

Sunrise English Private School

Abu Dhabi Educational Council, Licence No: 1-466 Dated 15/04/2008
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مدرسة الشروق الإنجليزية الخاصة

مجلس أبوظبي للتعليم ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨
صندوق البريد : ٧١٣٥٦ أبوظبي
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الرقم ١٩-٢٠١٨-٢٩-CERT-29 Ref

التاريخ 29-8-2018 Date

REVISED POLICY JUNE – 2017

SEPS POLICY ON STUDENT CARE AND PROTECTION Policy Development Committee Members

Principal

Vice- Principal

Section Heads

Safety officer

Senco

Nurse



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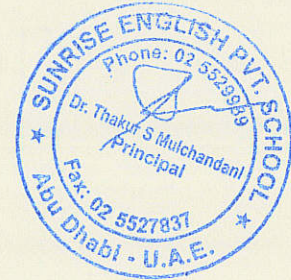
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الرقم ١٩-٢٩-٢٠١٨-٢٩٢٧٢٠٢٧ Ref.

التاريخ ٢٩-٨-٢٠١٨ Date

The Educators and staff of Sunrise English Private School (SEPS), Abu Dhabi will endeavor to provide a safe environment for its students. This goal will guide all the professional conduct and behavior of the entire staff of SEPS. The Student Protection Policy follows the guidelines provided by ADEC with respect to student care, safety and protection.

The main aspects of the policy are outlined below in the table of contents.



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الرقم ١٩-٢٠١٩-٢٩-٢٤٢٢-٢٩ Ref

التاريخ 29-8-2018 Date

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For each of the key aspects the responsibilities and procedures will be outlined.

1.0 RATIONALE

- To raise the awareness of both teaching and non – teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible causes of abuse.
- To provide a systematic means of monitoring students known or thought to be at risk of harm.
- To emphasize the need for good levels of communication between all members of staff.
- To continue to develop a structured procedures within the school which will be followed by all members of the school community in cases of suspected abuse.
- Provide a hazard free and safe environment to all the members and visitors to the School.

The responsibility of Student Protection Policy will be shared by the staff of SEPS and the Pastoral Care System followed in School will guide all the efforts to achieve its objectives.



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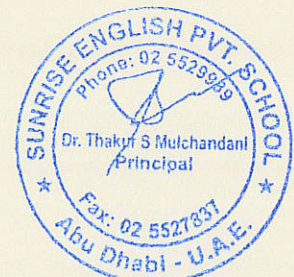
التاريخ Date 29-8-2018

2.0 THE PASTORAL CARE SYSTEM and STUDENT CARE PROTECTION

The School's Principal shall accept *in loco parentis* (in the position of a Parent/Guardian) responsibility for all students whilst they are in the School's care, including travelling to and from the School using School-provided transportation means, and while moving between, waiting for, and taking part in all activities organized by the School.

- The Pastoral Care System in the School is the broad framework to develop a school community that is caring and positive. We believe Pastoral Care is the responsibility of the entire school community.
- Pastoral Care System integrates the various systems and procedures that are necessary to ensure the safety and protection of members of the School Community.
- The Principal, Vice Principal, HM's AND HOD's, House Master's / House Mistress's EHMS Coordinator, School Social Worker / Student Protection Officer, Safety Officer, Health Officer (Head School Clinic), Registrar will all work in coordination to ensure the objectives of the Student Protection Policy are achieved.
- This work will be carried out in an environment that is both safe and secure for students to learn and grown.

The School shall provide counselling and School support services, enabling students to have access to a trusted professional counsellor, or a social worker, or someone in an equivalent position.



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3.0 SAFETY WITHIN THE SCHOOL PREMISES

School management shall ensure the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours.

RESPONSIBILITIES

- The School takes the responsibility of ensuring safety of each student. Studentren will not be left alone in the School premises unsupervised.
- The School ensures that the premises including outdoor space are hazardous free.
- The School will prevent any unauthorized person from entering into the School premises.
- A record of visitors is maintained by providing a visitor's badge to the person, where the visitor signs in and wears a visitor badge.
- A clean campus is maintained and safety hazard areas/display signs clearly displayed.
- Furniture, equipment and toys are cleaned and made safe for student/students to use.
- The School premises will have a regular inspection by the school safety officer to ensure that all the safety measures are in place, functional and duly maintained.

A fire extinguisher is placed all strategic places and corridors in and around the School.



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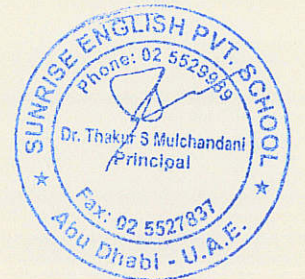
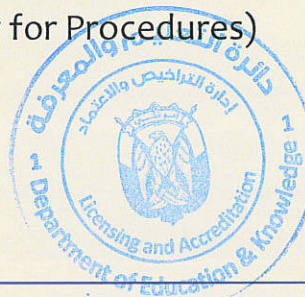
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- The doors are free from obstruction and easily opened.
- Fire exits will be clearly marked and displayed in each class room. The assembly points is clearly designated. Fire evacuation drills will be regularly carried out each term in the academic year.
- In-house training of the staff members will be conducted to understand the fire safety procedures and the use of extinguishers.
- All the fire safety equipment will be regularly checked by the Safety Officer of the School.
- The equipment and material kept in various laboratories will be regularly checked and the laboratories will comply with the stipulated safety standards.
- Emergency contact numbers of the Civil Defense, Ambulance, and Police etc. will be displayed prominently in the reception area.

PROCEDURES

- The School Safety Officer will be responsible for carrying out risk assessment, regular checkup of the maintenance records of Fire Safety Equipment.
- The Head of the Departments of the Science Laboratories and the Lab Assistants will maintain the lab equipment and will get in touch with the Safe Officer in case of a safety concern.

(Also Refer to Health and Safety Policy for Procedures)



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Ref. رقم ٢٠١٨-٢٩-٢٠١٩

Date التاريخ ٢٩-٨-٢٠١٨

4.0 SCHOOL ATTENDANCE AND RECORD

RESPONSIBILITIES

- The School will maintain a centralized attendance register to record daily attendance of pupils that will be checked by the Class Teachers and countersigned by assigned HM's and the Principal.
- The Transport In-Charge will maintain daily record of students and the bus conductors will take attendance of students while coming to and returning from the school.
- The School shall maintain tracking system for absentee students and do a follow-up with the parents to ascertain that they are safe at home.
- In case where the students has left home and not attended the School, the Principal will take immediate action in consultation with the parents. A disclosure of information record will be maintained.
- Any student who leaves the school in case of a medical or personal family emergency will only do so if the parent or a guardian appointed by the parent accompanies the student back home. Record of student leaving early will be maintained.



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Date التاريخ ٢٩-٨-٢٠١٨

PROCEDURES

- The attendance will be taken by the class teacher, counter signed by the supervisors.
- HM's will send the list of absentee and send it to the Registrar. The receptionist will call up the parents to ensure that the student is at home.
- The School Registrar will be responsible for maintaining and storing the centralized attendance records of the School.

5.0 SAFETY AT TRAVEL

The School is fully responsible for the care and protection of students whilst they are in the School's care, or travelling to and from the School using School-provided transportation means, and while moving between all activities organized by the School.

RESPONSIBILITIES

- Regular maintenance and safety standards will be adhered to by the transport facility providers.
- The buses will be equipped with cameras and attendants.
- Female attendants will be bus conductors for KG, Primary and secondary of VI to XII standards.



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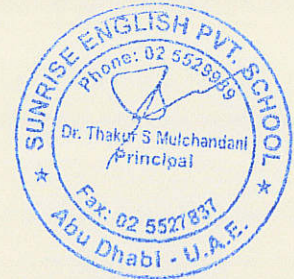
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- The School premises will have a clear layout of parking areas for the buses and the dispersal of students will be supervised by the teachers and designated staff.
 - Students will be educated about the safety rules to be observed in the bus. These rules will be displayed prominently in the class room and corridors.
- Risk Assessment will be done whenever students will be taken out for school trips, excursions, cultural activities etc. The students will always be accompanied by teachers and for excursions and picnics school nurse will always be with the students.

PROCEDURES

With Respect To Students Using 'School Transport'

- The transport In-charge / Coordinators will be responsible for the smooth functioning of the transport system in the school.
- The Transport Coordinator will be responsible for ensuring that the buses ply on designated routes and students are picked up and dropped at the respective stops.
- Any change in the bus schedule or route will be intimated to the parent in advance.
- The bus conductors will take the attendance of the students present in the bus both while coming to the school and being dropped after school.
- The bus conductors will supervise the behavior of students of the bus and any untoward behavior will be reported immediately to the bus coordinators.



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WITH RESPECT TO STUDENTS USING OWN TRANSPORT

- The School will inform the parent's through the circular about the DOT regulations regarding use of own transport.
- The teachers and staff on dispersal duty will ensure a smooth dispersal of own transport student.
- The School will collect acknowledgement slips from the parents in the form of written parental permission when students are taken on outings, such as picnic or to some other sports activities.
- Own transport students whose parents are late in picking up their student will be kept in designated areas / class rooms with school staff until the parents come and pick up the student.
- Students whose parents / Guardian come later than the designated dispersal time (half an hour after the school dispersal) will have to sign in a separate register maintained for the purpose.

6.0 Registration and Maintenance of Employee Record.

RESPONSIBILITIES

- The School maintains a centralized register consists of teaching and non-teaching staff, and the Principal periodically reviews it.
- The School maintains the Contract form of all the employees and that is reviewed at the time of renewal of the Contract.
- The School will carry out a thorough documentation and clearance process before recruiting any employee as per ADEK.



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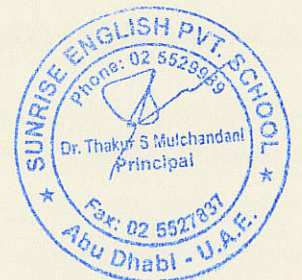
Date: 29-8-2018 التاريخ

- A register of the document is maintained to note down the relevant information of the teaching staff and the non-teaching staff viz.,
 - Demographic details of the School employee, i.e., name, address and the date of birth.
 - Qualification
 - Date of joining
 - The subject that is been taught by the teacher / and in case of a non-teaching staff the job designation of that particular person.
 - The years of experience in this School.
 - Labor Card details.
 - Passport and Visa Copies
 - Copy of Emirates Identity
 - Police verification details

Residency proof AND premises ID

PROCEDURES:

- The School HR Department and PRO will be responsible in maintaining and updating information regarding the employees.
- The records of the employees will be centrally maintained by the HR department.



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7.0 VISITORS RECORDS

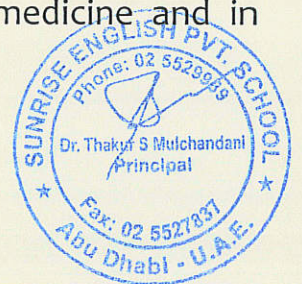
Responsibilities

- The School will maintain detailed information of the visitor, who visits the institution to meet the Principal or any other staff.
- All Visitors sign in visitors register and a visitor's pass is issued to keep the information intact.
- In case of any person who visits to carry out any form of repair works or servicing of equipment or any other personnel who visits the School for any other purpose, who are not in contact with the student. A School employee will always accompany such person in all circumstances.

8.0 HEALTH AND HYGIENE

RESPONSIBILITIES

- The School shall have fully equipped Medical rooms with a qualified HAAD certified Nurse. School will appoint both Male and Female Nursing staff.
- A Doctor on call will be arranged to take care of any Medical emergency that arises.
- The parents are made aware of the procedures about taking care of students who are ill. Staff are guided to prevent the spread of infection and to take care of students who are ill.
- A written document is collected from the parents in case of administration of medicine to the student or in case of emergency.
- The staff nurse takes responsibility in administering medicine and in updating herself with other technical knowledge.



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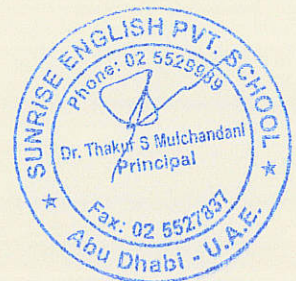
الرقم (٩-٢٠١٨-٢٩-٢٤) Ref: ~~٢٤~~

التاريخ ٢٩-٨-٢٠١٨ Date:

- Periodic vaccination programs will be carried out and its records maintained by the School Nurse.
- The comprehensive record of medical history of all students will be maintained. Documentation of information will be maintained in a prescribed format as per the information provided by the parents.
- The School Clinic will have sufficient stock of medicines and other first aid materials and proper storage arrangements.
- Students will have an access to the medical facilities, available at all times during the School hours.
- The School shall ensure the provision of on-going First Aid training, and dissemination of knowledge regarding all health, safety and prevention matters so that all School staff know what is expected of them and what to look out for with respect to the protection and safety of students (e.g. First Aid, CPR).

PROCEDURES

- The Nurse of School Clinic will maintain all the records of purchase and storage of all medicines will attend to any critical incidents involving any incident in which the student has injured himself.
- The designated member of the Health Staff will communicate with the parent, doctor in case the student is sick.



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9.0 STUDENT PROTECTION AND SAFEGUARDING POLICY.

The School shall take all possible measures to protect students from any form of exploitation, abuse, oppression and insult and/or any other physical, sexual or emotional threat, danger or harm.

The School will strictly follow the ADEK guidelines and Procedures in order to protect the student against any form of actual / suspected abuse. The school will follow ADEK quality Assurance Standards to provide systems within the that will :

- Increase the awareness of both teaching and non – teaching staff of the need to safeguard studentren and of their responsibilities in identifying and reporting possible causes of abuse.
- Training will be provided to all members of the staff to be aware and develop their understanding of the signs and indicators of abuse.
- Provide a systematic means of monitoring studentren known or thought to be at risk of harm. This can be Recognised:
 1. Observation - through direct observation of symptoms and signs of abuse and neglect as demonstrated by both student and parent/carer.
 2. Allegation - as a consequence of allegations or reports made by a student or another person.
 3. Disclosure - either directly from a student or by someone who says they are harming a student.



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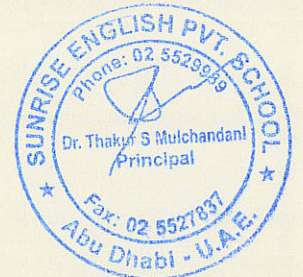
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- To raise the awareness of both teaching and non-teaching staff of the need to safeguard studenten and of their responsibilities in identifying and reporting possible cases of abuse.
- Develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
 1. The student is referred by a member of staff, or self-refers
 2. The Student protection officer will meet directly with the student and/or staff and consider the appropriate action to be taken.
 3. Arrange a meeting with parents, including the Principal and any other staff deemed necessary, as soon as possible.
 4. At the time of the meeting, the School will offer counselling and support, via a school-approved psychologist for family therapy
- To disseminate and raise awareness among parents regarding ADEC Policy on student protection.

RESPONSIBILITIES

- 1) Schools shall thoroughly investigate and report immediately to ADEC all incidents of abuse which students may face including exploitation, violence and/or any other physical harm, sexual abuse, or any emotional threat, or harm of any kind, all of which will be referred to as “abuse of students”
- 2) Schools shall keep relevant records and inform ADEC of such communications if so requested.



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The school procedures for safeguarding studentren will be in line with ADEC guidelines regarding Student Care Protection and Guidance. This includes the following :

The **School Social Worker** will be designated member of staff who will hold responsibility for implementing the Student Protection Policy. The designated staff will be holding the position of **Student Protection Officer** of the School. The designated Officer will follow protocols whenever the School comes to know of a suspected or an actual abuse. In absence of the designated absence the School Counselors will be responsible.

The Student Protection Officer is responsible for:

- Adhering to the ADEC guidelines and school procedures with regard to referring a student if there are concerns about possible abuse.
- Keeping written records of concerns about a student even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from student records.
- Ensuring that an indication of further record-keeping is marked on the student protection register for follow up while maintaining the confidentiality requirements.
- Ensuring that any student currently on the student protection register who is absent without explanation for two days is referred to Social Care.



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All staff have

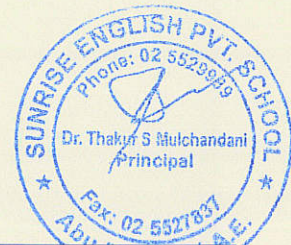
- A statutory obligation to report without delay any disclosure made by a student to the designated member of staff.
- A duty to seek advice from the designated member of staff on any student they suspect of being abused
- A responsibility to follow school procedures concerning all matters of student protection
- A responsibility to cooperate with all reasonable requests connected with a student protection case.
- To maintain strict confidentiality and disseminate information on need to know basis only.

Responsibilities for Supporting Studentren

We recognize that the school may provide the only stability in the lives of studentren who have been abused or who are at risk of harm. We recognize that a student in these circumstances may feel helpless and humiliated and may blame themselves. We are aware that studentren in these circumstances may display behavior which may be aggressive or withdrawn.

The school will seek to support all students by:

- Encouraging self – esteem and self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of studentren.
- Notifying ADEC as soon as there is a significant concern.



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- Where possible contributing to continuing support of a student who leaves the school by forwarding under confidential cover any relevant information to the receiving school.

Reporting of Incident

- 1) Schools shall thoroughly investigate and report immediately to ADEC all incidents of abuse which students may face including exploitation, violence and/or any other physical harm, sexual abuse, or any emotional threat, or harm of any kind, all of which will be referred to as “abuse of students”
- 2) If any such incident is proven or suspected, it is the responsibility of the School’s Principal (or in the case of the abuse being carried out by the School’s Principal, the Chair of Board of Trustees/School Owner)
- 3) Where the School uncovers a case of severe abuse to a student **outside of School**, it must take the matter seriously and follow up the case with the social worker. Schools shall take the necessarily steps to protect the student, including **by communicating with the Parent/Guardian** to discuss the matter, or by forwarding the case to the relevant official entities in the UAE (social support institutions).
- 4) Schools shall prepare a detailed report concerning the incident and procedures taken in this regard. This report should be kept in the student’s folder. If the abuse is a crime, the School is required to notify the relevant official entities.



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Responsibilities for providing support to Staff Involved in Cases of Abuse

- The school acknowledges that staff who have become involved with a student who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- Staff will be supported by having an opportunity to talk through their anxieties with the designated member of staff and be supported in seeking further support as appropriate.

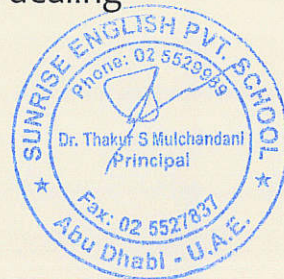
PROCEDURES

Procedures for staff to be able to respond to a student who discloses abuse.

- Parents/ Care Providers will be made aware of the responsibilities of staff members with regard to student protection procedures.
- The procedures will be regularly reviewed and updated.
- All new members of staff will be given a copy of our student protection procedures as part of their induction into school.

Confidentiality Related Procedures

- The School shall protect the confidentiality of students' personal data.
- The School shall protect the confidentiality of reports and investigations related to any kind of student abuse and communications when dealing with the Council and relevant government entities.



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- Schools shall keep relevant records and inform ADEC of such communications if so requested.
- The school recognizes that all matters relating to Student Protection are confidential.
- The Principal and Vice Principal or designated member of staff will disclose any information about a student to other members of staff on a need to know basis only.
- All staff have a professional responsibility to share information with Government agencies in order to safeguard studentren.
- All staff must be aware that they cannot promise a student to keep secrets.
- Staff must follow school procedures with regard to the Protection and Care for Student with actual or suspected abuse.

Allegations against staff

- The school understands that a student may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation must immediately inform the Principal / Vice Principal and designated Student Protection Officer.
- The Principal on all such occasions will discuss the content of the allegations with the ADEK Officer for Student protection.
- If the allegation made to a member of staff concerns the Heads of Institution the designated teacher will immediately inform the Governing Body Members, who will consult with the ADEK.



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- The school will suspend any member of staff who is accused of an offence involving student abuse if the alleged staff abuse involves a crime according to the provisions of prevailing UAE Laws, , until an investigation in this matter is completed and a decision is made concerning this member of staff's fitness to continue to work at the School.
- The school carry out a formal investigation obtaining written statements from those involved.

WHISTLE BLOWING

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues and through this help to provide an environment where students can raise concerns.

The school plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and creating an ethos of protection in the school. The school will:

- Continue to maintain an ethos where students feel secure and are encouraged to talk and are always listened to.
- Continue to ensure that all studentren know there is an adult in the school whom they can approach if they are worried or in difficulty.



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التاريخ Date ٢٩-٨-٢٠١٨

- Include in the curriculum opportunities for students to gain the skills and knowledge they need to stay safe from harm and know to whom they should turn for help.

10.0 ANTI BULLYING

The School recognizes that bullying of any form is a very serious violation of the disciplinary codes of the school. The school recognizes that there is no hierarchy in bullying. Any bullying action whether Physical, emotional, verbal and cyber is equally traumatic to the victim. The following responsibilities with respect to protecting the student against bullying "

RESPONSIBILITIES

- Increase the awareness of both teaching and non – teaching staff of the need to safeguard studentren and of their responsibilities in identifying and reporting incidents of bullying.
- Studentren will be monitored in the school premises, in bus, bathrooms, and corridors playgrounds.
- Develop procedure within the school to deal with cases of bullying as per the behavior management policy of the school(Three levels of warnings).
- Create awareness among studentren about bullying and encourage studentren to report bullying.



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The Principal will:

- Ensure that all staff have an opportunity of discussing strategies; and review them regularly;
- Determine the strategies and procedures to deal with bullying,
- Discuss development of the strategies with the Senior Leadership Team;
- Ensure appropriate training is available for various aspects of staff to understand various aspects of bullying behavior and its management.
- Ensure that the procedures are brought to the attention of all staff, volunteers, parents and pupils.

The Vice Principal will:

- Be responsible for the day-to-day management of the policy and systems;
- Ensure that there are positive strategies and procedures in place to help both the bullied and bullies.
- Keep the head informed of incidents.
- Refer and liaise with inter agency working groups if necessary.
- Arrange relevant pupil training with the head, determine how best to involve parents in the solution of individual problems.
- Ensure proper record keeping.



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تلفون رقم : +٩٧١ ٢ ٥٥٢٩٩٨٩ - فاكس : +٩٧١ ٢ ٥٥٢٧٨٣٧
sunriseenglish.pvt@adec.ac.ae / school@seps-auh.com
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Ref. رقم ٢٩-٨-٢٠١٨-١٩

Date التاريخ ٢٩-٨-٢٠١٨

SECTION HEADS, HOD's AND House Masters / Mistresses will:

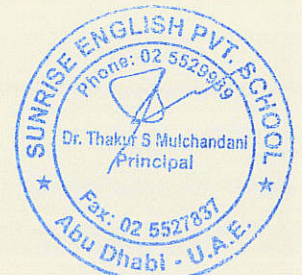
- Be responsible for ensuring that the school's positive strategies are put into practice
- Know the school's procedure and deal with any incidents that are reported.

Class teachers will:

- Be responsible for liaising with the Section Heads, Student Care Protection.
- Officer and Counselors for overall incidents involving pupils in their forms;
- Be involved in any agreed strategy to achieve a solution; and
- Create awareness on anti-bullying in Moral Science and other such courses.

All Staff will:

- Know and follow all relevant policies and procedures;
- Be observant and talk to pupils;
- Deal with incidents according to the policy;



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الرقم Ref. ٢٤٤٢-٢٩-٢٠١٨-١٩

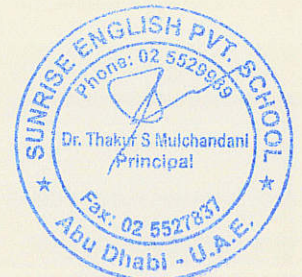
التاريخ Date 29-8-2018

- Never let any incidence of bullying pass by unreported, whether on-site or during an off-site activity;
- Take action to reduce the risk of bullying at all times and in places where is most likely; and
- Discuss from time to time where extra staff might be needed.

PROCEDURES

Dealing with incidents

- If bullying is suspected or reported, the incident will be investigated and dealt with immediately by the teacher approached and members of the disciplinary committee.
- The teacher will record the details of the incident reported and inform the relevant senior staff.
- The Reporting Form will be kept in the Counseling Cell and will be maintained in a centralized file kept with Principal AND Vice Principal's.
- All the parties will be interviewed and a record made.
- Staff teaching the bullied pupil and the form teacher will be informed.
- The appropriate strategy and plan of action to combat the bullying will be decided upon.
- The implementation of the strategy will be overseen the Head or Deputy Head.
- Parents will be kept informed by the relevant staff.
- Any sanctions will be determined by the Principal.



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الرقم Ref. ٢٠١٨-٢٩-٢٠١٩

التاريخ Date ٢٩-٨-٢٠١٨

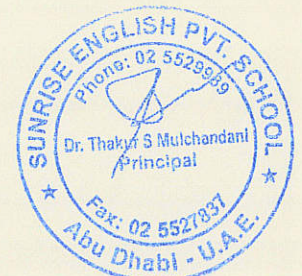
In any incident of bullying, staff are aware of the following principles:

- It is important to note that people react differently to bullying and it is often very difficult to tell if someone is upset or hurt.
- If student feel upset, they are encouraged to speak to their teacher or a responsible adult at an appropriate time or put a note in the suggestion box in each classroom.
- It must be emphasized to the studentren that they should NEVER take the law into their own hands and should remember that physical aggression is not acceptable.
- They should be reassured that the adult will try to sort out the problem as calmly as possible. The most serious incidents are referred to the Principal.
- Parents would be requested to come and discuss matters.
- The incident would be noted down and put into the student's personal file.
- Pupils will be told always to report incidents of bullying.

Reporting and Recording

The School shall follow reporting procedures in respect of any incident affecting the security of students within the School to Parents/Guardians, ADEC and other related government entities.

- All incidents must be reported and recorded in full and the records kept in the central file.



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الرقم Ref. (٤٤٢٦-٢٩-٢٠١٨) ١٩

التاريخ Date ٢٩-٨-٢٠١٨

- Reporting of Incidents of bullying will be logged by the Class teachers and reported. The incidents will be updated and the names of pupils and staff who are involved will be written out in full and not abbreviated. This record of bullying will enable patterns to be identified.

11.0 TRAINING OF EMPLOYEES

- The School Staff members will receive training in student protection when they are first appointed.
- The designated student protection officer is responsible and concerned to keep the knowledge and skill update for all teachers, who should undergo training at least once in three years of intervals.
- First Aid training will be given to all relevant staff who works or those who are involved in taking care of young studentren.
- The School Nurse must have HAAD license, and must be present with the studentren and also accompanies them when they are on their outings.

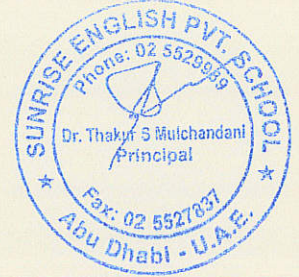
Responsibilities

12.0 PROFESSIONAL CODE OF CONDUCT FOR THE TEACHERS AND STAFF

The staff of school will strictly comply with the ADEC guidelines regarding the professional code of conduct prescribed for teachers. Any violation of the code of conduct will be dealt strictly in accordance to the stipulated regulations of ADEC.

RESPONSIBILITIES

- Teachers will maintain a caring, professional relationship with all students, both in an outside the classroom.



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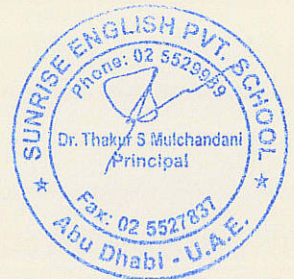
Ref. CPT-29-2018-K الرقم

Date 29-8-2018 التاريخ

- Teachers will behave in ways that promote the welfare of the students, taking all action within their power to protect student safety.
- Teachers must be aware of, and comply with all ADEC policy regarding student safety and protection.
- Teachers should report to relevant authorities, if they suspect student is being or will be harmed or suspect any form of student abuse.
- Teachers will meet the individual learning needs of students, and assist all students to maximize their potential.

Prohibited unprofessional conduct, includes but not limited to the following:

- Engaging or encouraging inappropriate relationships with students in or outside of the classroom, including any behavior constituting sexual harassment or abuse.
- Sending any inappropriate messages, pictures, or other communication to students in or outside of the classroom.
- Using any form of discipline that involves unnecessary or excessive verbal harassment (shouting, calling names or any form of verbal 'put downs') that may cause emotional harm to students.
- Taking actions or behaving negligently in ways that endanger student welfare.
- Teachers will ensure that classroom discussions are focused on the subject area being taught.
- Teachers will be respectful in all comments, and exercise special care, if addressing issues such as religion or politics – with the potential to cause controversy.
- Teachers will prevent students from raising potentially controversial issues for group discussion.



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تلفون رقم : ٢٥٥٢٩٩٨٩ +٩٧١ ٢ - فاكس : ٢٥٥٢٧٨٣٧ +٩٧١ ٢
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Ref. CPT-29-2018-19 الرقم

Date 29-8-2018 التاريخ

Banned Disciplinary Actions

As per Policy 50 for Managing Student Behavior in Abu Dhabi Schools, it is prohibited to use any of the following methods for applying disciplinary actions:

- All forms of physical punishment, (any disciplinary action designed to inflict physical pain on students, including, but not limited to, slapping, striking or pushing students or using objects to do so).
- Lowering grades or threatening to do so.
- Removing the student from the Classroom or School without following School based procedures for sending students outside of the classroom.
- Punishing a group of students for an individual's misconduct.
- Imposing more School work.
- Mocking or insulting the student in private or public.
- Depriving the student of using toilet facilities or meals.

Appendix 1

TELEPHONE HOTLINE NO.

116111

ELECTRONIC REPORTING LINK

<https://www.adec.ac.ae/ar/pages/studentabuserreportingabudhabiedusector.aspx>

STUDENT PROTECTION REFERRAL FLOWCHART FOR SCHOOL STAFF

If you have a student protection concern which may have come from:



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الرقم Ref. CAPT-29-298-19

التاريخ Date 29-8-2018

- Something a student has said or done
- An injury that is clearly noticeable
- The appearance of the student
- Behavior that is observed
- Concerns that have accumulated over time
- The attitude or behavior of parents or care providers
- Comments made by other people about the student or parents

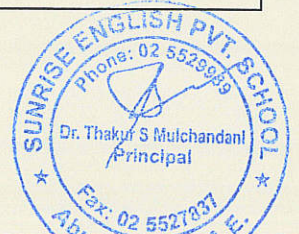
Write it down as soon as possible preferably straight away. Sign and date the record. Please do not ask the student to write a statement or question them about what they are telling you.



Please contact the designated member of staff (Social Worker) on the same day to discuss the concern.
The student protection officer/social worker or in her absence a member of the student protection team.



The Social Worker / Student Protection Officer will inform The School Principal, Vice Principal who will contact ADEC office giving information requested on the school referral form.
Any form of referral should be made immediately, once it is noticed/or someone is aware (i.e. within 24 hours) this should be to the emergency duty team social worker.



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التاريخ Date 29-8-2018

Parents will be contacted but only after discussion with the designated teacher: parents will not be contacted initially by the school:

- If the concern is about suspected sexual abuse;
- Or it would put the student at risk of harm:
- Or it would hinder a possible criminal investigation.



The student protection officer/social worker will follow up with a written referral containing a copy of written record.

The student protection officer/social worker will carry out an assessment and begin enquires under student protection policy following the regulations of the ADEC.

