



STUDENT PROTECTION POLICY

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1. Introduction

At Sunrise English Private School, we are committed to providing a safe, nurturing, and respectful educational environment where every student's dignity is upheld and protected. This policy outlines the school's responsibility to implement comprehensive student protection measures, ensuring the prevention of any form of maltreatment and the proper handling of any concerns that may arise. Our approach prioritizes the well-being of every student, fostering a culture of care, respect, and safety within our school community.

2. Purpose

- To safeguard all students under the care and supervision of SEPS from any acts or neglect that may constitute maltreatment, ensuring their safety, well-being, and dignity at all times.
- Identify and support students who are at risk of harm, as enforced by the 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.
- To reinforce that all staff and volunteers at the school are mandated reporters, responsible for identifying and reporting any suspected or alleged cases of student maltreatment, whether they occur within or outside the school premises.
- To clearly define the roles and responsibilities of the Principal, staff, and parents in responding to suspected or alleged cases of student maltreatment, ensuring a coordinated and effective approach to student protection.
- To ensure that the school is committed to the care and protection of all students and to coordinate efforts to safeguard their well-being within the school environment.



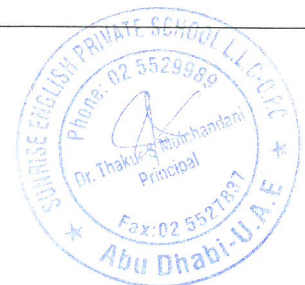


3. Definitions

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.
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 (Mol-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.
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.



Sunrise English Private School

-L.L.C - O.P.C

Education and Knowledge Department, License No. 1/466 - Date 15/04/2008

P.O. Box 71356, Abu Dhabi

Tel. No. +971 2 5529989, Fax: +971 2 5527837

E-mail: school@seps-auh.com

inquiry@seps-auh.com

Website: www.seps-auh.com



مدرسة الشروق الانجليزية الخاصة

-ذ.م.م - ش.ش.و

دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨

صندوق البريد ٧١٣٥٦ أبوظبي

تليفون رقم: ٥٥٢٩٩٨٩ +٩٧١٢، فاكس: ٥٥٢٧٨٣٧ +٩٧١٢

البريد الإلكتروني: school@seps-auh.com

inquiry@seps-auh.com

www.seps-auh.com

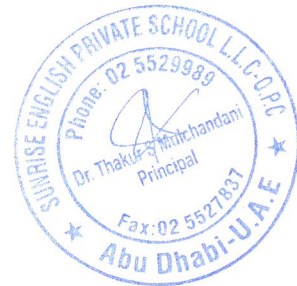
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Supervision

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 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

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-LLC - O.P.C

Education and Knowledge Department, License No. 1/466 - Date 15/04/2008
P.O. Box 71356, Abu Dhabi
Tel. No. +971 2 5529989, Fax: +971 2 5527837
E-mail: school@seps-auh.com
inquiry@seps-auh.com
Website: www.seps-auh.com



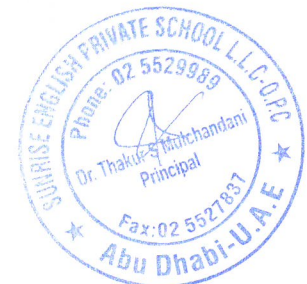
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صندوق البريد ٧١٣٥٦ أبوظبي
تليفون رقم: +٩٧١٢ ٥٥٢٩٩٨٩، فاكس: +٩٧١٢ ٥٥٢٧٨٣٧
البريد الإلكتروني: school@seps-auh.com
inquiry@seps-auh.com
www.seps-auh.com الموقع:

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 National Bullying Policy for the Prevention of Bullying in Educational Institutions (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.

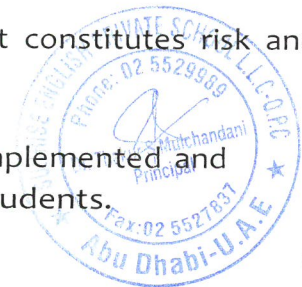
The guide on *Handling Student Maltreatment Concerns within Educational Institutions* (DAA Child Protection Committee, 2024) provides a full list of signs for identifying all types of maltreatment. The *National Policy for the Prevention of Bullying in Educational Institutions* (MoE, n.d.) provides a complete framework for bullying and cyberbullying.





4. Principles

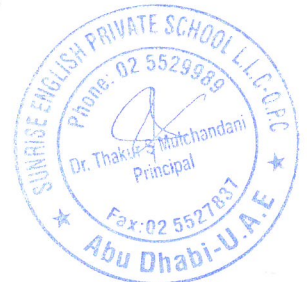
- 4.1 Best interests and safety of the student will be a primary consideration in all actions taken to safeguard their wellbeing.
- 4.2 It is the responsibility of the school – the Principal and all staff – to recognize, respond to, and manage student protection risk and impact to the best of their ability.
- 4.3 All mandated reporters and school staff and volunteers are responsible and accountable for ensuring student protection measures are in place and applied and upheld.
- 4.4 All mandated reporters and school staff and volunteers shall be protected and not be hindered or penalized in any manner for carrying out their responsibilities to report and safeguard students from all forms of maltreatment.
- 4.5 All students have the right to be:
 - a. Heard and express their voice/opinion and participate in select decision- making processes in the school (to be determined by staff).
 - b. Treated with dignity and respect.
 - c. Treated with fairness and justice.
 - d. Supported by an advocate and provided with necessary support when required.
 - e. Safe, protected from harm, and aware of what constitutes risk and harm.
- 4.6 Zero tolerance of all forms of maltreatment will be implemented and upheld in all actions and environments pertaining to students.





5. Legal Obligations and Rights

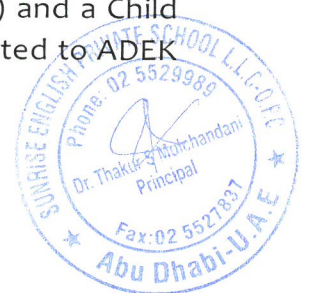
- 5.1 This policy was developed in line with federal student protection and related regulations and policies (see “References” section).
- 5.2 The school will comply with the provisions of this policy. The school has developed a student protection policy to protect students from any maltreatment, provided it meets the minimum standards of what is included in this policy and does not contradict any of its provisions.
- 5.3 The school will comply with the guide on *Handling Student Maltreatment Concerns within Educational Institutions* (DAA Child Protection Committee, 2024) for the management of abuse-related offenses that are reported within and/or occurring within a school.
- 5.4 The school will ensure that the student protection policy has been communicated, understood, and agreed to by all stakeholders (board members, staff and volunteers, parents, and students). Students shall receive a student-friendly version of the student protection policy, and their assent should be obtained when any student protection concerns are raised.
- 5.5 The school and its Principal are guardians of the rights of students to not be exposed to maltreatment. The Principal acts as the guardian of all students while they are under the school’s supervision and shall take responsibilities that fall under this role.
- 5.6 All students have equal rights for care, protection, and safety in SEPS. The school is fully responsible for the care, protection, and safety of students while students are under the school’s supervision.





6. Reporting of Concerns of Maltreatment within the school

- 6.1 **Staff of the School** – This includes any person who, in the performance of their duties, has regular or temporary contact with students and provides services to students or the school. As mandated by Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema), all school staff are required to report any alleged or suspected cases of student maltreatment (by any alleged or suspected perpetrator, whether inside or outside the school) directly to the ADEK Child Protection Unit (CPU) within 24 hours of suspicion. Staff must 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)**.
- 6.2 All concerns of student maltreatment disclosed in the school, whether the maltreatment took place inside or outside of the school, will be notified to the Child Protection Coordinator or any other person representing them.
- 6.3 The Ministry of Education (MoE) has put in place the *National Policy for the Prevention of Bullying in Educational Institutions* for handling bullying cases. Therefore, all cases of bullying shall be handled in accordance with the procedures defined in that framework. Exceptions related to bullying cases include severe bullying (cases of bullying that have or risk having a significant physical and emotional impact on the student would be considered as maltreatment), which shall be handled according to the procedures defined in this policy.
- 6.4 The School has appointed Child Protection Coordinator (CPC) and a Child Protection Team (CPT), and these appointments will be reported to ADEK annually.





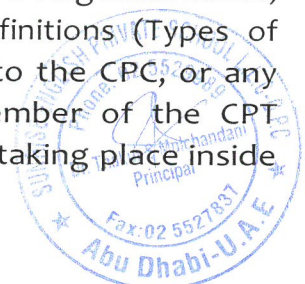
Child Protection Committee 2025-26

Sl. No	Designation	Role in Committee
1	Principal	Co-Leader
2	Vice Principal	Co-Leader
3	Lead Teacher	Co-Leader
4	Academic Supervisor	Member
5	Primary Head Of The Departments of English & Mathematics	Member
6	School Counselor	Member
7	Social Worker	Child Protection Coordinator
8	Transport Coordinator	Member
9	OSH Officer	Child Protection Coordinator
10	School Nurse	Member
11	Teacher Representatives (3)	Member
12	Head Girl	Member
13	Head Boy	Member
14	Parent Council Members (2)	Member

a. The CPC will undergo ADEK-mandated CPC training and would preferably be a senior member of staff or any other member of staff who has experience working with students at educational risk.

b. The CPT will undergo any ADEK-mandated training as announced

6.5 If any staff of the school, including volunteers, receives an allegation or has a concern that a student may have been maltreated, is being maltreated, or is at risk of maltreatment as defined in the Definitions (Types of Maltreatment) section, they shall report the matter to the CPC, or any other person representing them or any other member of the CPT immediately. This includes concerns of maltreatment taking place inside or outside of the school's premises.



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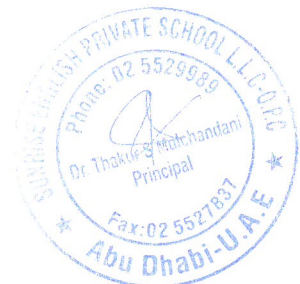


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صندوق البريد ٧١٣٥٦ أبوظبي
تليفون رقم: +٩٧١٢ ٥٥٢٩٩٨٩، فاكس: +٩٧١٢ ٥٥٢٧٨٣٧
school@seps-auh.com البريد الإلكتروني:
inquiry@seps-auh.com
www.seps-auh.com الموقع:

- 6.6 In case the reporter is unable to reach the CPC, or any other person representing them, or other members of the CPT, or it is not in the best interest of the student to inform the CPC or the team, then they shall inform the CPU at ADEK and/or the Family Care Authority (FCA) directly by filling out the Safety Concern Form online on the digital safety concern portal.
- 6.7 Emergency cases, where the student is in imminent danger, should be reported without delay by the CPC to the Police (999) and the Principal, with a copy of the Safety Concern Form online on the digital safety concern portal.
- 6.8 Emergency cases are detailed in the guide on *Handling Student Maltreatment Concerns within Educational Institutions (DAA Child Protection Committee, 2024)*.





How should maltreatment concerns identified in the school be addressed??

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

Once a concern of student maltreatment (incl. severe bullying) is raised in the 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.

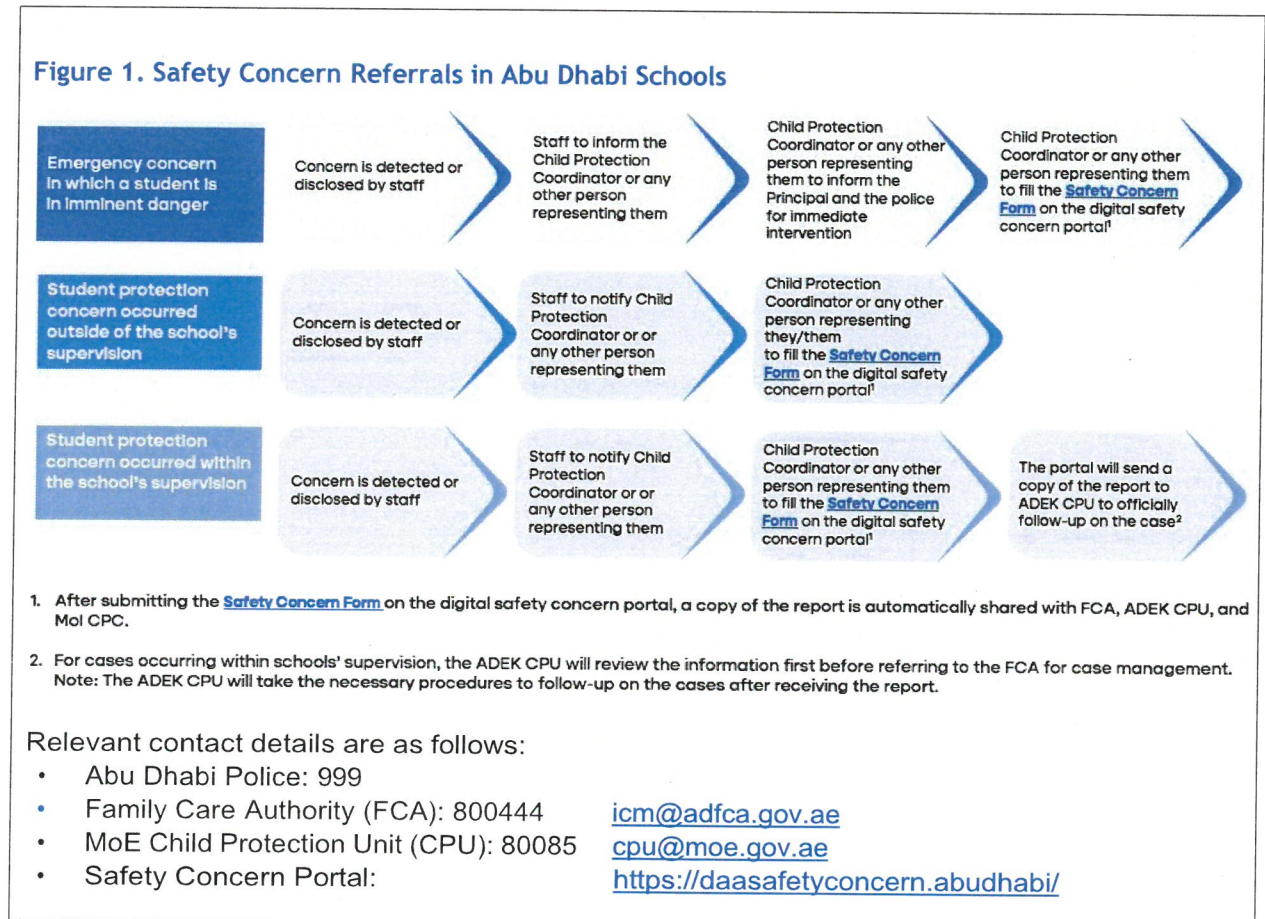




If the ADEK CPU does not report the case to the FCA, the concern is returned to the school with the justification, and the school is asked to collect additional information before submitting another Safety Concern Form.

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 addressed in cases where the alleged student maltreatment occurred both inside and outside of the supervision of the school.





7. Data Confidentiality

- 7.1 Case reports and student data are strictly confidential. The identities of the student subject to alleged and/or suspected maltreatment, the alleged/suspected perpetrator, and the person reporting the alleged/suspected case must be kept confidential by all parties involved in the case.
- 7.2 The data will be shared only with authorized individuals from the ADEK CPU and the FCA, within investigative teams, and the Abu Dhabi Judicial Department.



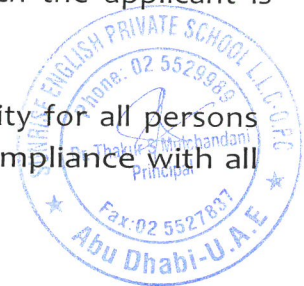
- 7.3 Authorized individuals are strictly prohibited from discussing active or closed cases with the media, any third parties or other staff, and/or unauthorized ADEK staff, with the exception of investigative and judicial authorities and within the legal responsibilities.

8. Training

- 8.1 The CPC and CPT will complete all student protection policy and safeguarding training as mandated by ADEK, including an affidavit attesting to upholding the highest ethical standards and code of conduct in the management of cases.
- 8.2 All staff in the school will complete any ADEK-mandated student protection policy and safeguarding training sessions and sign off that they have received training and understand their responsibilities.
- 8.3 Volunteers will receive proper induction and training on student protection policy and safeguarding measures. All invited visitors shall also be required to attest to having read and understood the school's student protection policy.
- 8.4 Any staff providing counseling, support, advocacy, or being in close personal contact with students shall receive continuous training in student protection and safeguarding and be properly supervised by the Principal.
- 8.5 Any CPS working in the ADEK CPU will receive the Ministry of Community Development (MoCD) certification.

9. Vetting, Hiring, and Monitoring of Staff, Volunteers, and Invited Visitors

- 9.1 Staff, volunteers, and invited visitors will be properly vetted and screened prior to working in or accessing any locations where students are present. This includes criminal record checks from countries from which the applicant is being hired.
- 9.2 The Principal must take full responsibility and accountability for all persons working in the school and ensure their suitability and compliance with all student protection and safeguarding requirements.





This includes preventing any person from working with students if they pose a risk to students' safety and wellbeing.

- 9.3 The Principal will ensure continuous monitoring of all staff and immediately report alleged inappropriate conduct or suspected actions that may result in harm or risk of harm to a student.
- 9.4 Staff members found guilty of serious misconduct will have their appointment letters revoked, following a written investigation as per the *School Employment Policy*, the Cabinet Decision No. (52) of 2018 regarding the Executive Regulations of Federal Law No. (3) of 2016 regarding Child Rights (Wadeema) and Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments.

10. Acceptable Adult Behaviors

- 10.1 Staff and volunteers will respect and protect the rights of all students and take no actions that may put the student at risk of maltreatment.
- 10.2 Staff and volunteers will not undertake any inappropriate behaviors towards the student and/or in the presence of the student.
- 10.3 Staff and volunteers are required to report any incidents of inappropriate behaviors against students.
- 10.4 Serious allegations of sexual misconduct by staff, volunteers, and/or invited visitors will be directly reported to the Police and FCA and the concerned staff/volunteer/invited visitor will be immediately removed from the school's premises.





11. Student Protection Learning Resources

- 11.1 Age-appropriate student protection learning resources will be developed/procured and distributed to students to support their knowledge and ability to understand personal safety and wellbeing and what actions they can take to report any violations and seek help.
- 11.2 Student protection learning resources will be taught in the classroom and in counseling sessions and include any media (story books, activity books, illustrations, posters, reading content, etc.) that can be discussed either individually or within a group setting.
- 11.3 Student protection will be taught by trained staff who are skilled in understanding student protection and student development.
- 11.4 All content will identify easy-to-use references on where to seek assistance if needed.

12. Policy Dissemination and Review

- 12.1 The student protection policy will be available publicly and on the school's website and disseminated annually to parents, school board members, staff, and volunteers, along with a student-friendly version.
- 12.2 All student protection policies, guidelines, safeguarding measures, and procedures should be regularly reviewed and updated at least every 5 years or as required.

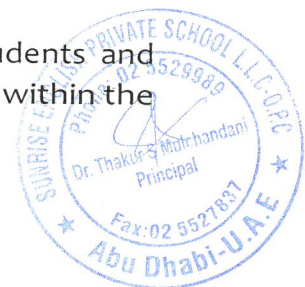




13. Roles and Responsibilities

13.1 Principals shall:

- a. Comply with the provisions of this policy.
- b. The school shall publish and post this policy to protect students from maltreatment.
- c. Ensure that procedures to prevent situations that could lead to the maltreatment of students are in place and understood by all staff.
- d. Ensure the oversight of students at all times while under the supervision of the school.
- e. 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.
- f. Ensure that students know how, where, and to whom to safely report their concerns about alleged and/or suspected maltreatment without fear of retribution or punishment.
- g. Ensure that staff, volunteers, and students 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.
- h. Include the views and recommendations from students and parents regarding safety and protection reporting within the school.

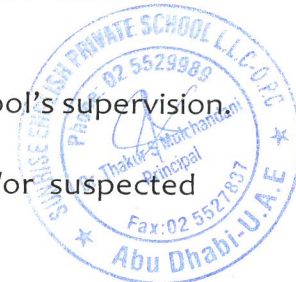




- i. Immediately report any case of alleged and/or suspected maltreatment of students as stated by this policy.
- j. Ensure that all staff and volunteers targeted for student protection training fully attend and participate in all training sessions and sign off on safeguarding training and student protection training.
- k. 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.
- l. Maintain students' records in compliance with the *School Records Policy* and ensure confidentiality of open and closed cases in accordance with the guidelines.
- m. Immediately suspend any staff who is suspected of an offense involving student maltreatment on a temporary basis until the suspicion is adjudicated.
- n. Ensure that students have a safe and confidential opportunity to report any concerns they may have in regarding their rights to safety and wellbeing.
- o. Ensure the vetting, hiring, and monitoring of all staff, volunteers, and invited visitors according to this policy and relevant safeguarding measures.

13.2 All Staff and volunteers of the school shall:

- a. Report immediately an alleged and/or suspected case of student maltreatment upon discovery.
- b. Care for students at all times while under the school's supervision.
- c. Understand this policy to address alleged and/or suspected student maltreatment cases.



Sunrise English Private School

-LLC - O.P.C

Education and Knowledge Department, License No. 1/466 - Date 15/04/2008
P.O. Box 71356, Abu Dhabi
Tel. No. +971 2 5529989, Fax: +971 2 5527837
E-mail: school@seps-auh.com
inquiry@seps-auh.com
Website: www.seps-auh.com



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-ذ.م.م - ش.ش.و

دائرة التعليم والمعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨
صندوق البريد ٧١٣٥٦ أبوظبي
تليفون رقم: +٩٧١٢ ٥٥٢٩٩٨٩، فاكس: +٩٧١٢ ٥٥٢٧٨٣٧
البريد الإلكتروني: school@seps-auh.com
inquiry@seps-auh.com
www.seps-auh.com الموقع:

- d. Attend and participate in mandated student protection and safeguarding training.

13.3 Parents shall:

- Cooperate with the Principal and staff, answer all inquiries related to the student's behavior, academic performance, and respond to their feedback and guidance.
- Attend all scheduled parent meetings with the school.
- Communicate any concerns, observations, or changes in the student's behavior to the Principal, board members, and/or to the concerned staff.
- Support the school in ensuring safe online practices during distance learning and home work.

14. Compliance

- 14.1 The school is fully compliant with this policy from the start of the Academic Year 2025/26.

Approved By:

Dr.Thakur.S.Mulchandani,
School Director/Principal

