Committee or Designated Safeguarding Lead (DSL), with clear reporting mechanisms and communication protocols.

2. Staff training

All school staff shall receive regular training on the school's security breach procedures, ensuring readiness and consistent response in the event of an incident.

3. Leadership accountability

The Safeguarding Committee and DSL shall lead all emergency and breach response activities and are required to maintain sound physical health and awareness of the policy's requirements.

4. Alert systems and maintenance

The school shall maintain functional emergency alert systems for vocal announcements, alarms, or timed bells, serviced regularly in compliance with local regulatory standards.

5. Digital security and data protection

- The school shall back up important data and activate its business continuity plan in response to any digital security incident.
- All digital incidents shall be documented, signed by the Principal, and securely stored for audit and review in accordance with the ADEK School Records Policy.

6. Emergency planning and drills

The school shall conduct regular emergency preparedness drills (including lockdown, evacuation, and intrusion response) in alignment with the ADEK School Health and Safety Policy.

7. Reporting and compliance

All security breaches or serious incidents shall be reported promptly to ADEK and, where required, to the relevant local authorities, in line with UAE legal and regulatory requirements.

7.6. Safeguarding Training and CPD Framework

ASAD recognises that safeguarding is a shared responsibility and that continuous professional development is essential to ensure all members of the school community are equipped to fulfil their duties effectively. In alignment with the ADEK School Safeguarding Policy, ADEK School Staff Wellbeing Policy, and the ADEK School Digital Policy, the school provides structured training and ongoing CPD to all staff and volunteers.

1. Induction Training

All new staff members, volunteers, and members of the Governing Board receive mandatory safeguarding training at induction, which includes:

- a. Identifying the signs and indicators of student maltreatment or other safeguarding concerns and understanding how to respond if they or another person are worried about a student.
- b. Remaining vigilant to the needs of students at risk of harm, including those with additional learning or medical needs.
- c. Recognising and addressing seemingly minor behaviours (e.g., teasing, banter, or practical jokes) that could contribute to an unsafe or disrespectful culture and understanding the importance of preventing such behaviours.
- d. Recording incidents accurately and securely, in line with the ADEK School Digital Policy and ASAD's confidentiality procedures.
- e. Taking prompt and appropriate protective action in emergencies to prevent harm or danger.
- f. Sharing safeguarding information only on a need-to-know basis, and never discussing student concerns casually with colleagues, parents, or unauthorised individuals.

- g. Understanding the availability of wellbeing support for staff experiencing stress or emotional strain, in accordance with the ADEK School Staff Wellbeing Policy.
- h. Familiarity with the school's security systems, including access control, CCTV procedures, and the security breach response plan.

2. Ongoing Training and CPD

- Refresher training in safeguarding is provided to all staff at least annually, with additional CPD sessions scheduled following policy updates or new ADEK directives.
- Specialised training is provided for members of the Safeguarding Committee, Designated Safeguarding Lead (DSL), Health and Safety Officer, and Social Worker in areas such as child protection protocols, risk assessment, and inter-agency communication.

3. Visitors and Contractors

- While training is not required for invited visitors or contractors, all must read and sign ASAD's Safeguarding Policy prior to commencing activities on campus, confirming their understanding of their responsibilities for student safety and conduct.

8. WHISTLEBLOWING

8.1 Whistleblowing Mechanism

ASAD promotes a culture of openness, accountability, and transparency. The school encourages all members of the community, including staff, parents, students, and volunteers to raise concerns or report allegations of organisational malpractice or safeguarding failures in confidence.

In line with the ADEK School Safeguarding Policy, ASAD's whistleblowing procedures ensure that:

- Any individual who raises a concern shall have their identity protected to the fullest extent possible. They shall not face harassment, reprisal, or discrimination for reporting in good faith. Should their identity become known, the school will implement protective measures to safeguard their well-being and employment.
- Where an allegation is raised against an individual, their identity shall be treated confidentially until the completion of any investigation. The school will take reasonable steps to prevent negative repercussions or premature judgments.
- Concerns can be raised directly with the Designated Safeguarding Lead, Principal, or through the Safeguarding Committee. Serious concerns involving school leadership may be escalated to THE Director directly.
- All whistleblowing reports and investigations shall be documented securely, following the confidentiality standards of the ADEK School Records Policy.

ASAD ensures that all staff are made aware of whistleblowing procedures during induction and reminded periodically through annual training and policy reviews.

9. INCLUSION AND SAFEGUARDING

9.1. Inclusive Safeguarding Practice

ASAD is committed to ensuring that safeguarding practices and related policies promote inclusion, equity, and respect for all students, regardless of ability, background, or personal circumstance. In accordance with the ADEK School Safeguarding Policy and the ADEK School Inclusion Policy, ASAD ensures that:

- The Safeguarding Committee and Designated Safeguarding Lead (DSL) work collaboratively with the Wellbeing Committee, Head of Inclusion, Social Worker, and Health and Safety Officer to promote the safety, security, and well-being of all students.
- All safeguarding initiatives take into account the individual needs, communication preferences, and behaviour styles of students, particularly those with additional learning needs or disabilities.
- Staff receive training to understand how to adapt communication, reporting, and response procedures for students who may experience barriers to expression or comprehension.
- Inclusive safeguarding practices are embedded across the school's pastoral care, behavioural support, and wellbeing programmes, ensuring that every student feels seen, heard, and protected.

10. COMPLIANCE

ASAD is fully committed to complying with all safeguarding, security, and wellbeing requirements issued by the Abu Dhabi Department of Education and Knowledge (ADEK), as outlined in the ADEK School Safeguarding Policy and associated regulations. The school also adheres to relevant UAE Federal Laws that uphold the rights, protection, and welfare of children, including but not limited to:

- Federal Law No. (3) of 2016 – Concerning Child Rights (*Wadeema's Law*).
- Federal Decree Law No. (18) of 2020 – Concerning Private Education and its amendments.
- Federal Decree Law No. (45) of 2021 – Concerning the Protection of Personal Data (PDPL).
- Federal Decree Law No. (34) of 2021 – On Combating Rumours and Cybercrimes.

The school's safeguarding practices are further aligned with the ADEK School Inclusion Policy, School Digital Policy, Health and Safety Policy, Wellbeing Policy, and School Records Policy. Failure to comply with this policy may result in disciplinary action in accordance with school expectations applicable ADEK regulations. In serious cases, breaches of safeguarding or confidentiality obligations may also be referred to ADEK and/or relevant UAE authorities for further investigation.

11. REFERENCES

- 2025 (January) ADEK_School_Safeguarding Policy_v1.2
- DAA Child Protection Committee. (2024). *Handling Student Maltreatment Concerns within Educational Institutions*.
- Federal Decree Law No. (34) of 2021 on Combating Rumors and Cybercrimes.
- Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
- Federal Law No. (39) of 2022 Concerning Compulsory Education
- Federal Decree Law No. (18) of 2020 on Private Education and its amendments.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments.
- Monitoring and Control Center (MCC). (2023). *Manual of Standards for Surveillance Devices* (Version 2.0).

12. RATIFICATION AND REVISION HISTORY

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Version	V.1
Ratification Date:	30 th October 2025
Next Review Date	September 2026
Ratified By	Director: Mr Adel Salman