

**SHEIKH KHALIFA BIN ZAYED ARAB  
PAKISTAN PRIVATE SCHOOL  
ABU DHABI, UAE**



**STUDENT PROTECTION  
POLICY**

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Prepared by: Social Worker  
Anam Saleem

*Anam Saleem*

Date: April 2025

Reviewed by: Vice Principal  
Waqqas Manzoor Sheikh

*Waqqas Manzoor Sheikh*

Date: April 2025

Approved by: Principal  
Dr. Abdur Rashid Bangash

*Dr. Abdur Rashid Bangash*

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## 1. INTRODUCTION

SHKBZAPS is committed to providing a safe, supportive, and inclusive environment that upholds, cares for, and protects the dignity of every student. This policy ensures compliance with the **ADEK Student Protection Policy**, the **UAE Federal Law No. (3) of 2016 (Wadeema's Law)**, and all related legislation.

## 2. PURPOSE

This policy aims to:

- Protect all students from any form of **abuse, neglect, exploitation, or maltreatment**.
- Identify, report, and respond promptly to any **student protection concerns**.
- Define clear **roles, responsibilities, and procedures** for all school stakeholders.
- Ensure **confidentiality, training, and accountability** in all safeguarding practices.

## 3. SCOPE

This policy applies to:

- All **students, staff, volunteers, contractors, visitors, and parents**.
- All school settings including classrooms, transport, online learning platforms, and extracurricular or off-site activities.

## 4. LEGAL FRAMEWORK

SKBZAPS is committed to comply with UAE federal Laws and local child protection and welfare regulations. Key legal references include:

- ***UAE Federal Decree Law No. (3) of 2016 – Concerning Child Rights (Wadeema's Law)*** This law provides a comprehensive legal framework to protect children's rights, including protection from all forms of abuse and neglect.
- ***Federal Decree Law No. (31) of 2021 – Promulgating the Crimes and Penalties:*** This law details the legal repercussions for acts against the safety and welfare of children, including penalties for those found guilty of such crimes.
- ***Federal Decree Law No. (18) of 2020 – Private Education and its amendments:*** This law sets forth regulations concerning the operation of private educational institutions and includes provisions for the protection and welfare of students.
- **ADEK Student Protection Policy (2024, v1.1)**
- **ADEK Student Behaviour Policy (2024-2025)**
- **MoE National Policy for the Prevention of Bullying in Educational Institutions**

## 5. DEFINITIONS (Key Terms)

TERM	DEFINITION
<b>Child</b>	Any resident of the UAE under 18 years of age.
<b>Child Protection Coordinator</b>	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.
<b>Child Protection Unit</b>	The Child Protection Unit (CPU) is the organizational 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.
<b>Child Protection Specialist</b>	<p>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.</p> <p>At ADEK, the CPS is the ADEK-appointed person authorized 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.</p>
<b>Invited Visitor</b>	An individual visiting the school on a temporary basis to interact with students (e.g., a speaker, career fair representative, etc.).
<b>Mandated Reporter</b>	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.

<b>Parent</b>	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).
<b>Safeguarding</b>	Protecting students from all risk of harm, including maltreatment and other types of risks that impact their overall health and development, wellbeing, and safety.
<b>School day</b>	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.
<b>Staff</b>	An individual employed by a school on a remunerated contractual basis regardless of employment mode (internal, external/third-party, etc.).
<b>Student</b>	A resident who is enrolled in a school in Abu Dhabi.
<b>Maltreatment</b>	Physical, emotional, or sexual abuse. Maltreatment includes neglect, exploitation, and/or bullying.
<b>Student Protection</b>	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.
<b>Supervision</b>	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 utilizing its systems and taking part in all activities organized 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.
<b>Volunteer</b>	An individual engaged by a school on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).

## 6. TYPES OF MALTREATMENT

<b>Physical Abuse</b>	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.
<b>Emotional Abuse</b>	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.

<b>Sexual Abuse</b>	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.
<b>Neglect</b>	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

## 7. PRINCIPLES

- The **best interest of the child** is paramount in all decisions.
- **Zero tolerance** for all forms of maltreatment.
- **All staff** are responsible for child protection and mandatory reporting.
- Students have the **right to be heard** and **treated with dignity and fairness**.
- Reports are **confidential** and handled with **sensitivity and urgency**.

## 8. GOVERNANCE AND TEAM STRUCTURE

### 8.1 Child Protection Team (CPT)

*Composition: The Child Protection Team shall comprise of the following:*

- Principal (Chairperson)
- Child Protection Coordinator (CPC)
- Designated Safeguard Lead (DSL)
- School Counsellor /Social Worker
- Vice Principal
- Section Heads
- School Nurse
- One trained teacher representative from Each Section (Section Safeguarding & Child Protection Lead (SSCPL))

## 8.2 Roles and Responsibilities

ROLE	RESPONSIBILITIES
<b>School Board / Owner</b>	Oversight, ensures policy adoption, resources for compliance.
<b>Principal</b>	Ultimate onsite responsibility for implementing policy, appointing CPC/CPT, ensuring training and vetting. Must suspend staff pending investigations when necessary.
<b>Vice Principal</b>	Supports the Principal in monitoring policy implementation and staff compliance. Assists in case review meetings, coordination with section heads, and follow-up actions. Provides leadership in urgent cases when the Principal is unavailable. Ensures staff adhere to supervision and conduct expectations.
<b>CPC</b>	Manage daily coordination of child protection concerns and act as the primary point of contact between CPT and school staff, ensures all safeguarding policies, procedures, and reporting forms are updated and communicated. Oversee training and awareness program for staff, students, and parents. Collaborate and Report to DSL and Social Worker in case investigation and documentation.
<b>Designated Safeguarding Lead (DSL)</b>	Oversees the identification, assessment, and response to safeguarding concerns. Maintains confidential safeguarding records and ensures secure documentation. Leads initial fact-finding / screening of reported cases. Ensures appropriate actions: referral to CPC, Principal, ADEK, or authorities when needed. Coordinates with staff and external agencies for student protection. Must be ADEK-trained.
<b>School Counselor/ Social Worker</b>	Provides emotional, behavioural, and safety support for the child involved. Conducts student interviews, wellbeing assessments, and risk evaluations. Develops safety plans, behaviour plans, and follow-up monitoring. Communicates with parents when appropriate and in line with safeguarding procedures. Supports the DSL and CPC in documentation, case notes, and intervention planning.
<b>Child Protection Team (CPT)</b>	Counselor/social worker, member(s) from senior leadership, school nurse/health lead, behaviour lead; 3–5 members recommended.

<b>Behaviour Management Committee (BMC)</b>	Oversees school behaviour code, restorative practice, sanctions and reintegration plans.
<b>Section Heads</b>	<p>Serve as first-level contact for concerns reported by Section Safeguarding and Child Protection Lead.</p> <p>Monitor behaviour, attendance, wellbeing, and classroom safety within their sections.</p> <p>Escalate concerns promptly to the CPC/DSL receive from SSCPL.</p> <p>Ensure staff in their section follow safeguarding procedures and reporting protocols with SSCPL help.</p> <p>Support supervision, follow-up monitoring, and parent communication when required.</p>
<b>Section Safeguarding and Child Protection Lead</b>	<p>Supports the CPT by monitoring safeguarding issues within the section.</p> <p>Acts as the immediate contact point for teachers and students.</p> <p>Promotes a safe environment and reinforces rules for student wellbeing.</p> <p>Helps identify early warning signs of abuse, bullying, or wellbeing concerns.</p> <p>Assists with awareness campaigns, reporting, and documentation.</p>
<b>Nurse</b>	<p>Identifies signs of physical abuse, neglect, or health concerns that may indicate risk.</p> <p>Documents injuries, health incidents, and patterns of concern.</p> <p>Provides medical reports to DSL for child protection cases.</p> <p>Ensures medical confidentiality while reporting safeguarding risks appropriately.</p> <p>Assists in implementing health-related safety plans.</p>
<b>Wellbeing Team</b>	Preventative programs, curriculum delivery and student workshops.
<b>Investigation Team</b>	Appointed by Principal for internal enquiries (separate from CPT when impartiality required).
<b>Staff</b>	Mandated reporters; required to report concerns immediately.
<b>Parents / Guardians</b>	Cooperate, attend meetings, support safety plans unless they are alleged perpetrators (then FCA/Police involvement applied).

### **8.3 Key Role Responsibilities (stepwise)**

#### **Principal**

1. Appoint CPC and report appointments to ADEK annually.
2. Ensure staff vetting, regular training, safe environment and that reporting channels are visible.
3. Immediate suspension (temporary) of any staff suspected of maltreatment pending investigation.

#### **CPC**

1. Receive initial reports; perform immediate safety assessment.
2. If immediate danger → call Police (999) then notify Principal and complete digital Safety Concern Form.
3. Submit Safety Concern Form on the digital safety portal within 24 hours if suspected maltreatment.
4. Liaise with ADEK CPU, FCA, MoI–CPC and, where needed, provide documents to investigative bodies.
5. Maintain confidential case files and case notes (access control).

#### **CPT**

1. Convene within 24–48 hours of a non-emergency report; allocate tasks (interviews, welfare plan, evidence gathering).
2. Support victim, arrange medical/psychological support, consider temporary protective measures (separation, adjusted timetable, parent communications).
3. Recommend to Principal whether to escalate to investigation, external agencies, or manage internally.

#### **Staff**

1. Immediately report any suspected maltreatment to CPC / DSL or directly to ADEK CPU / FCA if CPC unavailable.
2. Document what was observed/heard using exact words, times, dates and preserve any evidence (messages, CCTV footage request).
3. Do NOT investigate (avoid leading questions); secure safety and report.

#### **Parents**

1. Attend meetings; provide information; support agreed welfare plans unless implicated.
2. Notified by CPC/Principal when appropriate and safe to do so (guided by FCA or Police if an external investigation is active).

## 9. Prevention & Safeguarding Mechanisms (operational)

1. **Safe recruitment & vetting:** mandatory criminal record checks (multi-country), reference checks, identity verification for all staff, contractors, volunteers and invited visitors.
2. **Code of conduct / Acceptable adult behaviours:** clear rules, professional boundaries, prohibited behaviours, communication guidelines.
3. **Safeguarding infrastructure:** secure campus, visitor sign-in, CCTV policy, controlled access, bus supervision rules, supervision ratios for activities & trips.
4. **Digital safety:** Acceptable Use Policy for students and staff; monitoring and reporting online abuse.
5. **Curriculum & student resources:** age-appropriate lessons on personal safety, how to report, trusted adults.
6. **Whistleblowing & protected reporting:** clear non-retaliation policy for reporters.

## 10. PROCEDURE FOR HANDLING CONCERNS OF MALTREATMENT

### Centralized Reporting Mechanism Policy

#### Introduction

This mechanism provides a unified reporting system integrating Safeguarding, Child Protection, and Student Behavior as required by ADEK. All staff follow one centralized pathway for reporting concerns.

#### Legal References

This policy aligns with ADEK Student Protection Policy, Safeguarding Policy, and Student Behavior Policy.

#### *One unified system covering:*

- **Safeguarding Concerns**
- **Child Protection (Maltreatment)**
- **Student Behavior (Level 1–4 offenses)**
- **Bullying (Normal & Severe)**

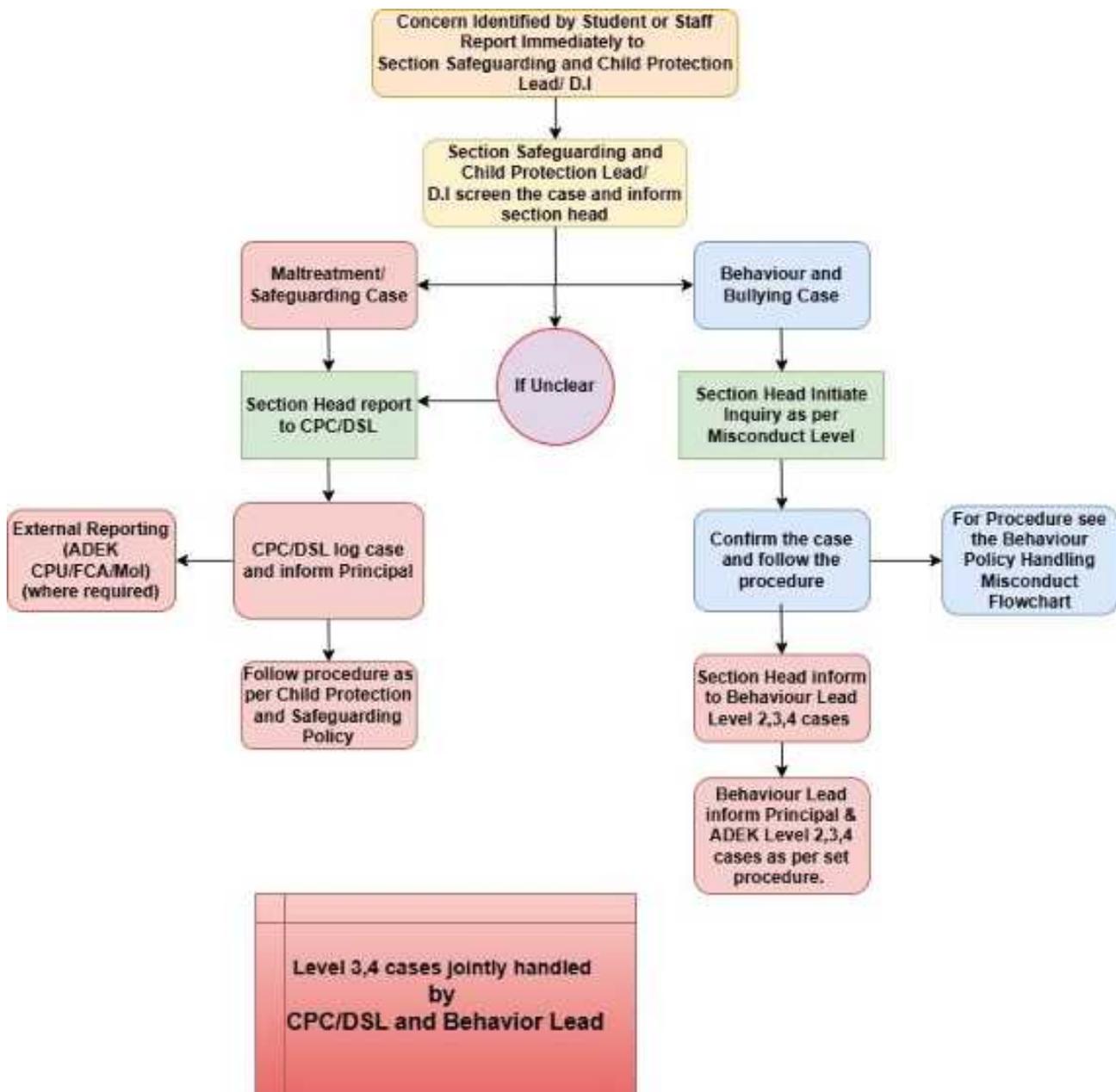
## Roles & Responsibilities

<b>ROLE</b>	<b>RESPONSIBILITY</b>
<b><i>Child Protection Officer / CPC/ DSL:</i></b>	Lead for all safeguarding and protection cases.
<b><i>Section Safeguarding Child Protection Lead/ D.I</i></b>	First receivers of concerns in their sections.
<b><i>Section Head:</i></b>	Confirm the type of case and forward to concerned lead.
<b><i>School Behavior Lead:</i></b>	Handles all Level 1–4 behavior offenses as per Policy
<b><i>Safety Officer:</i></b>	Manages physical environment safety.
<b><i>All Staff:</i></b>	Mandatory reporters.

## Case Categories

<b>1. CHILD PROTECTION CASES</b>	<b>2. SAFEGUARDING CASES</b>
<b><i>Maltreatment Cases:</i></b>	
<ul style="list-style-type: none"> <li>→ Physical abuse,</li> <li>→ Emotional abuse,</li> <li>→ Sexual abuse,</li> <li>→ Neglect,</li> <li>→ Exploitation,</li> <li>→ Severe Bullying (Causing significant Physical/ emotional harm)</li> <li>→ Online Sexual content, blackmail, exploitation</li> <li>→ Suspicion of immediate danger</li> <li>→ Emergency danger cases</li> </ul>	<ul style="list-style-type: none"> <li>→ Students at risk of harm</li> <li>→ Excessive / unexplained absences</li> <li>→ Security breaches (physical/digital)</li> <li>→ Supervision failures</li> <li>→ Visitor-related safety concerns</li> <li>→ Online safety risks</li> <li>→ Environmental safety hazards</li> <li>→ Staff conduct or procedural breaches</li> <li>→ Whistleblowing cases</li> <li>→ Inclusion-linked vulnerabilities</li> </ul>
<b>3. BEHAVIOR OFFENSES</b>	<b>4. BULLYING (NORMAL AND SEVERE)</b>
<ul style="list-style-type: none"> <li>→ Level 1 cases</li> <li>→ Level 2 cases</li> <li>→ Level 3 cases</li> <li>→ Level 4 cases</li> </ul>	<ul style="list-style-type: none"> <li>→ As per Behaviour and Anti Bullying Policy</li> </ul>

## CENTRAL REPORTING MECHANISM FLOWCHART



### Central Reporting Mechanism

1. Student or Staff identifies a concern.
2. Report immediately to Section Safeguarding & Child Protection Lead / D.I
3. Section Safeguarding & Child Protection Lead / D.I screens:
  - If maltreatment/danger → Section Head → CPC/ DSL
  - If behavior-only → Follow Behaviour Misconduct Procedure

- If unclear → CPC/ DSL

4. CPC/ DSL logs protection cases and inform Principal and reports externally if needed.

5. Section Safeguarding & Child Protection Lead / D.I follow the Behaviour Misconduct

Procedure to log incidents and manages discipline procedures.

### **10.1 Reporting Procedures:**

**1. Initial Reporting:** Any SKBZAPS staff member or student who suspects or becomes aware of potential maltreatment must immediately report these concerns to the Section Safeguarding and Child Protection Lead. The report should be made orally and followed by a written report using a standardised form from the CPC office by section head.

**2. External Reporting:** The CPC inform Principal and contacts external authorities after an initial internal report. (when required) This includes reporting the concern to ADEK's Child Protection Unit (CPU) within 24 hours of the initial disclosure or suspicion. If necessary, the CPC will also handle communications with other relevant bodies, such as local law enforcement.

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

### **10.2 Response Protocols:**

1. **Immediate Action:** Upon receiving a report, the CPC will assess the information and determine the appropriate level of response. This may involve a preliminary internal investigation to gather more information.

2. **Investigation Team:** Investigation Team inform Principal withing 1 day If the report indicates serious concerns, the CPC will coordinate with the external authorities for a more thorough investigation with the permission of Principal. This includes facilitating interviews, providing documentation, and ensuring all legal requirements are met during the investigation process. Team will consider Behaviour policy if the case is not serious.

3. **Support Measures:** SKBZAPS will support the student involved during the investigation. This may include counselling services, academic support, and, if necessary, adjusting the student's school environment to ensure their safety.

4. **Follow-Up:** After the investigation, the CPC will contact the external authorities for updates and to ensure appropriate actions are taken. The school will implement any recommendations the authorities provide to prevent future incidents.

### **10.3 Immediate / Emergency (student in imminent danger):**

**1. Recognition of an Emergency:** An emergency in the context of maltreatment includes any situation where a student's immediate safety is at risk. This could be due to severe physical abuse, sexual abuse, or other situations where there is a direct threat to the child's well-being.

**2. Immediate Action:** In an emergency, any staff member or volunteer should act immediately to ensure the student's safety. This includes separating the student from the source of harm and contacting the CPC, school security, and the appropriate emergency services (e.g., police and medical assistance).

**3. Reporting to Authorities:** The incident must be reported to the CPC simultaneously. The CPC will ensure that emergency protocols are followed, including contacting external authorities such as the police and ADEK's CPU. The CPC will coordinate with these authorities to manage the situation.

**4. Documentation:** The CPC must detail all steps taken during an emergency. This documentation will include the nature of the emergency, the response provided, and the outcomes of any actions taken.

### **10.4 Non-Emergency / Suspected Maltreatment (inside or outside school)**

1. **Staff/Volunteer** observe or receive disclosure → record exact words, date/time, signs observed. Do not investigate.
2. Report immediately to **CPC** (in person, by phone or secure email). If CPC unavailable or reporter believes CPC cannot be informed safely → report directly to **ADEK CPU** or **FCA** via the Safety Concern Portal.
3. CPC performs a **safety triage**: immediate protection measures (separation, supervised care) if risk present.
4. CPC completes **Safety Concern Form** within 24 hours and submits via portal (this triggers ADEK CPU, FCA and MoI notifications).
5. **ADEK CPU** will review and may refer to FCA for case management; ADEK CPU may conduct an initial safety & risk assessment first.

### **10.5 Timeline summary (minimum)**

- **Within hours:** immediate safety actions and Police contact for emergencies.
- **Within 24 hours:** Safety Concern Form submitted to portal for non-emergency suspected maltreatment.
- **ADEK/FCA** will decide next steps (case management, investigation, return to school with requests for more info).

#### ***Contacts (to publicise in school):***

**Police** 999;

**Family Care Authority (FCA):** 800444;

**MoE CPU:** 80085;

**Safety Concern Portal:** <https://daasafetyconcern.abudhabi/>

## 10.6 ADEK Reference Images:

### How should maltreatment concerns identified in schools be handled?

Below are the procedures for identifying and reporting student maltreatment concerns.

Once a concern of student maltreatment (incl. severe bullying) is raised in a school, this should be reported directly to the CPC, or any other person representing them (all staff in the school should be trained on identifying maltreatment – in line with the operational definitions of the different types of maltreatment included in this document).

Emergency concerns, where the student is in imminent danger, should be reported immediately to the Police and the Principal (see [Sections 2.7 and 2.8](#)).

For maltreatment concerns which occurred outside of the supervision of the school, the CPC, or any other person representing them if the CPC is not present, should then fill the [Safety Concern Form](#) online on the digital safety concern portal.

The [Safety Concern Form](#) will automatically be shared with the ADEK CPU, the FCA and the Ministry of Interior – Child Protection Center (MoI-CPC). FCA will review the case and follow the required procedures for case management.

Maltreatment concerns which occurred under supervision of the school, the staff should inform the CPC or any other person representing them if the CPC is not present. The CPC should then complete the [Safety Concern Form](#) on the digital safety concern portal. Once submitted, a copy of the [Safety Concern Form](#) will then be automatically shared with the FCA, the ADEK CPU and the MoI-CPC. The ADEK CPU will review the information first before referring to the FCA for case management, who will take the necessary procedures for follow-up on the cases after receiving the report.

It is important to note that the ADEK CPU reserves the right to conduct or to designate qualified staff to conduct the initial safety and risk assessment before reporting the concern to the FCA.

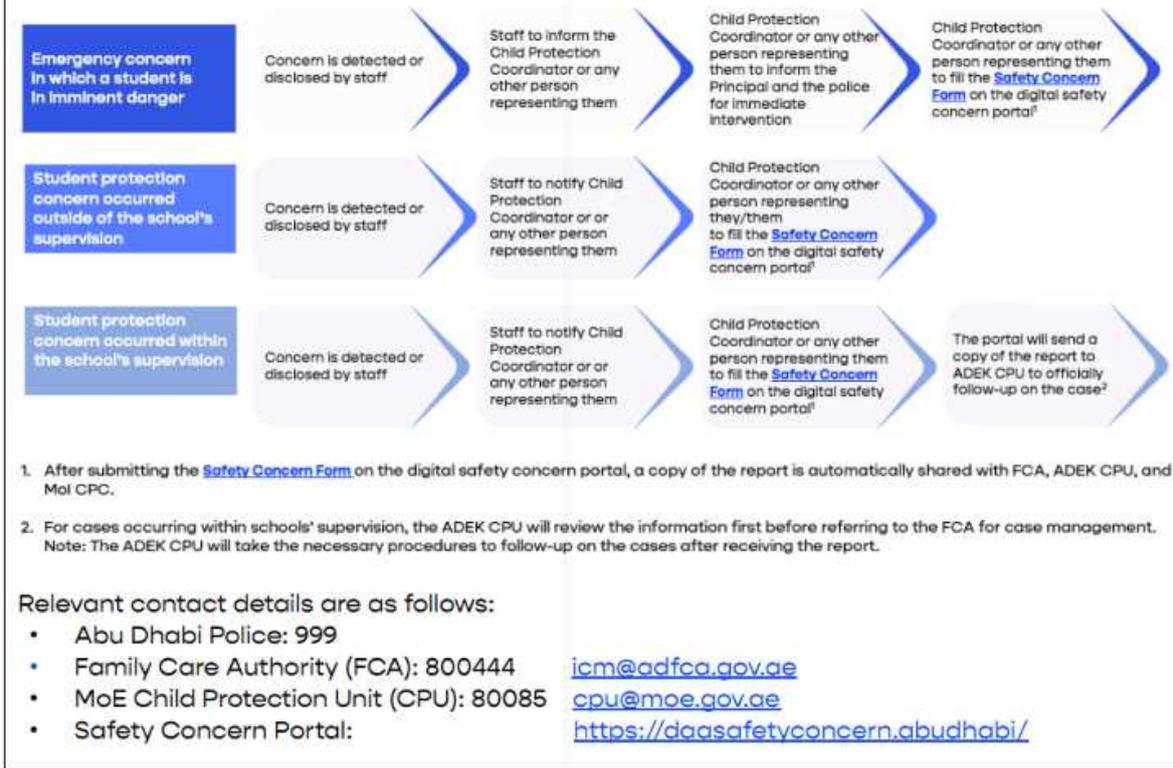
If the ADEK CPU refers the concern to the FCA, the concern would then be managed by the CPS at the FCA. The ADEK CPU should still provide administrative support (e.g., sharing relevant information) to enable the FCA to conduct the needed assessments and other activities related to case management.

If the ADEK CPU does not report the case to the FCA, the concern is returned to the school with the justification, and the school is asked to collect additional information before submitting another [Safety Concern Form](#).

In all situations, the ADEK CPU would ensure that the concern gets logged and responded to.

**Figure 1. Safety Concern Referrals in Abu Dhabi Schools** summarizes how maltreatment concerns should be handled in cases where the alleged student maltreatment occurred both inside and outside of the supervision of the school.

Figure 1. Safety Concern Referrals in Abu Dhabi Schools



## 11. INTERNAL INVESTIGATION PROCEDURE (STEP-BY-STEP FOR SCHOOL-LED INQUIRIES)

*Use only when matter is not under active FCA/Police criminal investigation and ADEK CPU has not required external handling.*

1. **Appoint Investigation Team** (not members of CPT if conflict). Clarify terms of reference, timeframe and confidentiality.
2. **Immediate protective actions** (if required): temporary separation of parties, pastoral support, supervised access.
3. **Collect evidence:** contemporaneous notes, witness statements, CCTV requests, digital records. Use standard Interview templates (appendix).
4. **Interview protocol:** trained interviewer (CPC or external trained investigator), record consent, ensure child-sensitive approach; avoid leading questions.
5. **Parent notification:** inform parents of the alleged victim (and alleged perpetrator where appropriate) unless doing so would place child at increased risk — consult FCA/Police if unsure.
6. **Write a factual investigation report:** findings, conclusions, recommendations (disciplinary action, support plan, referral to external services).

7. **Action & Review:** Principal implements recommendations (disciplinary process per Employment Policy if staff implicated). If staff misconduct → suspend pending outcome.
8. **Record & archive** in locked secure case file with restricted access. Maintain retention schedule per record policy.

## **12. BEHAVIOUR MANAGEMENT — step-by-step procedure & links to protection**

1. **Behaviour Code:** publish set of positive expectations and prohibited behaviours (including bullying, harassment, discriminatory conduct).
2. **Tiered Response:**
  - **Level 1:** low-level misbehaviour — teacher remediation, restorative chat, record in class log.
  - **Level 2:** repeated / medium — referral to Behaviour Lead; parent contact, behaviour plan.
  - **Level 3:** serious (serious disruption/ harm) — BMC meeting, counselling, BIP, possible suspension.
  - **Level 4:** extreme (harm to others, property damage, sexual misconduct) — immediate report to CPC, possible Police/FCA referral and ADEK CPU notification.
3. **Restorative Practices:** conferencing, restorative agreements, monitored reintegration.
4. **Recordkeeping:** all incidents documented in behaviour management logs and linked to safeguarding records when appropriate.
5. **Support & Rehabilitation:** Individual Behaviour Plan (IBP), counselling, parental engagement, external referrals where needed.

## **13. STUDENT SUPPORT & AFTERCARE**

1. **Immediate welfare support:** counselling, nurse referral, temporary safe space.
2. **Longer-term:** therapeutic referrals, monitoring, academic adjustments, reintegration plans.
3. **Student voice:** include student assent and participation appropriate to age in planning.

## **14. CONFIDENTIALITY, DATA PROTECTION & INFORMATION SHARING**

1. Case data is confidential; share only with authorized parties (ADEK CPU, FCA, Police, investigative teams).

2. Maintain secure physical and electronic storage; access log for case files.
3. Media and external communications handled only by Principal or designated communications lead.

## **15. VETTING, RECRUITMENT & STAFF CONDUCT**

1. Mandatory multi-country criminal checks for all staff/contractors (pre-employment).
2. Reference checks and behaviour/discipline questions in interviews.
3. Mandatory induction on student protection policy and sign-off.
4. Ongoing supervision, performance review with safeguarding lens; immediate suspension for suspected serious offences.

## **16. TRAINING & CAPACITY BUILDING (TERMLY & ANNUAL PLAN)**

1. **CPC & CPT:** ADEK-mandated CPC training and annual refreshers; affidavit of conduct sign-off.
2. **All staff:** mandatory induction and annual safeguarding refresher; sign-off records maintained.
3. **Volunteers & invited visitors:** induction and policy attestation before access.
4. **Students & parents:** age-appropriate sessions and parent orientations at enrollment and start of year.

### **16.1 Suggested training calendar (example):**

- Term 1: Whole-staff safeguarding refresher + student sessions on personal safety + volunteer induction.
- Term 2: CPC advanced casework workshop + parent information evening. Behaviour management & restorative practice training

## **17. MONITORING, COMPLIANCE & REVIEW**

1. CPC reports termly to Principal and Board on safeguarding metrics (number of reports, outcomes, training compliance).
2. Annual submission to ADEK: CPC appointment, evidence of training, compliance checklist.
3. Policy reviews at least every 5 years or earlier if laws/requirements change.