



STUDENT PROTECTION POLICY

Issue Date: 1st March 2025

Revision Date: NA

MPS.QMS.PL.SP V3.0



STUDENT PROTECTION POLICY

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1. REVISION LOG

All revisions to this document shall be recorded in this Revision Log. Each time a revision is recorded, the Revision Log's control No. will be revised accordingly.

Revision No.	Date	Revision Details	Reason for Revision	Page No.
3.0	1st March 2025	New Issue	NA	All



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2. SCOPE

The *Student Protection Policy* at Mayoor Private School, Abu Dhabi, U.A.E., is designed to ensure that all students are provided with a safe, respectful, and supportive educational environment. The policy guarantees the protection of students' dignity, both in and outside of the classroom, and emphasizes the commitment of Mayoor Private School in preventing and handling maltreatment.

3. PURPOSE

The primary purpose of the Student Protection Policy at Mayoor Private School is to:

- **Protect Students:** Safeguard all students at Mayoor Private School under supervision from any acts or omissions that may constitute maltreatment.
- **Identify and Support At-Risk Students:** Detect and provide necessary support to students at Mayoor Private School who may be at risk of harm, in accordance with the UAE Federal Decree Laws, including:
 - UAE 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.
- **Mandatory Reporting:** Emphasize that all staff and volunteers in Mayoor Private School are mandated reporters of any alleged or suspected cases of student maltreatment, both inside and outside the school environment.
- **Roles and Responsibilities:** Clearly define the roles and responsibilities of principals, staff, and parents in responding to suspected or alleged cases of student maltreatment.
- **Ensure Student Safety:** The care and protection of all students at Mayoor Private School is prioritized, ensuring that coordinated actions are taken to safeguard them from any form of harm.

4. TERMS AND DEFINITIONS

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.



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Child Protection Unit	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.
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 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.
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.



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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 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.
Volunteer	An individual engaged by a school on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).

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



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	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 <i>National Bullying Policy for the Prevention of Bullying in Educational Institutions</i> (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.

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.



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5. POLICY STATEMENT

5.1 Principle

At Mayoor Private School the best interests and safety of the student shall always be the primary consideration in all actions taken to protect their wellbeing. It is the responsibility of the school – including the Principal and all staff – to recognize, respond to, and manage any student protection risks, ensuring that the impact on students is minimized to the best of their ability. All mandated reporters, school staff, and volunteers are responsible and accountable for ensuring that student protection measures are in place, applied, and upheld consistently. All mandated reporters, school staff, and volunteers shall be protected from any form of hindrance or penalty for fulfilling their responsibility to report and safeguard students from all forms of maltreatment.

All students at Mayoor Private School have the right to be:

1. Heard and to express their opinions, participating in select decision-making processes in the school (as determined by staff).
2. Treated with dignity and respect.
3. Treated with fairness and justice.
4. Supported by a school social worker / counsellor and provided with necessary support when required.
5. Safe, protected from harm, and made aware of what constitutes risk and harm.

A **zero-tolerance** policy toward all forms of maltreatment will be implemented and upheld in all actions and environments involving students at Mayoor Private School..

5.2 Legal Obligations and Rights

The Mayoor Private School Student Protection policy aligns with federal regulations and policies outlined in the 'References' section. MPS is obligated to comply with this policy to ensure the safety and protection of students from any form of maltreatment. Mayoor Private School shall adhere to the guidelines outlined in the 'Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024)' document for managing any reported abuse-related offences. It is imperative that the MPS Student Protection Policy is effectively communicated, understood, and agreed upon by all stakeholders, including Governing Board members, staff, volunteers, parents, and students. Students will receive a student-friendly version of the policy, and their assent will be obtained whenever student protection concerns are raised. Under the terms of the policy, MPS and the Principal shall serve as guardians of students' rights to a safe and nurturing environment free from maltreatment. All students, regardless of background or circumstances, have equal rights to care, protection, and safety within Mayoor Private School. The school is fully committed to upholding these rights and ensuring the well-being of every student.

5.3 Reporting of Concerns of Maltreatment within Schools

The School staff at Mayoor Private School including any individual who, in the course of their duties, has regular or temporary contact with students and provides services to students or the school — are mandated



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by Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema) to report any alleged or suspected student maltreatment (whether conducted by an alleged/suspected perpetrator inside or outside the school) directly to the ADEK Child Protection Unit (CPU) within 24 hours upon suspicion.

The Child Protection Team shall follow the procedures outlined in **Figure 1: Safety Concern Referrals in Abu Dhabi Schools and the Guide on Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024).**

Handling Student Maltreatment concerns:

Below are the procedures for identifying and reporting student maltreatment concerns at Mayoor Private School:

- Once a concern of student maltreatment (incl. severe bullying) is raised in a school, this should be reported directly to the CPC (Child Protection Coordinator).
- Emergency concerns, where the student is in imminent danger, shall be reported immediately to the Police and the Principal.
- For maltreatment concerns which occurred outside of the supervision of Mayoor Private 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 Mayoor Private School, the staff shall 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 shall be returned to Mayoor Private 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.



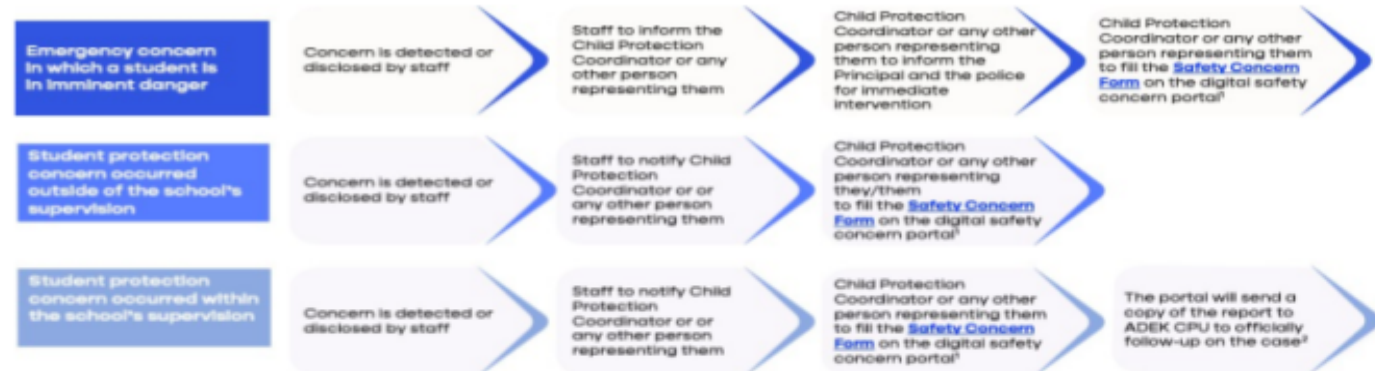
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Figure 1. Safety Concern Referrals in Abu Dhabi Schools



1. After submitting the [Safety Concern Form](#) on the digital safety concern portal, a copy of the report is automatically shared with FCA, ADEK CPU, and MoI CPC.
2. For cases occurring within schools' supervision, the ADEK CPU will review the information first before referring to the FCA for case management.
Note: The ADEK CPU will take the necessary procedures to follow-up on the cases after receiving the report.

Relevant contact details are as follows:

- Abu Dhabi Police: 999
- Family Care Authority (FCA): 800444 icm@adfca.gov.ae
- MoE Child Protection Unit (CPU): 80085 cpu@moe.gov.ae
- Safety Concern Portal: <https://daasafetyconcern.abudhabi/>

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

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5.4 Data Confidentiality

- Case reports and student data of Mayoor Private School shall be treated with the utmost confidentiality. The identities of the student involved in alleged or suspected maltreatment, the alleged/suspected perpetrator, and the person reporting the case shall remain confidential. This confidentiality shall be maintained by all parties involved in the case.
- Confidential data shall only be shared with authorized individuals, including those from the ADEK CPU, the FCA, investigative teams, and the Abu Dhabi Judicial Department.
- Authorized individuals are strictly prohibited from discussing active or closed cases with the media, any third parties, other staff members, or unauthorized ADEK staff, except in accordance with investigative, judicial, or legal responsibilities.

5.5 Training

- Mayoor Private School shall ensure that the CPC and CPT shall complete all student protection policy and safeguarding training as mandated by ADEK. This includes signing an affidavit affirming their commitment to upholding the highest ethical standards and adhering to the school's code of conduct in the management of cases.



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- All staff at Mayoor Private School are required to complete ADEK-mandated student protection policy and safeguarding training sessions during their induction period. Additionally, termly reminders will be provided to ensure ongoing awareness. Staff shall sign off confirming that they have received the training and fully understand their responsibilities.
- Volunteers shall undergo proper induction and training on student protection policies and safeguarding measures. Additionally, all invited visitors will be required to attest that they have read and understood the school's student protection policy.
- Staff members of Mayoor Private School providing counseling, support, advocacy, or having close personal contact with students shall receive ongoing training in student protection and safeguarding. These staff members will also be properly supervised by the Principal.

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

- Mayoor Private School adheres to all procedures related to the recruitment and background verification of staff, volunteers, and visitors in compliance with applicable laws and regulations.
- Staff, volunteers, and invited visitors to Mayoor Private School shall undergo proper screening before working in or accessing any areas where students are present. This includes conducting criminal record checks from the countries where the applicant has been employed or resides.
- The school principal is fully responsible and accountable for all personnel working within the educational institution. The principal shall ensure that all staff members are suitable and comply with all student protection and safeguarding requirements. This includes taking necessary actions to prevent any individual from working with students if they pose a risk to the safety and well-being of students.
- The school principal shall ensure the continuous monitoring of all staff and report any alleged inappropriate behavior or suspected actions that may harm or pose a risk to a student's safety immediately.
- Staff members found guilty of serious misconduct will have their appointment letters revoked, 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 on Child Rights (Wadeema), and Federal Decree Law No. (33) of 2021 concerning the regulation of labor relations and its amendments.

5.7 Acceptable Adult Behaviors

- Staff and volunteers at Mayoor Private School must respect and protect the rights of all students and avoid any actions that could place a student at risk of maltreatment.
- Staff and volunteers at Mayoor Private School shall refrain from engaging in any inappropriate behaviors towards students or in the presence of students.
- Staff and volunteers at Mayoor Private School are required to report any incidents of inappropriate behavior involving students.



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- Serious allegations of sexual misconduct by staff, volunteers, or invited visitors at Mayoor Private School must be reported immediately to the Police and FCA (Family and Child Authority). The concerned individual shall be removed from the school's premises without delay.

5.8 Student Protection Learning Resources

Mayoor Private school follows a clear policy for selecting and reviewing all approved learning resources, including books in the school library and resources used in lessons and activities. The policy ensures that all resources are age-appropriate for students and align with the cultural consideration policy. Additionally, the school has established procedures for reporting any violations related to this matter.

- Age-appropriate student protection learning resources shall be developed, procured, and distributed to students to support their understanding of personal safety, well-being, and the actions they can take to report violations and seek help.
- Student protection learning resources will be taught in the classroom and during counseling sessions. These resources may include various media such as storybooks, activity books, illustrations, posters, and reading content, which can be discussed either individually or in a group setting.
- Student protection education shall be delivered by trained staff who are skilled in student protection and student development.
- All content will provide clear and easy-to-use references on where to seek assistance if needed.

5.9 Policy Dissemination and Review

- The student protection policy shall be publicly available on Mayoor Private School and class websites and disseminated annually to parents, students, board members, staff, and volunteers.
- All student protection policies, guidelines, safeguarding measures, and procedures will undergo yearly review and update or as needed to ensure relevance and effectiveness.

5.10 Roles and Responsibilities

Principal:

- Comply with the provisions of the Mayoor Student Protection Policy.
- Publish and post this policy to protect students from maltreatment.
- Ensure that procedures to prevent situations that could lead to the maltreatment of students at Mayoor Private School are in place and understood by all staff.
- Ensure the oversight of students at Mayoor Private School at all times while under the supervision of the school.
- Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate actions when there is suspicion of cases of student maltreatment.
- Ensure that students of Mayoor Private School know how, where, and to whom to safely report their concerns about alleged and/or suspected maltreatment without fear of retribution or punishment.
- Ensure that staff, volunteers, and students of Mayoor Private School are aware of how, where, and to whom they can safely report their concerns about the potential exposure of any student to alleged and/or suspected maltreatment without fear of retribution or punishment.



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- Include the views and recommendations from students and parents of Mayoor Private School regarding safety and protection reporting within the school.
- Immediately report any case of alleged and/or suspected maltreatment of students as stated by this policy.
- Ensure that all staff and volunteers targeted for student protection training fully attend and participate in all training sessions and sign off on safeguarding training and student protection training.
- Conduct orientation sessions for parents upon student registration or enrollment and at the start of every school year to promote this policy and to inform them of their roles and responsibilities, and their rights and duties.
- Maintain students' records in compliance with the school records policy and ensure confidentiality of open and closed cases in accordance with the guidelines.
- Immediately suspend any staff who is suspected of an offense involving student maltreatment on a temporary basis until the suspicion is adjudicated.
- Ensure that students of Mayoor Private School have a safe and confidential opportunity to report any concerns they may have in regards to their rights to safety and wellbeing.
- Ensure the vetting, hiring, and monitoring of all staff, volunteers, and invited visitors according to this policy and relevant safeguarding measures.

Child Protection Coordinator (CPC) and Child Protection Team:

- Oversees compliance and implementation of all student protection protocols within Mayoor Private School.
- Ensures that the Student Safeguarding policy and procedures are fully implemented.
- Ensures all staff, volunteers, and invited visitors are informed of their responsibilities regarding safeguarding procedures.
- Ensures that the Student Safeguarding Policy and supporting documents are accessible to parents via the school website.
- Develops an induction and training strategy to ensure all staff and volunteers received information on the school's safeguarding arrangements.
- Ensures compliance with relevant processes outlined in the ADEK Student Protection Policy.
- Ensures that all staff, including temporary staff and volunteers, understand and follow MPS student protection procedures.
- Provides assistance, advice and support to staff at Mayoor Private School on student protection issues.
- Proactively implements safeguarding measures within Mayoor Private School.
- Ensures the maintenance of confidential student protection records.
- Monitors the attendance, support and well-being of identified students at Mayoor Private School.
- Ensures relevant information is shared with staff who need to have access.
- Collaborates with the Principal to refer suspected cases of child abuse to ADEK/Police for further assistance and guidance.
- Annually monitors and reviews the effectiveness of the Student Safeguarding Policy to ensure it is understood and practised by the school community.



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Staff and volunteers:

- Report immediately any alleged or suspected case of student maltreatment upon discovery.
- Ensure the care of students at Mayoor Private School at all times while they are under the school's supervision.
- Understand and adhere to Mayoor Private School Student Protection policy when addressing alleged or suspected student maltreatment cases.
- Attend and actively participate in mandated student protection and safeguarding training at Mayoor Private School.

Parents:

- Cooperate with the Principal and staff of Mayoor Private School, answer all inquiries related to the student's behavior, academic performance, and respond to their feedback and guidance.
- Attend all scheduled parent meetings with Mayoor Private School.
- Communicate any concerns, observations, or changes in the student's behavior to the Principal, board members, and/or to the concerned staff at Mayoor Private School.

5.11 Compliance

- Compliance to this policy will be evaluated through QMS Internal Audits.

6. REFERENCES

6.1 Internal References

Maltreatment Incident Investigation and Reporting	MPS.QMS.AP68
Cultural Consideration Policy	MPS.QMS.PL.CC

6.2 External References

ADEK_School_Student Protection Policy_v.1.0, January 2024
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.



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UNCRC. (1991). *The United Nations Convention on the Rights of the Child.*