



AUSTRALIAN SCHOOL OF ABU DHABI

STUDENT PROTECTION 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

The Australian School of Abu Dhabi (ASAD) is committed to safeguarding the safety, dignity, and wellbeing of all students through the consistent implementation of comprehensive student protection measures. ASAD upholds every student's right to learn in an environment that is caring, respectful, and protective of their physical, emotional, and psychological welfare.

This policy sets out the school's obligations and procedures for the prevention of student maltreatment and the management of any maltreatment concerns, in alignment with the ADEK School Student Protection Policy and Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law).

ASAD is dedicated to maintaining a safe, respectful, and supportive learning environment in which the protection of students is a shared responsibility of all members of the school community.

4. PURPOSE

The purpose of this policy is to ensure that all students at the Australian School of Abu Dhabi (ASAD) are protected from all acts and omissions that may constitute maltreatment.

This policy aims to:

- Protect students under the supervision of the Australian School of Abu Dhabi (ASAD) from all acts and omissions constituting maltreatment.
- Identify and support students who are at risk of harm, in accordance with Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema), Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments, Federal Decree Law No. (51) of 2022 Concerning the Regulation of Nurseries, Federal Decree Law No. (18) of 2020 on Private Education and its amendments, and other relevant UAE laws.
- Emphasise that all ASAD staff and volunteers are mandated reporters of any alleged and/or suspected cases of student maltreatment occurring inside or outside the school.
- Define the roles and responsibilities of the Principal, staff, and parents in responding to alleged and/or suspected cases of student maltreatment.
- Ensure that the school takes collective responsibility for the care and protection of all students and coordinates actions to safeguard their wellbeing.

5. SCOPE

This policy applies to all students enrolled at the Australian School of Abu Dhabi (ASAD) and to every individual involved in their care, education, and supervision. It extends to all members of the school community, including staff, volunteers, visitors, contractors, and parents or guardians.

The policy covers all contexts in which students are under the school's supervision, including on-campus learning, extracurricular and off-campus activities, school transportation, and online or digital environments.

6. DEFINITIONS

TERM	DEFINITION
Child	Any resident of the UAE under 18 years of age.
Child Protection Coordinator	A Child Protection Coordinator (CPC) is an appointed staff member at the school who is professionally trained and equipped with skills to act upon child protection concerns that arise within their school and is the key contact for staff and authorities where a concern is identified within the school. They should also be the point of contact for the school to respond to emergencies, report to the CPU and other authorities involved, liaise with parents, and provide ongoing support to the child.
Child Protection Unit	The Child Protection Unit (CPU) is the organisational unit at ADEK aimed at developing and implementing student protection mechanisms and measures for schools under its regulatory jurisdiction, in line with Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema) and its bylaws. It is responsible for receiving and assessing student maltreatment concerns, in line with the procedures detailed in this document.
Child Protection Specialist	A Child Protection Specialist (CPS) is a person licensed and assigned by the competent authority or the concerned bodies, as the case may be, to preserve the child's rights and protect them within their respective competence, as mentioned in Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema) and bylaws. At ADEK, the CPS is the ADEK-appointed person authorised and charged by the Abu Dhabi Judicial Department/Ministry of Community Development and to preserve the rights of the child and protect the child within the limits of the CPS's powers, as above.
Invited Visitor	An individual visiting the school on a temporary basis to interact with students (e.g., a speaker, career fair representative, etc.).
Mandated Reporter	A person who is required by law (under Article 42 of Federal Decree Law No. (3) and its amendments) to report student maltreatment concerns related to students to the CPS. This includes staff and any individual on or off the school premises from which the student requests assistance in notifying the authorities (e.g., Family Care Authority (FCA), the Police, Ministry of Interior – Child Protection Center (MoI-CPC), and ADEK) about their suffering or any other student's suffering.
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	Protecting students from all risk of harm, including maltreatment and other types of risks that impact their overall health and development, wellbeing, and safety.
School day	The school's operating hours including time spent by the student in school buses to and from the school and in extra-curricular school activities.
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 a school in Abu Dhabi.

Maltreatment	Physical, emotional, or sexual abuse. Maltreatment includes neglect, exploitation, and/or bullying.
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 school.
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 utilising its systems and taking part in all activities organised by the school, inside or outside its premises, including travelling to and from the school using its transportation, and moving between and waiting for activities.
Volunteer	An individual engaged by a school on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).

7. TYPES OF MALTREATMENT

Physical Abuse	An intentional physical act which results in, has a high likelihood of resulting in, or poses a threat of resulting in immediate and/or long-term physical injury or harm to the student's health, survival, and development.
Emotional Abuse	An act, whether consistent or inconsistent, used to make a student feel unloved, worthless, and of no value and integrity, interfering with the student's positive mental and emotional development.
Sexual Abuse	Involvement of a student in sexual activity that they may or may not fully comprehend, or that violates the laws or social taboos of society. Student sexual abuse is evidenced by the activity between an adult and a student, or between a student and another student, who by age or development, is in a relationship of responsibility, trust, or power. The intent of the activity is to gratify or satisfy the needs of the other person.
Neglect	Failure of a parent or any adult supervising a student to provide for the basic needs and rights of a student towards their physical safety, development, and wellbeing, which may lead to a failure to thrive in the context of the resources reasonably available to the parent and causes or has a high probability of causing significant harm to the student's health and/or physical, social, educational, mental, spiritual, or moral integrity.
Exploitation	Use of the student in work or other activities for the benefit of others. This includes, but is not limited to, student labor and exploitation of students in prostitution or involvement of the student in gangs, militia or military. These activities are to the detriment of the child's physical or mental health, education, moral or social development. • Sexual exploitation is a form of sexual abuse where there is abuse of power by a youth, adult, or group who may coerce, manipulate, or deceive a student into sexual activity by physical contact and/or use of technology for monetary, social, or political profits. • Economic exploitation is the use of a student who is below the minimum age of labor in the workplace or related activities for the benefit of others through the production, distribution, and consumption of goods or of a particular service delivered by the student.
Bullying	Repeated physical, social, or verbal aggression exercised by students who feel they are in a position of power against other students who are perceived weaker or powerless, to achieve specific gains or draw attention, in a way that hurts the student physically and/or emotionally. Bullying can be committed by groups or individuals, in online (cyberbullying) or offline settings. The National Bullying Policy for the Prevention of Bullying in Educational Institutions (MoE, n.d.) provides a complete framework for bullying and cyberbullying.

Cyberbullying	Bullying that takes place online “using the means of communication and information technology to insult, use profanity towards, threaten with violence, slander, or blackmail someone” (MoE, 2020). Online bullying can follow the bullied student wherever they go via social networks and mobile phones and has a wider reach than bullying in the real world.
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The guide on Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024) provides a full list of signs for identifying all types of maltreatment. The National Policy for the Prevention of Bullying in Educational Institutions (MoE, n.d.) provides a complete framework for bullying and cyberbullying.

8. POLICY

8.1 Principles

1. The best interests and safety of the student shall be the primary consideration in all actions and decisions taken to safeguard their wellbeing.
2. It is the responsibility of the Principal and all staff to recognise, respond to, and manage student protection risks and concerns to the best of their ability.
3. All mandated reporters, including school staff and volunteers, are accountable for ensuring that student protection measures are in place, consistently applied, and upheld across all school settings.
4. All mandated reporters, staff, and volunteers shall be protected from any form of penalty or reprisal for carrying out their duty to report or act upon concerns relating to student maltreatment.
5. All students have the right to:
 - Heard and express their voice/opinion and participate in select decision-making processes in the school (to be determined by staff).
 - Treated with dignity and respect.
 - Treated with fairness and justice.
 - Supported by an advocate and provided with necessary support when required.
 - Safe, protected from harm, and aware of what constitutes risk and harm.
6. The school upholds a zero-tolerance approach to all forms of maltreatment, ensuring this principle is embedded in all environments and actions concerning students.

8.2 Legal Obligations and Rights

1. This policy has been developed in accordance with all relevant UAE federal laws and ADEK regulations governing student protection, including but not limited to, ADEK *School Student Protection Policy* and the Guide on Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024).
2. The Australian School of Abu Dhabi (ASAD) complies fully with the provisions of these frameworks and has established this policy to ensure that all students are protected from maltreatment. The policy meets ADEK’s minimum standards and does not contradict any of its provisions.
3. ASAD adheres to the *Guide on Handling Student Maltreatment Concerns* for the management of all abuse-related offences that occur within, or are reported to, the school.
4. The school ensures that this policy is communicated, understood, and acknowledged by all stakeholders, including Board members, staff, volunteers, parents, and students. A student-friendly version of this policy is made available, and student assent is obtained when a protection concern is raised.

5. The Principal, as the guardian of students while under the school's supervision, bears ultimate responsibility for ensuring that all necessary measures are taken to protect students from harm and maltreatment.
6. All students at ASAD have equal rights to care, protection, and safety. The school accepts full responsibility for the wellbeing of all students while they are under its supervision, both on and off campus.

8.3 Reporting of Concerns of Maltreatment

All staff, contractors, and volunteers at Australian School of Abu Dhabi are legally and professionally obligated to report any concerns, suspicions, or disclosures of student maltreatment, whether occurring inside or outside the school's supervision, in line with ADEK's *Student Protection Policy* and Federal Law No. (3) of 2016 – Wadeema's Law.

8.3.1. Mandatory Reporting

All school personnel who, in the performance of their duties, have contact with students must report any suspected or alleged maltreatment to the Child Protection Coordinator (CPC) or directly to the ADEK Child Protection Unit (CPU) within 24 hours of suspicion, ([Appendix A](#)) using ADEK's digital Safety Concern Form.

8.3.2. The Child Protection Coordinator and Child Protection Team (Safeguarding Committee)

The school has appointed a Child Protection Coordinator (CPC) and a Child Protection Team (CPT) in accordance with Section 3.4 of ADEK's Student Protection Policy. These appointments are reported to ADEK annually.

The school's Safeguarding Committee serves as the Child Protection Team (CPT). The Committee is chaired by the Child Protection Coordinator (CPC), who also serves as the Designated Safeguarding Lead (DSL) and Head of Student Behaviour Management and Wellbeing.

The Child Protection Coordinator (CPC) has completed ADEK mandated training and is a senior member of staff with experience supporting students at educational risk. The Child Protection Team (Safeguarding Committee) ensures effective coordination between child protection, safeguarding, behaviour, inclusion, health, and wellbeing across the school.

Its members include:

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

All members of the Child Protection Team have completed or will complete ADEK mandated training in Student Protection and Safeguarding as announced by ADEK.

Where the full Child Protection Team cannot be formed, the Child Protection Coordinator is responsible for case management and must nominate a delegate in the event they are unavailable or unable to perform their duties.

8.3.3. Internal Reporting Process

1. If any member of staff, including volunteers, receives an allegation or has a concern that a student may have been maltreated, is being maltreated, or is at risk of maltreatment (whether inside or outside school premises), they must immediately report the matter to the CPC or any member of the CPT. Staff must complete the *Student Protection Reporting Form* (Appendix B) when documenting concerns.
2. If the reporter cannot reach the CPC or CPT, or it is not in the student's best interest to inform them, the concern must be reported directly to the ADEK Child Protection Unit (CPU) and/or the Family Care Authority (FCA) by submitting the Safety Concern Form through ADEK's digital safety concern portal.
3. In emergency cases, where a student is in imminent danger, the CPC must report immediately to the Police (999) and notify the Principal, while simultaneously submitting the Safety Concern Form on ADEK's digital safety concern portal.

8.3.4. Bullying Cases

All bullying incidents are managed in accordance with the *National Policy for the Prevention of Bullying in Educational Institutions (MoE)*. Cases of severe bullying, where there is significant physical or emotional harm are classified as maltreatment and reported following the procedures outlined above.

8.3.5. Procedures for Handling Maltreatment Concerns

All staff, contractors, and volunteers at Australian School of Abu Dhabi are trained to identify, respond to, and report any concerns of student maltreatment, including severe bullying, in accordance with ADEK's *Student Protection Policy*.

Upon receiving a report, the Child Protection Coordinator (CPC) will ensure that all actions are taken in accordance with ADEK's procedures, including prompt assessment, coordination with relevant authorities, and ongoing support for the student. The school will provide appropriate counselling or wellbeing measures and follow up with external agencies to confirm that all required actions have been completed.

1. Identification and Initial Reporting

- Once a concern of student maltreatment is identified or disclosed, it must be reported immediately to the Child Protection Coordinator (CPC) or any other person representing them (e.g., a member of the Child Protection Team (CPT)).
- The CPC maintains the *Incident Log Form* (Appendix C) for all reported cases.
- All staff must be trained to recognise the operational definitions of the various types of maltreatment included in ADEK's policy.
- Emergency concerns, where a student appears to be in imminent danger, must be reported immediately to the Police (999) and the Principal, in line with ADEK *Student Protection Policy*.

2. Cases Occurring Outside School Supervision

- If the alleged maltreatment occurred outside of the school's supervision, the CPC or another authorised member of staff, if the CPC is unavailable must complete the Safety Concern Form on the ADEK digital safety concern portal.
- Once submitted, the form is automatically shared with the:
 - ADEK Child Protection Unit (CPU)

- Family Care Authority (FCA)
 - Ministry of Interior – Child Protection Centre (Mol-CPC)
- The FCA will review the case and initiate the appropriate case-management procedures.

3. Cases Occurring Under School Supervision

- If the alleged maltreatment occurred under the supervision of the school, the staff member must report it to the CPC or CPT representative immediately.
- The CPC must complete the Safety Concern Form on the ADEK digital portal within 24 hours of suspicion.
- The submission is automatically shared with the FCA, ADEK CPU, and Mol-CPC.
- The ADEK CPU will review the information first, before referring the case to the FCA for formal case management and follow-up.

4. Review and Risk Assessment

- The ADEK CPU may conduct, or designate qualified staff to conduct, an initial safety and risk assessment prior to referral to the FCA.
- If the case is referred, the Child Protection Specialists (CPS) at the FCA will manage the case, while the ADEK CPU provides administrative support (e.g., sharing relevant information and documentation).

5. Interviews and Student Welfare

- When a student interview is required as part of an internal inquiry or follow-up process, the CPC must ensure that the child's rights, dignity, and wellbeing are protected throughout.
- Parental or guardian consent must be obtained prior to conducting any interview unless otherwise directed by the ADEK Child Protection Unit (CPU), the Family Care Authority (FCA), or the Police.
- The *Consent Form for Child Interviews* ([Appendix D](#)) must be completed, signed, and securely stored in accordance with the Data Confidentiality provisions of this policy.

6. Cases Returned to the School

- If the ADEK CPU does not refer the case to the FCA, the concern will be returned to the school with written justification.
- The school must then gather any additional information requested and resubmit a new Safety Concern Form if necessary.

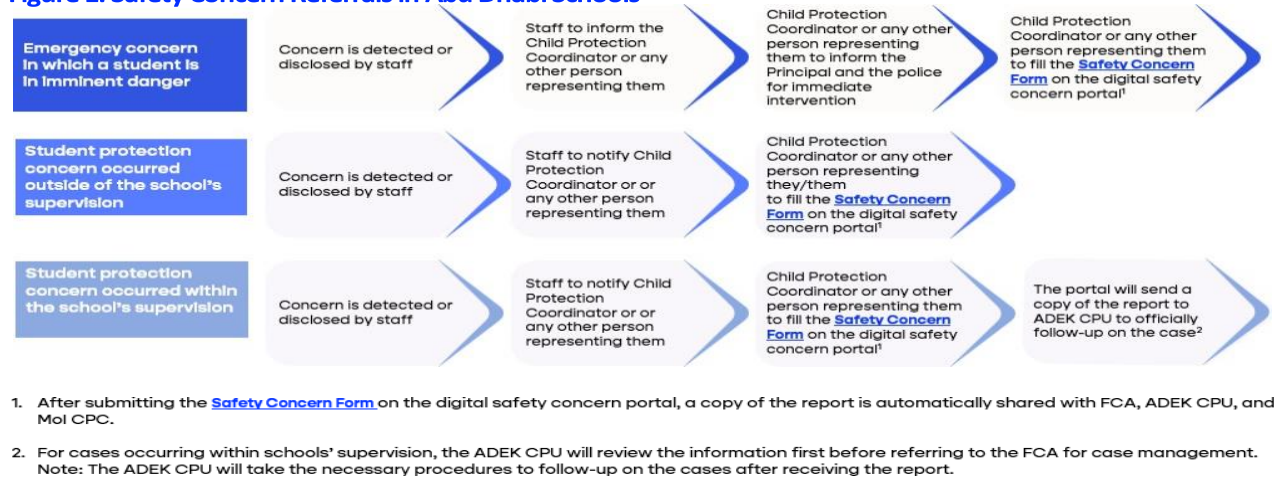
7. Monitoring and Accountability

- In all cases, the ADEK CPU ensures that every concern is logged, tracked, and responded to in accordance with UAE law and ADEK policy.
- The CPC and CPT at ASAD maintain secure, confidential records of all reports and cooperate fully with the ADEK CPU and FCA throughout the case-management process.

7. Safety Concerns Referrals in Abu Dhabi Schools

- All procedures above are illustrated in *Figure 1: Safety Concern Referrals in Abu Dhabi Schools*, as published in ADEK's Student Protection Policy. This figure is reproduced in full within this policy to support staff understanding of how concerns are escalated and managed across relevant authorities.

Figure 1. Safety Concern Referrals in Abu Dhabi Schools



8.4 Data Confidentiality

1. Confidential Handling of Information

All case reports, records, and student data related to suspected or alleged maltreatment are strictly confidential. The identities of the student concerned, the alleged or suspected perpetrator, and the person reporting the case shall be kept confidential by all individuals involved in the matter. All staff involved in case management must sign the *Confidentiality Agreement Form* ([Appendix E](#)).

2. Authorised Data Sharing

Student protection data shall be shared only with authorised personnel from the ADEK Child Protection Unit (CPU), the Family Care Authority (FCA), the Abu Dhabi Judicial Department, and other entities that are legally empowered to investigate or adjudicate such cases. No other internal or external sharing of information is permitted.

3. Prohibition of Unauthorised Disclosure

Authorised individuals are strictly prohibited from discussing any active or closed case with the media, third parties, or other school or ADEK staff who are not directly involved in the investigation, except where required by law or under formal request from investigative or judicial authorities.

4. Secure Storage and Access

The Child Protection Coordinator (CPC) is responsible for ensuring that all safeguarding and student-protection records are stored securely and accessed only by authorised members of the Child Protection Team (CPT) and ADEK/FCA investigators. Digital and physical records must be retained and disposed of in line with ADEK's data-protection and confidentiality requirements.

8.5 Training

1. Training of the Child Protection Coordinator (CPC) and Child Protection Team (CPT)

The Child Protection Coordinator (CPC) and all members of the Child Protection Team (CPT) shall complete all ADEK mandated 'Student Protection' and 'Safeguarding' training, including signing a formal declaration of commitment to uphold the highest ethical standards and code of conduct in managing student protection cases.

2. Training of All Staff

All staff members of the Australian School of Abu Dhabi (ASAD) shall participate in all ADEK mandated training sessions related to Student Protection and Safeguarding and must sign an acknowledgment confirming that they have received training and understand their legal and professional responsibilities.

Attendance for all ADEK-mandated Student Protection and Safeguarding training sessions is recorded using the school's *Child Protection Training Attendance Form* (Appendix F).

These records are maintained by the CPC and Principal as evidence of compliance with ADEK's training requirements.

3. Training of Volunteers and Visitors

All volunteers shall receive an appropriate induction and training on the school's Student Protection Policy and safeguarding procedures. All invited visitors shall attest in writing that they have read and understood the school's policy and agree to adhere to its principles while on school premises.

4. Specialist Staff Training and Supervision

Any staff member providing counselling, advocacy, or support services to students, or otherwise in close personal contact with students, shall receive ongoing and continuous training in Student Protection and Safeguarding. Such staff shall be appropriately supervised by the Principal or their designate.

5. Certification of ADEK Child Protection Specialists

Any Child Protection Specialist (CPS) employed within the ADEK Child Protection Unit (CPU) shall hold valid Ministry of Community Development (MoCD) certification, as mandated by ADEK.

8.6 Awareness and Education

The Australian School of Abu Dhabi promotes a proactive safeguarding culture through ongoing awareness and education programs for students, parents, and the wider school community:

- Age-appropriate sessions are delivered to help students recognise inappropriate behaviour, understand personal boundaries, and know how to seek help or report concerns.
- Regular workshops and communications raise awareness about the school's student protection policy, signs of maltreatment, and how to discuss sensitive issues with children.
- ASAD engages with the broader school community through awareness campaigns, newsletters, and events that reinforce the shared responsibility of protecting children.

8.7 Vetting, Hiring, and Monitoring of Staff, Volunteers, and Invited Visitors

1. Pre-Employment Vetting and Screening

All staff, volunteers, and invited visitors shall undergo comprehensive vetting and screening prior to working in or accessing any areas where students are present. This process includes criminal record and background checks from the UAE and from any countries in which the applicant has previously lived or worked. Employment offers shall only be confirmed once all required clearances are verified.

2. Principal Accountability

The Principal holds full responsibility and accountability for ensuring that all individuals working in the school are suitable to work with students and comply with ADEK's Student Protection and Safeguarding requirements. The Principal must prevent any person who may pose a risk to students' safety or wellbeing from engaging in work that involves student contact.

3. Ongoing Monitoring and Reporting

The Principal shall ensure the continuous monitoring of all staff and volunteers. Any alleged inappropriate conduct or suspected actions that may cause harm or risk of harm to a student must be immediately reported to the Child Protection Coordinator (CPC), the ADEK Child Protection Unit (CPU), and/or the Family Care Authority (FCA) as required.

4. Misconduct and Disciplinary Action

Staff members found guilty of serious misconduct shall have their employment terminated following a written investigation in accordance with:

- the ADEK *School Employment Policy*,

- Cabinet Decision No. (52) of 2018 regarding the Executive Regulations of Federal Law No. (3) of 2016 (Wadeema's Law), and
- Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments.

8.8 Acceptable Adult Behaviours

1. Professional Conduct and Respect

All staff, volunteers, and invited visitors shall respect and protect the rights and dignity of all students and must refrain from any actions, language, or behaviour that may cause harm, distress, or risk of maltreatment.

2. Prohibited Behaviours

Staff and volunteers shall not engage in any inappropriate or harmful behaviour towards or in the presence of students, including but not limited to physical, emotional, or sexual misconduct, discriminatory acts, or any breach of professional boundaries.

3. Reporting of Inappropriate Behaviour

Staff, volunteers, and invited visitors have a legal and ethical duty to immediately report any incidents or suspicions of inappropriate behaviour against students to the Child Protection Coordinator (CPC), who will escalate the matter in line with ADEK's *Student Protection Policy*.

4. Serious Allegations

Serious allegations of sexual misconduct or abuse by staff, volunteers, or invited visitors shall be immediately reported to the Police (999) and the Family Care Authority (FCA). The accused individual shall be immediately removed from the school premises pending the outcome of the investigation.

8.9 Student Protection Learning Resources

1. Age-Appropriate Materials

The school shall develop or procure age-appropriate student protection learning resources to support students in understanding personal safety, wellbeing, and self-protection, and to empower them to report violations and seek help when needed.

2. Integration into Learning and Counselling

Student protection resources shall be integrated into classroom teaching, pastoral care, and counselling sessions, using a variety of media including storybooks, activity books, posters, illustrations, and digital content suitable for group or individual learning.

3. Delivery by Trained Staff

These learning resources shall be delivered by trained staff who possess knowledge of student protection principles and child development to ensure age-appropriate engagement and understanding.

4. Clear Reporting Guidance

All learning materials shall clearly identify accessible reporting channels and trusted adults students can approach if they feel unsafe or need assistance.

9. POLICY DISSEMINATION AND REVIEW

1. Public Availability and Communication

The Student Protection Policy shall be made publicly available on the school's website and shared annually with parents, staff, board members, and volunteers, along with a student-friendly version that uses age-appropriate language and visuals.

2. Regular Review and Updates

All student protection policies, procedures, and safeguarding measures shall be reviewed and updated at least every five (5) years, or earlier if required by ADEK, UAE federal law, or changes in school operations.

10. ROLES & RESPONSIBILITIES

The successful implementation of this policy depends on all members of the school community understanding and fulfilling their respective roles and responsibilities. The sections below outline the specific duties and expectations for each role to ensure clear accountability and consistent implementation of student protection measures across the school.

10.1 Principal

1. Ensure full compliance with the provisions of this Student Protection Policy.
2. Publish, post, and promote this policy to protect students from any form of maltreatment.
3. Establish, communicate, and monitor clear procedures to prevent situations that could lead to student maltreatment.
4. Ensure the constant supervision and oversight of students while under the school's care.
5. Prioritise the protection and wellbeing of students and ensure immediate action is taken when there is suspicion or disclosure of maltreatment.
6. Ensure that students know how, where, and to whom they can safely report their concerns about alleged or suspected maltreatment without fear of retribution or punishment.
7. Ensure that staff, volunteers, and students are aware of the internal and external reporting channels available for student protection concerns.
8. Incorporate the views and recommendations of students and parents regarding safety, protection, and reporting mechanisms within the school.
9. Immediately report any case of alleged or suspected maltreatment to the appropriate authorities in accordance with this policy and ADEK requirements.
10. Ensure that all staff and volunteers identified for student protection and safeguarding training fully attend, participate, and sign off on completion of training requirements.
11. Conduct orientation sessions for parents upon student registration or at the start of each academic year to raise awareness of this policy, roles, and responsibilities.
12. Maintain student protection and wellbeing records in compliance with the *ADEK School Records Policy* and ensure the confidentiality of open and closed cases.
13. Immediately suspend any staff member suspected of an offence involving student maltreatment on a temporary basis pending investigation and adjudication.
14. Ensure that students have safe, confidential, and accessible opportunities to report any concerns related to their rights, safety, and wellbeing.
15. Oversee the vetting, hiring, and monitoring of all staff, volunteers, and invited visitors in accordance with this policy and ADEK safeguarding measures.

10.2. Child Protection Coordinator (CPC)

1. Lead the implementation of the Student Protection Policy and ensure that all cases of suspected or alleged maltreatment are reported in line with ADEK procedures.
2. Serve as the primary liaison between the school, the ADEK Child Protection Unit (CPU), and the Family Care Authority (FCA), ensuring that all concerns are reported in accordance with ADEK's Student Protection Policy (v1.1, 2024).

3. Coordinate and oversee the work of the Child Protection Team (CPT) to ensure consistent case management and safeguarding practice across the school.
4. Ensure training and awareness for all staff and volunteers on identifying, responding to, and reporting student maltreatment, maintaining accurate attendance and record logs of training sessions.
5. Maintain detailed, confidential records of all safeguarding concerns, decisions, and outcomes, in compliance with ADEK's confidentiality and data-protection requirements.
6. Support and guide staff on child protection concerns and promote a culture of listening to students, ensuring their voices and wellbeing are central to all safeguarding actions.
7. Participate in regular ADEK-mandated training for CPCs and remain up to date with current safeguarding legislation, reporting systems, and best practice.
8. Review and monitor school safeguarding procedures annually, in collaboration with the Principal and Child Protection Team.
9. Report any emergencies or imminent risk directly to the Police (999) and the Principal while completing ADEK's digital Safety Concern Form without delay.

10.3 Staff and Volunteers

1. Immediately report any alleged or suspected case of student maltreatment upon discovery, whether within or outside school supervision.
2. Ensure the care, safety, and supervision of students at all times while under the school's responsibility.
3. Familiarise themselves with and adhere to this Student Protection Policy to effectively respond to cases of alleged or suspected maltreatment.
4. Attend and actively participate in all mandated student protection and safeguarding training sessions.

10.4. Parents

1. Cooperate with the Principal and school staff by responding to inquiries related to student behaviour, wellbeing, and academic progress.
2. Attend scheduled meetings and engage in open communication with the school regarding student protection and wellbeing.
3. Communicate any concerns, observations, or behavioural changes in their child to the Principal, designated staff, or relevant authorities as appropriate.
4. Support the school in promoting safe online behaviour and student protection during digital learning and at home.

11. COMPLIANCE

ASAD affirms its full commitment to complying with the ADEK *Student Protection Policy* and all related directives, regulations, and federal laws that safeguard the rights, safety, and welfare of students. The school ensures that all practices, procedures, and staff conduct uphold ADEK's requirements and do not place any student at risk of harm, neglect, or abuse.

This policy will be reviewed annually to ensure ongoing alignment with ADEK regulations and UAE legislation, including Federal Law No. (3) of 2016 – Wadeema's Law and Federal Decree Law No. (18) of 2020 – Concerning Private Education.

12. REFERENCES

- 2024 (September) ADEK_School_Student Protection Policy_v.1.1
- DAA Child Protection Committee. (2024). Handling Student Maltreatment Concerns within Educational Institutions.
- Cabinet Decision No. (52) of 2018 Regarding the Executive Regulations of Federal Law No. (3) of 2016 Regarding Child Rights (Wadeema)
- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- 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
- Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations
- Federal Decree Law No. (51) of 2022 Concerning the Regulation of Nurseries
- Ministry of Education (MoE). (n.d). National Policy for the Prevention of Bullying in Educational Institutions.
- UNCRC. (1991). The United Nation's Convention on the Rights of the Child.

13. RATIFICATION AND REVISION HISTORY

Document Title	Student Protection Policy
Version	V.1
Ratification Date:	2 nd November 2025
Next Review Date	September 2026
Ratified By	Director: Mr Adel Salman

14. ACKNOWLEDGMENT OF STUDENT PROTECTION POLICY AND RESPONSIBILITIES

I confirm that I have read and understood the Australian School of Abu Dhabi (ASAD) Student Protection Policy.

I am aware of my responsibility to help maintain a safe and supportive environment for all students and to report any concerns or suspicions of maltreatment immediately to the Child Protection Coordinator (CPC) or directly to the ADEK Child Protection Unit (CPU) and/or Family Care Authority (FCA), in line with school procedures.

I understand that I must participate in required safeguarding and student protection training and follow all related school and ADEK regulations.

By signing below, I acknowledge my commitment to upholding the principles and expectations set out in this policy.

Full Name

Position/Role

Signature

Date

APPENDICES

Appendix A: Key Contacts for Student Protection

Internal School Contacts

1. **Child Protection Coordinator (CPC)/Head of Student Management and Wellbeing (HMW):**
 - Name: Ms. Filiz Guneyesu
 - Email: f.guneyesu@australianschool.ae
 - Phone: 02 5866980
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: Student Protection Reporting Form - Confidential

This form is to be completed by any staff member, volunteer, or visitor who has a concern, suspicion, or disclosure regarding student maltreatment. Once completed, submit the form immediately to the Child Protection Coordinator (CPC) or, if unavailable, to a member of the Child Protection Team (CPT).

The CPC will review and upload the report to ADEK's digital Safety Concern Portal within 24 hours.

a. Reporter Information:

Full Name:

Position/Role:

Contact Number:

Email Address:

Date of Report Submission:

b. Student Information:

Student Name:

Gender: ☐ Male ☐ Female

Age/Date of Birth:

Grade:

Address:

Nationality (if known):

c. Incident/Concern Details:

Date of Incident:

Time of Incident:

Location:

Type of Concern: ☐ Physical Abuse ☐ Emotional Abuse ☐ Neglect ☐ Sexual Abuse

☐ Severe Bullying ☐ Online Safety Concern ☐ Other (specify):

Brief Description of Concern:

Additional Observations or Context:

d. Witness (if any):

Full Name:

Contact details:

Relationship to Incident:

e. Immediate Action Taken:

Tick and describe all that apply:

☐ Provided first aid ☐ Informed CPC ☐ Informed Principal ☐ Separated students involved

☐ Contacted parents ☐ Contacted emergency services ☐ Other: _____

Details of Immediate Action:

f. Reporter Declaration:

I confirm that this information is true and accurate to the best of my knowledge and that I have reported this concern in line with the Australian School of Abu Dhabi (ASAD) Student Protection Policy and ADEK Student Protection Policy (v1.1, 2024).

Signature:

Date:

g. For Official Use (CPC/CPT Only)

Received By (Name and Position):

Date and Time Received:

Initial Review Completed By:

Action Taken:

Confidentiality Notice

This document contains sensitive information. It must be stored securely and shared only with authorised personnel, in accordance with ADEK's Data Confidentiality provisions and UAE Federal Law No. (3) of 2016 – Wadeema's Law.

Appendix C: Incident Log Form - Confidential

(For use by the Child Protection Coordinator (CPC) and Child Protection Team (CPT) to record, monitor, and follow up on all student protection concerns.)

1. Incident Details:

Date of Incident:

Time of Incident:

Location:

Type of Concern: ☐ Physical Abuse ☐ Emotional Abuse ☐ Neglect ☐ Sexual Abuse

☐ Severe Bullying ☐ Online Safety Concern ☐ Other (specify):

2. Reporter Information:

Full Name:

Position/Role:

Contact Number:

Email Address:

Date of Report Received:

3. Student Information:

Student Name:

Gender: ☐ Male ☐ Female

Age/Date of Birth:

Grade:

Address:

Nationality (if known):

4. Incident Summary:

Description of Incident/Concern:

(Provide a concise factual summary. Include observable behaviours, injuries, or disclosures.)

5. Actions Taken:

Date & Time of Action	Action Taken By	Outcome/Next Steps
-----------------------	-----------------	--------------------

6. Follow-Up and Resolution:

CPC / CPT Follow-Up Date(s):

Case Status:

Summary of Outcome:

Date Closed (if applicable):

Reviewed by (Principal/CPC):

Signature:

Confidentiality Notice:

This form contains sensitive information and must be stored securely under restricted access. Sharing or discussing its contents outside authorised personnel violates ADEK's Student Protection Policy and Federal Law No. (3) of 2016 – Wadeema's Law.

Appendix D: Consent Form for Child Interviews – Confidential

(To be completed by a parent or legal guardian before a student interview relating to a protection concern.)

This form documents the parent/guardian's consent for their child to be interviewed in connection with a student protection or safeguarding concern.

1. Student Information:

Student Name:

Gender: ☐ Male ☐ Female

Age/Date of Birth:

Grade:

Address:

Nationality (if known):

2. Parent/Guardian Information:

Full Name:

Relationship to Child:

Contact Details:

3. Interview Details:

Date of Interview:

Location of Interview:

Person Conducting Interview (CPC/Authorised Staff):

Witness (if applicable):

4. Consent Declaration:

I, _____, being the parent/guardian of _____, hereby give my consent for my child to be interviewed by the authorised representative named above in relation to a student protection or safeguarding concern.

I understand that:

- The interview will be conducted sensitively, in a safe and private setting.
- My child may be accompanied by a trusted adult or counselor if deemed appropriate.
- The information discussed will be treated confidentially and shared only with authorised personnel, including ADEK's Child Protection Unit (CPU), the Family Care Authority (FCA), and/or law-enforcement officials, when legally required.
- I may withdraw consent at any time prior to the interview by notifying the school in writing.

Full Name

Signature of Parent/Guardian

Signature of Witness

Date

Appendix E: Confidentiality Agreement Form

(To be signed by staff and Child Protection Team members handling student protection information.)

Confidentiality Declaration

I, _____, acknowledge my responsibility to maintain the confidentiality of all information related to student protection incidents and investigations at the Australian School of Abu Dhabi (ASAD).

I understand that:

- All information relating to student protection cases, including the identity of the student, reporter, or alleged perpetrator, is strictly confidential.
- Such information may only be shared with authorised individuals from the ADEK Child Protection Unit (CPU), the Family Care Authority (FCA), or relevant law enforcement and judicial bodies.
- I will not discuss any active or closed cases with unauthorised persons, including other staff, students, or external parties.
- Breach of confidentiality may result in disciplinary action and legal accountability in accordance with ADEK regulations and UAE law.

Full Name

Position/Role

Signature

Date

APPENDIX F: Child Protection Training Attendance Form

(For recording participation in ADEK-mandated and school-based safeguarding training sessions.)

1. Training Information:

Training Title/Topic:

Date of Training:

Location/Venue:

Trainer/Facilitator Name:

Duration of Session:

2. Participant List:

Full Name of Participants/Role

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(Add rows as needed)

3. Trainer verification:

I confirm that the above participants attended and completed the training session on the date indicated.

Trainer Signature:

Date:

Compliance and Confidentiality Notice:

This attendance record must be securely retained by the CPC and Principal as proof of compliance with ADEK's training mandate. Copies may be shared only with ADEK inspectors or other authorised authorities upon request.