



مدرسة الشروق الدولية  
SUNRISE INTERNATIONAL SCHOOL  
Abu Dhabi, UAE

## Student Protection Policy

### Purpose of Policy

To ensure the protection and safeguarding of all students from any form of maltreatment while under the school's supervision. The policy outlines the school's responsibility to identify and support students at risk, in alignment with UAE child protection laws, and establishes clear roles and responsibilities for principals, staff, and parents. It also reinforces that all school personnel and volunteers are mandated reporters of any suspected or alleged cases of student maltreatment.

### Approval for this policy given by

Principal

### Responsibility for its update

Social Worker

### Policy applies to

All staff of Sunrise International School

### Introduced on

April 2025

### Compliance From

AY 2025/26

### 1<sup>st</sup> Review Date

November 2025

### Next Review Date

April 2026

### Principal's Signature

### School Seal



## **INTRODUCTION**

Sunrise International School Abu Dhabi is dedicated to ensuring a safe, supportive, and protective environment for all its students. This policy aligns with the UAE Child Protection Law (Federal Law No. 3 of 2016) and UAE School Child Protection Framework to safeguard children's well-being and promote their rights.

### **Purpose**

- Protect students under school supervision from all forms of maltreatment.
- Identify and support students at risk, in line with UAE federal laws.
- Mandate reporting responsibilities for all staff and volunteers.
- Define roles and responsibilities for addressing student maltreatment.
- Ensure coordinated safeguarding actions.

### **Policy Overview**

The school is dedicated to ensuring student safety by:

- Holding teachers and staff responsible for student safety on school premises and during transport.
- Maintaining written procedures per ADEK requirements.
- Training staff to recognize signs of abuse and follow safeguarding procedures.
- Appointing a designated and deputy teacher for child protection.
- Establishing a Safeguarding Team led by the Principal.
- Reviewing and monitoring procedures for suspected abuse cases.
- Creating a classroom environment that promotes self-esteem and open discussion.
- Educating students about personal safety and decision-making skills.
- Keeping parents informed about the school's safeguarding policies.
- Maintaining ongoing contact with relevant agencies to protect children.

### **Additional Safety Measures:**

- Security staff and CCTV at entry and exit points.
- Staff background checks during recruitment.
- Safety training for staff and students.
- Frequent monitoring by a trained social worker & counsellor.

## **DEFINITIONS 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.
- 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.
- 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.

### **Policy Principles**

- Prioritize the student's safety and best interests.
- Ensure accountability for mandated reporters.
- Promote fairness, dignity, and respect for all students.
- Adopt a zero-tolerance approach to maltreatment.

### **Reporting and Responding to Concerns**

If a child discloses abuse or staff or volunteer suspects abuse, whether the maltreatment took place inside or outside of the school, they must follow the guidelines below:

- Report concerns to the Designated Child Protection Officer (CPO) immediately.
- All incidents must be documented clearly, including dates, times, and nature of concerns and avoid leading questions with children.
- Record their concern in written form.
- The CPO will assess the concern and inform authorities if necessary.
- Maintain confidentiality to protect all involved.
- Report emergencies to the Police (999) and inform ADEK and the Family Care Authority (FCA).

**Roles and Responsibilities**

- School Safeguarding Team (Child Protection Team): Includes the Principal, Vice Principal, Section Heads, Headmistress, Inclusion Head, Social Worker, Counsellor, OSH Coordinator, and School Nurse.
- Principals: Ensure policy implementation, staff training, and student safety.
- Staff and Volunteers: Report and manage maltreatment concerns, attend training.
- Parents: Support school policies, attend meetings, and communicate concerns.

**Confidentiality and Record Keeping**

- Case reports and student data are strictly confidential, and the identities of the student, alleged perpetrator, and reporter must be kept confidential by all involved.
- Data can only be shared with authorized individuals from the ADEK Child Protection Unit, FCA, investigative teams, and the Abu Dhabi Judicial Department.
- Avoid discussing cases with unauthorized individuals.

**Training and Awareness**

- All staff will receive regular child protection training.
- Students will be educated on their rights and ways to seek help.
- Parents will be informed about the school's child protection policies and encouraged to participate in awareness programs.
- The Child Protection Coordinator and Child Protection Team must complete all ADEK-mandated student protection and safeguarding training and submit an affidavit to uphold ethical standards and conduct in case management.
- All staff must complete ADEK-mandated training, sign off on receiving it, and confirm understanding of their responsibilities.
- Volunteers and visitors must be informed about the protection policy.
- Staff providing counselling, support, advocacy, or in close contact with students must receive continuous training and be supervised by the Principal.

**Vetting and Monitoring**

- Proper screening and background checks for staff, volunteers, and visitors.
- Continuous monitoring to ensure compliance with safeguarding standards.

**Code of Conduct**

- Staff and volunteers must respect and protect students' rights and avoid actions that may put them at risk of maltreatment.
- Staff and volunteers must not engage in inappropriate behaviour towards or in the presence of students.
- Report any suspected abuse or neglect to the Child Protection Officer without delay.
- Serious allegations of sexual misconduct must be reported directly to the Police and FCA, and the accused individual must be immediately removed from the school premises.

**Student Protection Learning Resources**

- Provide age-appropriate materials to teach students about safety.
- Use resources like books, posters, and discussions to educate students.
- Ensure students know how to report concerns.



## Student Protection Committee Members

S. No.	Designation	Representatives	Council Status
1.	Principal	Mr. Rajendran Padmanabhan	Chairman
2.	Vice-Principal	Ms. Sheela John	Vice- Chairperson
3.	Headmistress - Secondary	Ms. Sheena Sajadh	Member
4.	Headmistress- Primary	Ms. Anjana Shaji	Member
5.	Section Head – KG1	Ms. Anuradha Vasudevan	Member
6.	Section Head – KG2	Ms. Laxmi Singh	Member
7.	Section Head – Grade 1 & 2	Ms. Vanita Unakal	Member
8.	Section Head – Grade 3 & 4	Ms. Sonia Sugavaneswaran	Member
9.	Section Head – Grade 5 & 6	Ms. Divya Satheesh	Member
10.	Section Head – Grade 7 & 8	Mr. Vaisakhnath S	Member
11.	Section Head – Grade 9,10&11	Ms. Aditi Rakshith	Member
12.	Head of Inclusion	Mr. Saleem Malik	Member
13.	Social Worker	Ms. Lithiya Thankachan	Member
14.	School Counsellor	Ms. Nourin Nasar Sayed	Member
15.	OSH Officer	Mr. Biju Thankachan	Member
16.	KG1-Teacher	Ms. Hinabi Shaikh	Member
17.	KG2- Teacher	Ms. Nimita Lakhani	Member
18.	Primary Teacher	Ms. Shyni Ebenezer	Member
19.	Primary Teacher	Ms. Magdalene Gupta	Member
20.	Primary Teacher	Mr. Devandra Singh Chhabra	Member
21.	Primary Teacher	Mr. Noushad K	Member
22.	Middle School Teacher	Ms. Shamily Ranjith	Member
23.	Middle School Teacher	Ms. Sreejina S.Nair	Member
24.	Secondary School Teacher	Ms. Kalpana Mishra	Member
25.	Secondary School Teacher	Mr. Mohd. Maruf Khan	Member
26.	All PE teachers		Member

- The behavioural committee members are responsible for reviewing and addressing student behavioural concerns, ensuring that all disciplinary actions are

fair, consistent, and appropriate to the student's age and the severity of the misconduct.

- A transparent and fair appeal process is available for students and their parents/guardians to contest any disciplinary decisions.
- Teachers and staff are empowered to intervene and address instances of misconduct within the school premises or during school-related activities, ensuring discipline within permissible limits.
- The committee maintains records of all disciplinary incidents and actions taken.
- All information regarding student behaviour is treated as strictly confidential by the school, the Abu Dhabi Department of Education and Knowledge (ADEK), and relevant authorities.