



**2025-2026**

# **CHILD PROTECTION POLICY AND PROCEDURE**

## Policy Purpose

**Premium International School (PIS)** is committed to the welfare and safety of all its students. We strive to create an environment where students feel secure, valued, heard, and taken seriously at all times. The purpose of this policy is to set out actions Premium International School will take to ensure the safety and well-being of all students. This policy provides direction and guidance to school management and personnel in dealing with allegations or suspicions of child abuse. It equips staff to be alert to signs of abuse and to act appropriately.

We aim to support children's development in ways that foster security, confidence, and independence, while ensuring every member of staff exercises a duty of care.

## POLICY AIMS

At Premium International School, we aim to safeguard and promote the welfare of all students in alignment with:

- **UAE Federal Law No. 3 of 2016 (Wadeema's Law)** – ensuring children's rights and protection from abuse, neglect, and exploitation.
- **ADEK Private Schools Policy and Guidance Manual**, particularly the **Child Protection and Safeguarding Policy (Policy 53)** – outlining expectations and responsibilities for all school personnel.
- **Department of Health (DOH) Guidelines** – including the **School Health Guidelines for Private Schools**.
- **ADEK School Inspection Framework (2016), Section 5** – focusing on protection, care, guidance, and student support.

This policy is designed to meet both national legal standards and best international practices. It recognizes the essential role of a Designated Child Protection Officer (DCPO) to lead safeguarding efforts across the school, and to liaise with relevant authorities such as ADEK, the Ministry of Interior (MOI), and the Child Protection Centre when needed.

We are committed to establishing a safe, responsive, and proactive school culture where all students are protected, respected, and supported

## RESPONSIBILITIES OF SCHOOL PERSONNEL

All school staff must:

- Be vigilant for signs of abuse or neglect
- Report concerns immediately to the Child Protection Officer (CPO)
- Never act alone or attempt to investigate independently
- Attend annual training and remain updated on procedures

**Designated staff will:**

- Maintain detailed written records
- Coordinate communication with ADEK and/or the Ministry of Interior (MOI)
- Provide parents with the policy
- Ensure the policy is annually reviewed and updated

**Designated Child Protection Roles at Premium International School:**

- **School Principal:** Dr. Alaa Aljuburi
- **Vice Principal:** Mrs. Benish
- **Students Affairs Officer:** Mrs. Hend Mohamed
- **Child Protection Officer (DCPO) :** TBA
- **Social Worker:** TBA

These individuals form the core safeguarding team and are responsible for overseeing all aspects of child protection and responding to concerns in accordance with ADEK guidelines and UAE federal law.

## **PRACTICE AND PROCEDURE – GUIDING PRINCIPLES**

Premium International School follows a clear set of guiding principles and practices to ensure the effective safeguarding and protection of children in the school community.

### **General Safeguarding Expectations:**

- All staff must remain vigilant and alert to signs of abuse and neglect.
- Staff should report any concerns or suspicions to the Child Protection Officer (CPO) immediately.
- A Designated Person with specialized knowledge in child protection is the first point of contact for all staff and parents when concerns arise.
- All staff with designated safeguarding responsibilities will receive appropriate training.
- The school maintains an effective, whole-school anti-bullying policy.
- We operate safe recruitment procedures, including mandatory police clearances and local security checks. All academic, support, and ancillary staff, whether full-time, part-time, peripatetic, supply, or volunteers, must be vetted prior to employment or engagement.
- Any deficiencies or weaknesses in child protection arrangements will be addressed immediately.

### **Responsibilities of the Child Protection Officer (CPO):**

The CPO's primary responsibilities include:

- Keeping the Principal fully informed of all concerns.
- Ensuring all staff are aware of and follow safeguarding procedures.
- Overseeing the implementation of child protection protocols across the school.
- Providing regular training and support to all staff.
- Investigating concerns raised—whether about a parent, staff member, or student—and determining appropriate next steps.
- Deciding in consultation with the Principal whether concerns warrant external reporting.
- Storing all records of concern in a secure, confidential location marked *“Strictly Confidential.”*
- Offering guidance to parents and staff regarding additional support services.

## Reporting Procedures:

- Any staff member concerned about a student must **immediately** inform the CPO.
- The CPO will notify the Principal and other relevant authorities as necessary.
- The staff member must record their concerns on the same day, providing a factual, clear, and concise account of observations or disclosures.
- The CPO and Principal will jointly decide whether the case needs to be referred to external agencies (e.g., ADEK, MOI, Child Protection Centre).

## Whole-School Training & Awareness

- All teaching staff, including instrumental teachers, learning support staff, bus monitors, and bus drivers, receive **annual training** on the signs of abuse and internal reporting procedures.
- All staff must **sign an acknowledgment form** confirming they have received the Child Protection and Safeguarding Policy and the Staff Code of Conduct.
- Volunteers and parents with regular contact with students will also receive child protection awareness training.
- Formal child protection education is integrated into the curriculum and also delivered by faculty members or external professionals.

## Dealing with a Disclosure

When a child discloses abuse:

- Listen carefully without expressing shock or disbelief.
- Accept what the child is saying.
- Allow the child to talk freely—do not interrupt.
- Reassure the child that they did the right thing by telling someone.
- Do not make promises you cannot keep (e.g., "I won't tell anyone").
- Report and document the disclosure immediately using the designated Concern Form.

## Observing Signs of Possible Abuse

Staff and volunteers—paid or unpaid—must be alert to outward signs of abuse or neglect (see also Appendix A). These signs may include:

- Injuries inconsistent with typical play or explanations
- Frequent or unexplained injuries
- Sudden changes in behavior, mood, or academic performance
- Anxiety, withdrawal, or low self-esteem
- Age-inappropriate knowledge or behavior relating to sex
- A verbal or written disclosure of abuse by the child

## ASSESSMENT AND RECORD KEEPING

To ensure accountability and transparency, all concerns related to child protection must be accurately documented and securely stored.

Documentation Procedures:

- Make notes immediately after a conversation or disclosure, using the official Concern Form (Appendix B).
- Do not destroy original notes, even after submitting the concern, as they may be required as evidence in legal proceedings.
- If physical injuries are visible, use the Body Map Template (Appendix C) to record the location, size, and appearance of the injury.
  - Do **not** take photographs of the child.
- Records must reflect observations and direct statements only. Avoid assumptions, interpretations, or personal judgments.

**Confidentiality and Storage:**

- All child protection records must be stored in a secure and confidential manner, either:
  - In a locked cabinet, accessible only to the Designated Child Protection Officer (DCPO), or
  - In a password-protected digital file, encrypted and managed by authorized personnel only.
- These files are maintained separately from academic records and only shared with appropriate authorities when necessary.

## **UAE REGULATIONS AND SUPPORT**

The Child Protection Policy at Premium International School is developed in accordance with UAE Federal Law No. 3 of 2016 (Wadeema's Law), and the Department of Education and Knowledge (ADEK) Child Protection Policy. It outlines the legally mandated steps the school must take when a child protection concern arises.

When a suspected case of abuse is identified and verified with sufficient evidence, the following procedures are to be followed by the Child Protection Officer (CPO) in consultation with the Principal:

1. Document all evidence related to the concern, including written records, body maps (if applicable), and any relevant observations or disclosures.
2. Report the case to the Ministry of Interior via the official Child Protection Hotline: 116111.
3. Submit an electronic report to ADEK through the approved ADEK Online Child Protection Reporting System.
4. Secure all documentation in a confidential file, stored either in a locked cabinet or on a password-protected digital platform. Access is restricted to authorized personnel only.

These procedures are non-negotiable and must be implemented immediately in all confirmed or strongly suspected cases. The safety and well-being of the child take precedence at every stage.

## **ALLEGATIONS INVOLVING SCHOOL STAFF**

Any allegations or concerns regarding inappropriate behavior or abuse by a member of staff, volunteer, or the Child Protection Officer must be taken seriously and acted upon immediately.

- All such allegations must be reported to the Principal
- If the allegation involves the Designated Person, the report should be made directly to the Principal, who will then handle the case in collaboration with the relevant members of the Senior Leadership Team (SLT).
- The Designated Person (unless the subject of the allegation) must also be informed.

If a staff member suspects or witnesses abuse by another staff member (whether on or off school premises), they must:

1. Immediately report the concern to the Child Protection Officer (CPO), who will then inform the Principal.

2. Complete the Child Protection Concern Form (Appendix 2) with all relevant details, including any witnesses.
3. Refrain from discussing the matter with others, maintaining strict confidentiality.

In the case of a substantiated concern after the internal investigation:

- The school will report the case directly to ADEK Private Schools & Quality Assurance (PSQA).
- The school will take all necessary actions to revoke the staff member's ADEK approval.
- The case may be escalated to federal authorities, and legal measures may be taken to permanently revoke the individual's right to work in any educational setting within the UAE.

This process ensures transparency, protection of the child, and compliance with UAE Child Protection laws and ADEK regulations.

## **STAFF GUIDELINES FOR CHILD PROTECTION**

This guidance is provided for the protection of both staff and students. In educational settings, all relationships are founded on trust, and those in positions of trust must understand the power and influence they hold. With that power comes the responsibility to act professionally, ethically, and in the best interest of the child at all times.

### **Key Expectations and Professional Conduct**

- Do not ignore suspicion, disclosures, or allegations of abuse—always report and record them promptly using the school's procedures.
- Provide access for pupils to speak with you about any concerns they may have. Encourage a safe and open environment.
- Plan activities that involve the presence of other staff or students, or ensure that your actions are within sight or hearing of others.
- If you must speak to a student one-on-one, inform another staff member of your location. It is advisable to leave the door open or use a room with a window.
- Be cautious and professional during sensitive conversations on topics like bullying, bereavement, or abuse.
- On overnight trips or camps, staff and students must have separate sleeping arrangements at all times.
- Avoid any situation that may compromise your professional relationship with a student or violate the boundaries of a relationship of trust.



- In physical activities (e.g., sports or music coaching), where physical contact is sometimes necessary, it must only be used to support safe practice, develop skills, or prevent/treat injury.
- Do not transport a student alone in a vehicle unless it is an emergency and approved by school leadership. Always inform the Designated Person when this occurs.
- Be aware that even well-intentioned actions may be misunderstood or misinterpreted. Always act transparently and professionally.

## Prohibited Behavior

Staff must never:

- Engage in inappropriate physical or verbal conduct with students.
- Use suggestive language, jokes, or gestures, even in jest.
- Make assumptions or jump to conclusions about others without factual evidence.
- Rely solely on their good reputation to protect them—always follow policy and procedures.
- Assume that abuse allegations “could never happen to me.”

## CONTACT DETAILS FOR OUTSIDE INVOLVEMENT

In cases of confirmed or suspected child abuse, the following authorities must be contacted, as per UAE law and ADEK policy guidelines:

- **Al Ain Community Police**  
03 715 1870
- **Ministry of Interior Child Protection Centre**  
11611
- **UAE Child Helpline**  
800 700

These agencies provide direct support for the protection and welfare of children and must be contacted by the Child Protection Officer or school leadership when appropriate.

## MONITORING AND REVIEW

This Child Protection Policy will be reviewed annually by the Senior Leadership Team (SLT) to ensure it remains in line with current legislation, ADEK regulations, and best practices. It will also be updated as needed following any significant incidents or procedural changes.

<b>School Name</b>	<b>Premium International School</b>
<b>Issue Date</b>	<b>25th July 2025</b>
<b>Policy Name</b>	<b>Child Protection Policy</b>
<b>Revision Date</b>	
<b>Prepared By</b>	<b>Child Protection Officer</b>
<b>Policy Number</b>	
<b>Approved By</b>	<b>Dr. Alaa Aljuburi, Principal</b>

## **APPENDIX 1 – DEFINITIONS OF ABUSE**

The following definitions are provided to support staff in identifying different forms of abuse. Recognizing these signs is essential to ensure early intervention and support for the child.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, slapping, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Harm may also be caused when a parent or caregiver fabricates or induces illness in a child (commonly referred to as fabricated or induced illness).

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child that results in severe and long-lasting adverse effects on their emotional development. This may include:

- Conveying to a child that they are unloved, worthless, or inadequate.
- Imposing inappropriate expectations that are not suitable for the child's age or stage of development.
- Causing the child to frequently feel frightened, humiliated, or in danger.
- Exploiting or corrupting a child emotionally or psychologically.

### **Sexual Abuse**

Sexual abuse involves forcing, pressuring, or enticing a child or young person to participate in sexual activities. This can include:

- Physical contact such as penetrative or non-penetrative acts.
- Non-contact activities such as exposing children to sexual acts or pornographic materials.
- Encouraging sexually inappropriate behavior or language.

Children may not always be aware that they are being abused or may be unable to disclose it due to fear or manipulation.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in serious impairment to the child's health or development. Neglect may include:

- Failing to provide adequate food, clothing, or shelter.
- Failing to ensure adequate supervision or protection from harm.
- Failing to access appropriate medical care or treatment.
- Neglecting emotional needs by ignoring or isolating the child.

## **Possible Indicators of Abuse**

According to the NSPCC and child protection guidance, the following signs may indicate that a child is being abused. These indicators are not exhaustive and must be considered in context:

- Repeated unexplained injuries.
- Poor hygiene, being underfed, or inappropriately dressed for weather.
- Lingering illnesses not being treated.
- Deterioration in school performance or behavior.
- Aggressive outbursts or severe temper tantrums.
- Withdrawn, overly compliant, or detached behavior.
- Watchful or overly alert demeanor.
- Inappropriate sexual knowledge or explicit behavior for age.
- Reluctance to go home or being frequently absent.
- Lack of trust in adults, especially caregivers.
- Unexplained physical complaints (e.g., stomachaches) without medical cause.
- Eating disorders or sudden appetite changes.
- Sleep disturbances, nightmares, or bed-wetting.
- Running away, suicide ideation, or self-harm.
- Regression to earlier developmental behaviors.
- Depression, anxiety, or social withdrawal.
- Secretive relationships with adults or unexplained gifts or favors.

If any of these indicators are observed, staff must report concerns to the Child Protection Officer immediately, following the procedures outlined in this policy.

## APPENDIX 2 – CONCERNS

### Concern Form and Tracking Sheet

Name of child:		Class:
Reported by: (Name & Signature)		
Witness:		
Date:	Time:	Location:
(of observed behavior / Discussion / Disclosure)		
Concern/Incident: (to be completed by reporting adult)		
Note: Please do not interpret what is seen or heard; simply record the facts.		
Skin Map:		
Note: Any signs of physical injury should be described in detail. Where injuries have been observed, Mark on Skin Map recording the location, size, and color.		
Injuries observed - please tick: YES <input type="radio"/> NO <input type="radio"/>		
Name of witness to injuries:		
Date injuries seen:		

## APPENDIX 3 – BODY MAP

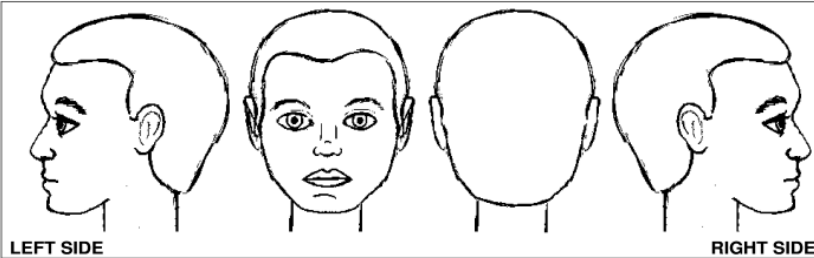
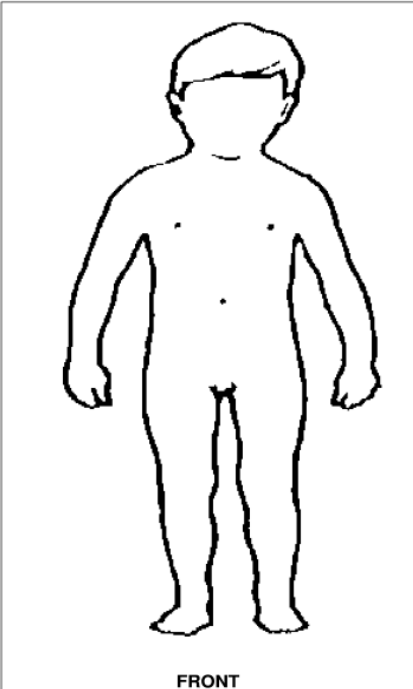
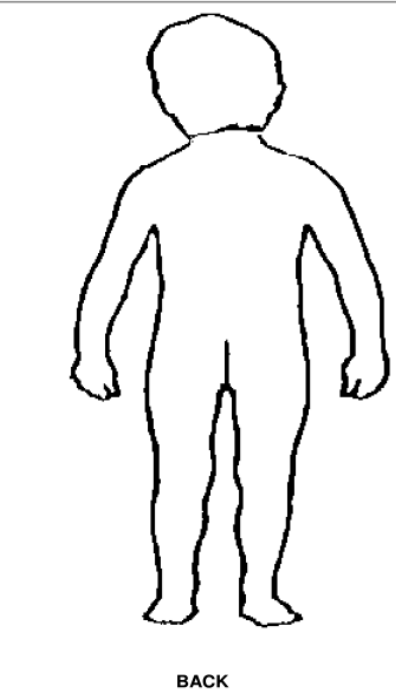
This body map is used to accurately record visible injuries on a child without the use of photographs. It supports factual documentation and helps identify injury patterns that may indicate abuse.

### Instructions

- Use the body outlines below to mark the exact location of injuries.
- Provide descriptive details (e.g., size, color, shape, and type of injury).
- Use annotations or symbols to reference injury descriptions.
- Record only factual observations and the child's statements using their own words.
- DO NOT take photographs of any injuries.

### Body Map

Front and back outlines of the child should be used to mark injury locations.

GROWING SAFETY – INJURY BODY MAP			
NAME OF CHILD		DATE OF BIRTH	
			
			
FRONT		BACK	
NAME OF WORKER		DATE RECORDED	

NOTE THIS IS A SOCIAL WORK RECORD AND DOES NOT REPLACE A MEDICAL RECORD OR PAEDIATRIC REPORT

## Observation Details

<b>Observer Name:</b>	
<b>Date &amp; Time of Observation:</b>	
<b>Location of Observation:</b>	
<b>Description of Injury:</b>	
<b>Child's Statement (if any):</b>	
<b>Witness (if applicable):</b>	

All original body maps must be retained. Do not destroy any original copies. Store securely in a confidential file, either in a locked cabinet or password-protected system.

## **APPENDIX 4 – LOST CHILD PROCEDURE**

In order to minimize the possibility of a child getting lost, all staff needs to be vigilant in maintaining a check on the number of children in their care. This means that in addition to the statutory keeping of attendance registers, headcounts after break times and at the beginning of lessons should automatically take place. The practice will ensure that if a child should go missing, the loss is quickly discovered.

In the event of a missing child, the loss should be immediately reported to the Principal/Head of School or a senior member of staff who will then direct the course of action.

### **This will include any or all of the following:**

1. Alert other members of staff and deploy appropriately while maintaining adequate supervision of the remaining children.
2. Question children.
3. Conduct a thorough search of the buildings and outdoor area.
4. Review CCTV footage where available to identify the child's last known location. Coordinate with security or IT support.
5. If the child has not been found within 15 minutes, parents should be contacted. Senior leadership or the designated Child Protection Coordinator should notify local authorities, including:
  - Al Ain Community Police – 03 715 1870
  - MOI Child Protection Centre – 11611
  - Child Helpline – 800 700
6. Continue to search involving as many adults as possible, opening up the area and keeping in touch by mobile telephone.
7. An Incident Report Form must be completed, documenting all actions taken.
8. A post-incident debrief should be held to review what happened and determine preventive improvements.
9. Extra care must be taken for students with additional learning needs, disabilities, or vulnerabilities, ensuring proper documentation and enhanced supervision.

All actions and decisions should be documented and stored confidentially in the school's Child Protection records. Any reports to authorities must follow ADEK's reporting protocols and timelines.



## **APPENDIX 5 – LATE COLLECTION PROCEDURE**

If a child is not collected at the end of the school day, the child remains the responsibility of the class teacher or assistant until alternative arrangements have been made. Each instance may differ, and staff must act with initiative, prioritizing the safety and well-being of the child.

### **Standard Procedure for Late Collection:**

1. Allow a 15-minute leeway for reasonable delay.
2. After 15 minutes, the child(ren) must be taken to the designated waiting area, where a staff member is assigned to supervise.
3. Attempt to call the parents or authorized collecting person immediately.
4. If the child remains uncollected and parents cannot be contacted after 30 minutes, refer to the emergency contact list.
5. The child must never be left alone and must be reassured at all times that the situation is being handled.
6. The incident should be documented and, if delays become frequent, shared with the Senior Leadership Team for follow-up.

**Important:** Under no circumstances should a child be released to any individual without explicit parental or Principal authorization.

### **Late Collection After After-School Activities**

Staff responsible for after-school activities must ensure pupils are safely collected once the session ends.

Procedure:

1. Wait with the student for up to 15 minutes after the session ends to allow for reasonable delays.
2. If the child remains uncollected, the activity leader must:
  - Escort the child to the designated waiting area, or
  - If the activity is off-site, stay with the child and apply the same steps as above until the child is collected.
3. Maintain clear communication with the school office and SLT if the delay persists or concerns arise.

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