SAFEGUARDING POLICY

Introduced:	September 2024
Review 1:	September 2025
Review 2:	November 2026
Next Review:	November 2027

INTRODUCTION

Dunes International School is committed to the highest standards of safeguarding and child protection. We recognize every child's right to grow, learn, and thrive in a safe and supportive environment, free from harm and maltreatment.

This policy is guided by:

- Federal Law No. 3 of 2016 (Wadeema's Law)
- ADEK School Safeguarding Policy (2025, v1.2)

PURPOSE

The purpose of the Safeguarding Policy is:

- Setting ADEK's safeguarding requirements for schools.
- Defined accountability at all levels.
- Establishing clear security and supervision procedures (guards, CCTV, visitors, departure).
- Outlined processes for managing breaches.
- Ensured safe recruitment, training, and supervision of staff and volunteers.
- Promoting a culture where all staff, students, and visitors understand safeguarding responsibilities.

1. Safeguarding Supervision

Duty of Care and In Loco Parentis

- All staff had a legal and moral duty of care toward students which includes supervision, protection, and promotion of student wellbeing.
- The Principal acts in loco parentis, meaning he assume parental responsibility for students during school hours and school activities.

2. School-Based Safeguarding Policy

2.1 Dunes International School (DIS) developed and implemented a **comprehensive Safeguarding Policy**, actively communicated to all members of the school community. The policy include the following minimum elements:

1. Statement of Overall Safeguarding Processes
   - DIS shall clearly outline its safeguarding processes, procedures, and aspirations, emphasizing student safety, wellbeing, and protection.
   - This will include procedures for reporting, investigating, and managing safeguarding concerns in line with ADEK requirements.
2. School Safeguarding Practices
   - All safeguarding practices are aligned with ADEK Wellbeing Policies, ensuring that all matters are handled sensitively, professionally, and in the best interests of students.
   - Staff received guidance on appropriate student engagement, observation, and support mechanisms.
3. Security Policy

   DIS implemented a **security policy** that protected students from physical and digital threats. This includes:
   - Access control and visitor management
   - Surveillance and CCTV monitoring
   - Cybersecurity measures aligned with the ADEK Digital Policy
4. Monitoring and Measurement
   - Mechanisms had established to measure and monitor the delivery and effectiveness of safeguarding practices, ensured students are protected from harm and supported in their physical, emotional, and mental development.
5. Resources for Safeguarding
   - DIS identified and allocated adequate resources, including trained personnel, counseling services, and physical infrastructure, to support all safeguarding provisions.

2.2 Appointment of a Safeguarding Committee / Lead

Dunes International School appointed a **Safeguarding Committee who are** responsible for overseeing the **school's overall safeguarding strategy**. The responsibilities include:

1. Annual Policy Review: Monitoring and reviewing the effectiveness of the Safeguarding Policy to ensure that it is understood and practiced by the entire school community.
2. Implementation of Policies: Ensuring that all safeguarding policies and procedures approved by the school's Governing Board are fully implemented and observed.
3. Staff, Volunteer, and Visitor Awareness: Ensuring that all staff, volunteers, and invited visitors are aware of their safeguarding responsibilities.

4. Parent Access and Communication: Providing parents with access to the school's Safeguarding Policy and supported the documents available in school website.
5. Induction and Training Program: Developing and implementing induction and ongoing training programs to ensure that staff and volunteers are informed about safeguarding procedures and expectations.
6. Compliance with ADEK Student Protection Policy: Ensuring that all processes comply with ADEK's School Student Protection Policy.

3. Safeguarding Awareness – Dunes International School

3.1 Safeguarding Awareness Strategies

Dunes International School adopted proactive strategies to ensure the **safety, wellbeing, and protection of all students**, including the following key elements:

1. Safe and Caring Environment
   - DIS provides an environment where students learn, and freely express their ideas, feelings, and opinions.
   - The school prioritize student best interests in line with the guiding principles stipulated in the handling student Maltreatment Concerns within Educational institutions(DAA Child Protection Committee, 2024)
2. Zero-Tolerance Approach to Maltreatment
   - The school adheres to a zero-tolerance policy regarding any form of student maltreatment.
   - All staff, visitors, and members of the school community are aware of and able to follow the processes set out in School Student Protection Policy
3. Monitoring Vulnerable Students
   - DIS actively monitors students known or suspected to be at risk, including those with additional learning needs or heightened vulnerability, and ensure their protection.
4. Staff Response to Safeguarding Incidents

   Staff are trained to **respond appropriately to safeguard incidents**, including:
   - Listening to disclosures carefully and professionally
   - Reassuring victims and witnesses that their concerns are taken seriously
   - Reporting and documenting incidents according to school procedures
5. Positive and Transparent Environment
   - Students and staff feel part of a supportive and transparent school culture where they can liaise freely with the Safeguarding Committee whenever concern raised regarding a student, staff member, or visitor.

6. Digital Safety Vigilance

DIS ensures student safety in online spaces, in compliance with the ADEK School Digital Policy.

- Staff monitors online engagement and provides guidance for safe technology use.

7. Health and Wellbeing Considerations

No school policy negatively impacts on student health or wellbeing, such as limiting essential breaks (e.g., washroom access), in line with the ADEK School Wellbeing Policy.

8. Accessible Support and Counseling

Counseling and support services are:

- Accessible to all students
- Free from judgment
- Clearly communicated so students know whom to approach for help.

9. Parental Awareness and Legal Obligations

DIS shall ensure parent understand their legal obligation to enroll their child in school as per Federal Law No. 39 of 2022 – Compulsory Education

- Any suspicious incidents, such as excessive absences or unexplained withdrawals, shall be reported as potential maltreatment concerns to relevant authorities in line with the ADEK School Student Protection Policy.

4. Safeguarding and the Curriculum

4.1 Curriculum Safeguarding Measures

Dunes International School ensured that its applied curriculum actively incorporates **safeguarding measures** through the following strategies:

1. Self-Esteem and Self-Regulation: The curriculum emphasized the development of students' confidence, self-esteem, and ability to self-regulate.
2. Respect and Civility: DIS fosters a culture of respect, empathy, and civility towards all people and living things.
3. Communication and Consent: Students are taught to communicate effectively and understand the importance of giving and respecting consent.
4. Risk Awareness: The curriculum develops students' understanding of all aspects of risks, including online behavior, social media use, and other potential hazards.

5. Self-Protection and Peer Pressure**:** Students are guided in developing **strategies for self-protection** and appropriate responses to peer pressure.
6. Responsibility for Safety: Students learned to **take responsibility for their own safety** and contribute to the safety of others.

5. Safeguarding the School's Security

5.1 School Security System

Dunes International School implements a comprehensive security system to safeguard **students, staff, assets, and data**:

1. Policy Requirement: The school is equipped with **integrated access controls and CCTV systems**, installed and maintained by **MCC-licensed vendors**. Schools maintains a valid maintenance contract at all times with MCC – Licensed vendors.
2. CCTV Systems: Schools shall ensure that their CCTV cameras provide coverage of the following areas:
    - All entrances and exits of the school buildings and grounds.
    - All walkways and public areas (e.g., corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
    - Student pickup and drop-off areas for private vehicles and buses.
    - Security areas (e.g., control room) and hazardous areas.
    - Exterior areas surrounding the school grounds.
    - Learning spaces (e.g., classrooms, labs, studios, maker spaces).
    - Entrances to bathrooms/toilet blocks and changing rooms.
    - All blind spots within the school premises.
    - CCTV cameras shall not be installed inside lavatories, changing rooms, or any other areas where there is a reasonable expectation of privacy.
    - Schools shall place signs within the school premises indicating to the public that the area is under CCTV surveillance.
3. Regular Monitoring and Maintenance: School monitors the functioning of their CCTV cameras on a daily basis and ensure they are working and providing appropriate coverage. In case any issues are identified that affect their functionality, schools informs the vendor immediately and ensure prompt action is taken to rectify the issue in line with the terms of their contract.

4. Access to Footage and Recordings: School restricts the access to CCTV footage and recordings as follows:
    - Monitoring of CCTV Footage: The School have a monitoring and control room for the purpose of monitoring CCTV footage. School shall ensure that only the vendor-appointed CCTV specialist(s) monitor the footage.
    - The Principal is authorized to access live CCTV footage of the school premises.
    - Access Permission for Staff: The principal and vendor-appointed CCTV specialist(s) are authorized to retrieve and view CCTV recordings. Principal is authorized to permit other staff members to view CCTV footage on a need-basis. School maintains a record of all individuals granted permission to view the footage, where applicable.
    - Access Permission for ADEK Personnel: School provides access to CCTV footage and recordings to authorized ADEK personnel upon request.
    - Copying and Distribution: The copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in line with the Federal Decree Law No. (34) of 2021 on Combating Rumors and Cybercrimes.
    - Escalation: Where an incident captured in a CCTV recording requires clarification beyond the school level, the school shall immediately notify ADEK in order to deal with the incident.
    - Deletion: Schools shall retain CCTV recordings for a minimum of 90 days, or as per the latest MCC requirements.

5.2 Security guards at Dunes:

- Are present at all gates and **cannot leave posts unsupervised**.
- Hold **valid licenses** per ADEK regulations.
- Maintained a **visitor log** with ID verification and remains alert at all times.
- Issue visitors access passes only upon collection of a form of photo ID and verifying that it matches the identity of the physical person.
    a. School is authorized to issue permanent access passes to registered visitors involved in the routine pick-up and drop-off of student's i.e. Parents, nannies, drivers, etc.
    b. Security guards verify that each access pass matches the identity of the physical person and ensure that anyone whose permanent access pass has been canceled/revoked cannot enter the school with the invalid access card (they would need to sign in as would a general visitor)
- Maintains a communication link between the security guard at the entry gate and the school reception/administration to authorize the entry of unknown persons.
- Are provided with the appropriate handover procedures to facilitate the transition in the event of the school changing security providers.

5.3 School Visiting Procedure

Dunes International School maintains a robust procedure for visiting the school. The principal shall have the right to deny or allow visitors in their school with good cause.

1. All visitors are required to sign in at the reception, present a valid identification, and state the purpose of their visit. A visitor's access pass will then be issued in exchange for the ID. A manual logbook is maintained to record both entry and exit times**.**
2. Visitors shall display their access passes, which are to be visibly worn at all times whilst on the school premises. Visitors are not authorized to enter classrooms unless invited.
3. Invited visitors shall remain under the supervision of a designated member of staff unless they are authorized personnel (see Section 5.3.5) whilst on the school premises.
4. Upon completion of the school visit, visitors must sign out at the security gate and return their visitor access passes upon leaving the school premises.
5. Granting Access to Authorized Personnel: Schools shall provide authorized personnel (e.g., government inspectors, compliance specialists) with access to their full premises and relevant resources (e.g., school reports, records, access to keys for locked areas, etc.), as per Federal Decree Law No. (18) of 2020 on Private Education and its amendments. Where required, schools shall enable such personnel to monitor and interact with staff, students, and parents.
    a. Schools shall verify the identity of the personnel and ensure they have a valid purpose for their requests, prior to providing access to the school's premises or resources.
    b. Schools shall ensure that any access granted is in line with the requirements and purpose of the personnel's visit.
    c. Where access is provided to any school reports and records, Principals shall keep a record of the personnel to whom the access was provided, the reports and records accessed by them, and the purpose for providing access. Schools shall preserve these records in line with the requirements for administrative records, as per the ADEK School Records Policy.
    d. Authorized personnel are authorized to be present on school premises without being accompanied by a member of staff.

5.4 School Departure Procedures:

School has established school departure procedures to verify that student departures follow the parent-authorized methods for transitioning student supervision from the school to the home, such as ensuring that:

1. Only parent-authorized persons whose photograph are stuck on the Walker card are picking up students in case of Own transport students. Transport form signed by the parent for School bus users are collected by Transport department.
2. For persons who are not pre-registered and have permanent access passes, parents shall inform the school in advance in writing and provide the ID of the nominated person.
3. In sudden emergencies or late notice change of plans, parents shall call to inform the school of the name of the person picking up their child and the school shall log the conversation including the name of the authorized person and forward the names to the security guards and teachers/individual(s) supervising the concerned student.
4. Schools shall check the identity of the nominated person at the gate (via presentation of a form of ID) and when handing over the student from the school's supervision.
5. IDs are not required if the person is already a member of the school community (e.g., another parent), and the school already has their ID on record.

5.5 Acceptable School Drop-Off and Pick-Up Timings:

Schools maintains communication to parents about acceptable drop-off and pick-up timings via circulars.

1. Schools shall ensure the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours and must notify parents of their responsibility toward their children outside of these two periods.
2. In instances where parents drop off children at the school without the school's knowledge, the school shall not be legally responsible for the safety of the child.

5.6 School Arrival and Departure Notification for Unaccompanied Cycle 3 Students:

Upon written consent by parents, students in Cycle 3 are authorized to arrive at and depart from school unaccompanied.

1. Schools shall establish a system to record and notify parents of their arrival and departure times through circulars.
2. Security guard will ensure that all unaccompanied students use only the designated entry and exit points.

5.7 Special Events

Dunes International School ensure **enhanced safeguarding measures** during all special events:

1. Events shall be primarily open to immediate family (parents and siblings). Parents who wish to invite other guests must **pre-register them with the school**, providing a valid ID. Guests if not pre-registered, must register on arrival at the school gate with valid identification.

2. Clear signage indicated **accessible areas for visitors** within the school premises.
3. Increased security is present for events with **large numbers of attendees**.
4. All external service providers and their staff must be **pre-approved**, having undergone security checks. Service providers must submit a **valid trade license and work permit** for each employee.

5.8 Safeguarding the Privacy of the School Community

Dunes International School ensured privacy protection in **both physical and digital spaces**:

1. Reception and common areas are kept free of individually identifiable information, including timetables, class lists, or student/teacher photographs.
2. Personal information such as emails and phone numbers of students, parents, or staff is only shared with consent, or as authorized by law and ADEK policies.
3. Photography, filming and recording are prohibited on school premises without prior school approval. This requirement applies to all staff, students, parents, visitors, contractors and service providers using mobile phones, cameras or other recording devices.
4. No photographs of students, staff or visitors may be taken without prior school approval and the appropriate consent. Parent or guardian consent must be obtained for images of students.
5. No video or audio recording may be made on school premises without prior permission from the school.
6. School images or videos must not be posted, published or shared, including on social media or messaging platforms, without school approval and the appropriate consent of the persons concerned, or the parent or guardian for students.
7. All visitors must follow Dunes International School's Safeguarding and Health and Safety requirements while on school premises. The school shall communicate these privacy and recording restrictions through visitor briefings and safeguarding notices to protect every child's right to privacy.

5.9 Managing Security Breaches

Dunes has established robust systems to **prevent and respond to security breaches**, including unauthorized access to school grounds or sensitive information:

1. Schools had **lockdown procedures**, led by the Safeguarding Committee, with clearly defined reporting mechanisms.
2. All staff received **training on security breach protocols** to respond effectively.
3. The Committee included deputies, ensured **physical readiness and adhered to policy requirements**.

4. Regular maintenance of **alarms, and public announcement systems** is conducted as per local regulations.
5. Critical data is **backed up and protected**, as per school's digital policy, with a business continuity plan activated during incidents. All digital incidents shall be **recorded, documented, signed by the Principal, and stored for audit purposes**.
6. Conduct **emergency planning and drills at least once in a term** aligned with the ADEK Health and Safety Policy.
7. All security breaches are **reported to ADEK and relevant authorities** per local regulatory requirements.

6. Training and Continuous Professional Development (CPD)

6.1 Staff Training Requirements

1. All Dunes International School staff, governing board members, and volunteers receive safeguarding training at induction, including:

    a. Identifying signs of student maltreatment or other safeguarding issues including what to do if the staff or volunteer or someone else is worried about a student.
    b. Alerting staff to be vigilant to the specific requirements of students at risk of harm, including students with additional learning needs.
    c. Understanding the importance of not disregarding certain behaviors (e.g., banter, practical jokes), which can lead to a culture of unacceptable behaviors in an unsafe environment, preventing students from coming forward to report them.
    d. Detailing written records of events in a secure and accurate manner and respecting confidentiality as per the ADEK School Digital Policy.
    e. Taking necessary actions in emergency situations to prevent harm and danger.
    f. Sharing information on a need-to-know basis only and not discussing the issue with colleagues or the parent community.
    g. Making support available for individual staff members who may be suffering from wellbeing-related concerns, as per the ADEK School Staff Wellbeing Policy.
    h. Understanding of the school's security system and security breach protocol.

2. While training is not required for invited visitors, schools shall ensure that they have read and signed the school's Safeguarding Policy.

7. Whistleblowing

7.1 Mechanism and Protection : Dunes International School implements a **confidential whistleblowing system**

1. For anyone who raises a concern, schools shall protect their identity and ensure that they should not be made to feel ashamed for reporting the concern. In case their identity becomes known, schools shall take measures to protect the individual from any negative repercussions such as harassment, reprisal, and stigmatization.
2. For anyone who has a concern raised against them, the school shall, to the best of its ability, protect their identity where possible and protect them from any negative repercussions until any investigation process is completed.

8. Inclusion

8.1 Inclusive Provision:

The Safeguarding Committee at Dunes International School works with the Wellbeing Committee, Head of Inclusion, counselors, social workers, and other stakeholders to:

- Promote **safeguarding and security** for all students.
- Ensure that the safeguarding practices and associated policies and initiatives take into account the individual needs, communication and behavior styles, and engagement of students with additional learning needs, in line with the ADEK School Inclusion Policy

9. Compliance

9.1 This policy shall be effective from September 2025. Full compliance expected by February 2026.

9.2 Non-compliance is subject to legal accountability under ADEK regulations and relevant UAE laws, including Federal Decree Law No. 31 of 2021 and other applicable legislation. ADEK reserves the right to intervene in cases of policy violations.

Amendments:

Prepared By	Date
School social worker	September 2024

Review	Date	Reviewed By	Amendments
Review 1	September 2025	Academic Vice principal/Social Worker/School Counselor/Health and Safety Officer	Amendment on basis of ADEK Safeguarding policy 2024 – 2025 in points 3 , 5.2 5.3 and 5.9

Review 2	November 2026	Academic Vice principal/Social Worker/School Counselor/Health and Safety Officer	Updated Section 5.8 to include prior school approval for photography, filming and recording; consent for images of students, staff and visitors; restrictions on posting or sharing school images and videos; and visitor safeguarding and privacy requirements.

Approved By	Signature
Mr. Paramjit Ahluwalia, Principal	

