Safeguarding Policy

2026-2027

1. Introduction

At FLIS – Rabdan, safeguarding is a fundamental commitment to ensuring the physical, emotional, and digital safety of every student. Our safeguarding policy aligns with ADEK's Safeguarding, Wellbeing, Student Protection, and Health & Safety policies. It sets out clear responsibilities, procedures, and expectations for all staff, students, parents, and visitors.

2. Purpose

This policy aims to:

- Protect students from all forms of maltreatment, including abuse, exploitation, neglect, bullying, and cyberbullying.
- Establish a clear accountability structure for managing safeguarding and supervision.
- Define procedures for reporting concerns and responding to safeguarding incidents.
- Set out the school's supervision, security, visitor, and emergency procedures.
- Promote a culture of awareness, vigilance, and responsibility across the school community.

3. Safeguarding Responsibilities and Structure

3.1 Safeguarding Committee

FLIS has a designated Safeguarding Committee, chaired by the Child Protection Coordinator (CPC). Members include:

- Principal
- Child Protection Coordinator (Social Worker)
- Head of Inclusion
- School Nurse
- Health & Safety Officer
- IT Officer
- Head of Sections

At least one CPC or Deputy CPC is available on-site at all times. The CPC and Deputy CPC have completed ADEK-mandated safeguarding training and are responsible for the implementation and review of safeguarding practices.

3.2 Whistleblowing Mechanism

FLIS encourages staff and students to report any concerns related to:

- Student maltreatment
- Staff misconduct
- Safety breaches or neglect

Reports may be submitted to the CPC directly, via the QR code system, or anonymously using sealed letters. Reports are treated confidentially, and whistleblowers are protected against retaliation.

4. Safeguarding Procedures and Reporting

4.1 Reporting Pathways

Referral Process:

1. Concern is observed or disclosed.
2. Staff reports the concern to the CPC or Deputy CPC.
3. CPC logs the concern on ADEK's digital Safety Concern Portal.
4. For imminent risk, CPC contacts ADEK CPU, FCA, or 999.
5. CPC informs the Principal and coordinates the Safeguarding Committee.
6. Follow-up meetings ensure student wellbeing and closure of the case.

4.2 Identification of Young Caregivers

If a student is found to be acting as a caregiver for a family member, the school will:

- Notify the Family Care Authority (FCA)
- Provide counseling and academic support through the CPC
- Develop a plan to alleviate academic or emotional burden

4.3 Whistleblowing Mechanism

FLIS – Rabdan is committed to maintaining a culture of openness and accountability. All staff, students, and community members are encouraged to report concerns about any conduct that may compromise student safety or wellbeing.

What can be reported:

- Suspected abuse or neglect
- Misconduct or inappropriate behavior by staff, volunteers, or other students
- Unsafe supervision or security practices
- Violations of the Safeguarding Policy

How to report:

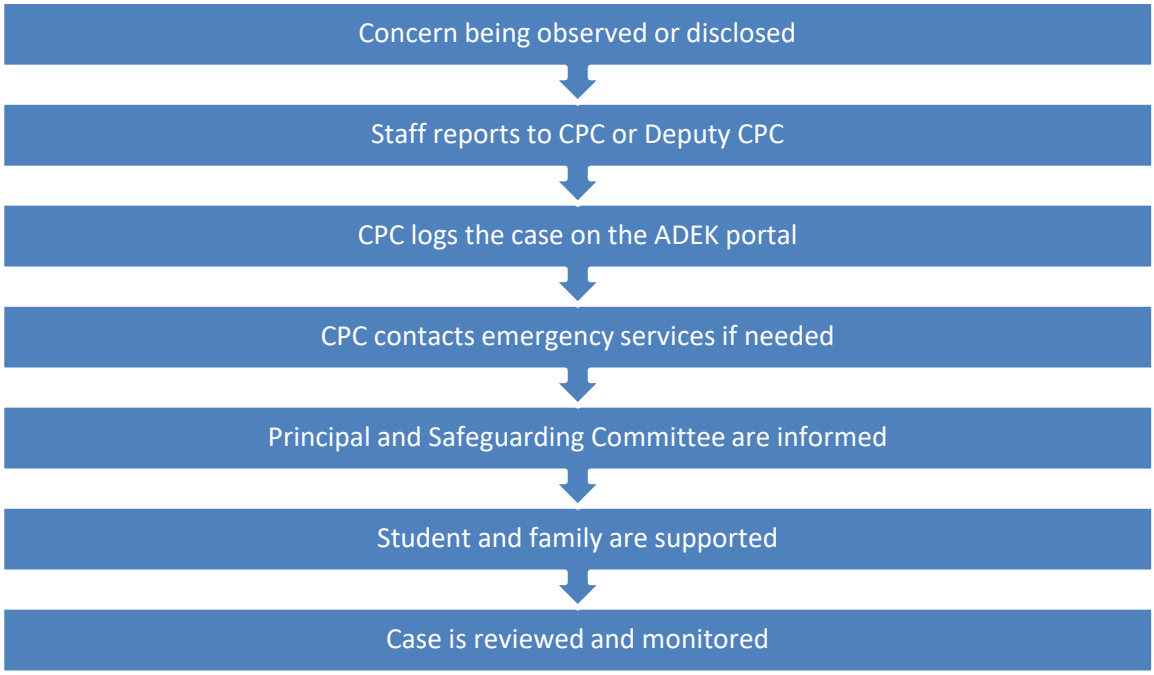
- Directly to the Child Protection Coordinator (CPC) or a member of the Safeguarding Committee
- Through the confidential QR-code reporting system for students and staff
- Via sealed written notes addressed to the Principal or CPC
- Anonymously, if preferred

Protection from retaliation:

All whistleblowers are protected. The school will ensure that no person faces negative consequences for reporting concerns made in good faith.

Follow-up:

All reports are logged, reviewed by the Safeguarding Committee, and followed up with appropriate action while maintaining strict confidentiality.



5. Supervision and Duty of Care

5.1 Expectations

All staff operate in loco parentis during school hours and activities. Supervision includes:

- Classroom monitoring starting at 7:20 AM
- Active break and lunch duty without sitting, unless engaged with students
- Escorts to all shared or specialist spaces (e.g., ICT, music, canteen)
- Controlled student access to bathrooms and prayer rooms
- Defined supervision schedules for morning arrival and dismissal
- The school is responsible for supervising students for up to 90 minutes after the end of the school day

6. Security and Access Control

6.1 CCTV

- CCTV installed and maintained by licensed MCC vendor
- Coverage excludes private spaces (e.g., restrooms)
- Footage retained for 180 days and accessed only by authorized staff
- Daily functionality checks conducted by H&S Officer

6.2 Visitor Protocols

- Visitors present ID and sign in at the gate
- Must wear badges at all times

- May only enter classrooms with prior approval and staff supervision
- Visitors are expected to sign a consent form confirming they have read and understood the school's Student Protection Policy.

6.3 Security Guard Protocols

FLIS – Rabdan maintains a secure, monitored school environment through the consistent presence and accountability of trained security personnel.

Guard Licensing and Eligibility

- All security personnel are employed through a licensed security provider approved by UAE authorities and ADEK.
- Guards must hold valid security permits/licenses, undergo regular background checks, and complete mandatory training in:
    - Student protection and safety protocols
    - Emergency response procedures
    - Professional conduct and communication

Gate Post Supervision

- Security guards are stationed at all main entry/exit points during school hours and assigned events.
- Guards must not leave their posts under any circumstance without approval from the Health and Saftety Officer or the School Principal.
- A backup roster is maintained to ensure continuous coverage during breaks or shift changes.

Visitor Pass Protocols

- All visitors must:
    - Present a valid Emirates ID or passport upon arrival
    - Sign in using the Visitor Logbook (manual or digital)
    - Receive and visibly wear a visitor badge with name, time in/out, and assigned area
- Visitors must be accompanied by staff or wait at reception unless pre-authorized.
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Permanent Visitor Access

- Individuals such as nannies or drivers who regularly pick up students are issued permanent laminated pickup passes after verification and parental authorization.
- Security guards cross-check ID cards against the approved permanent access list.
- Any change to the authorized pickup person must be communicated in writing by the parent and updated in the school system.

Coordination and Communication

Security guards report directly to the Health & Safety Officer and communicate regularly with the school receptionist and administration to:

- Confirm scheduled visitors or service providers
- Monitor pickup and dismissal logistics
- Assist with any urgent incident involving external individuals

6.4 Visitor and Event Security

FLIS – Rabdan upholds strict visitor management and security procedures to ensure that all guests on campus are appropriately screened, supervised, and limited to designated areas in compliance with ADEK's Safeguarding Policy.

Visitor Sign-In/Out Logs

- All non-staff visitors are required to:
    - Present valid photo identification (Emirates ID or passport)
    - Sign in and out using the school's Visitor Logbook, recording:
        - Full name
        - Contact number
        - Organization or purpose of visit
        - Time in and out
        - Signature
- The logbook is monitored by the security guard and reviewed periodically by the Health & Safety Officer.

Pre-Registration for Events and External Guests

- Visitors attending special events (e.g., assemblies, student showcases, parent workshops) must be:
    - Pre-registered by school administration or invited by written request approved by the Principal
    - Listed on a pre-approved guest list, submitted 24–48 hours prior to the event
    - Required to show matching ID at the gate for check-in
- Immediate family members may attend student events; however, attendance is capped, and additional guests must be pre-approved.
- Any external presenters or workshop facilitators are required to:
    - Submit credentials
    - Sign a Visitor Agreement
    - Be briefed on the school's safeguarding and supervision protocols

Supervision of Visitors

- All external visitors, including workshop hosts, consultants, or event volunteers:
    - Must be accompanied by a staff member at all times unless explicitly authorized
    - Are not permitted to be alone with students in classrooms or breakout rooms

Zoning and Movement Restrictions

During large events (e.g., National Day, Sports Day), the school enforces visitor movement restrictions:

- Color-coded passes may be issued to designate access areas (green for Elementary outdoor, red for KG outdoor…)
- Event signage is posted clearly to guide visitor flow and indicate restricted areas
- ("Staff Only," "Student Zone")
- Temporary barriers or supervision checkpoints may be installed to maintain separation between student and visitor areas

Enhanced Security for Events

For any event with anticipated attendance of 20+ guests:

- Additional security personnel are deployed at key points (entry gates, stage, washroom access)
- A designated event safeguarding lead is assigned to oversee crowd control, student safety, and immediate response if needed
- Emergency evacuation procedures are reviewed with staff and student volunteers before the event

6.5 Safeguarding the Privacy of the School Community

FLIS – Rabdan is committed to protecting the personal privacy of its students, families, and staff. The school ensures that all information—digital or printed—is handled responsibly and in full compliance with Federal Decree Law No. (45) of 2021 on Personal Data Protection and ADEK's safeguarding standards.

Display and Use of Information

- Personally Identifiable Information (PII) such as student names, photographs, schedules, or medical details is not publicly displayed on school noticeboards, hallways, or external-facing platforms.
- Any information displayed for internal use (e.g., classroom charts, student timetables) is only visible to authorized personnel and relevant students.

Use of Student Photos and Data

- The school obtains explicit parental consent prior to:
    - Publishing student names or images in newsletters, yearbooks, or social media
    - Sharing student work in exhibitions or on digital platforms
    - Including students in school marketing materials
- Photos and video recordings of students are stored securely and used only for the purposes outlined in the signed consent forms.

Digital Communication and Messaging Groups

- All school-managed communication groups (e.g., class WhatsApp groups, email chains) are:
    - Created and monitored by designated school staff or administrators
    - Used for official communication only (e.g., updates, reminders, resources)
    - Restricted from sharing student photos, personal stories, or sensitive academic or behavioral information without prior approval
- Parents and staff are reminded regularly to respect digital etiquette and privacy within these channels.

Access to Confidential Records

- Access to student files, assessment data, and behavior reports is restricted to authorized school personnel only.
- Staff are trained on data confidentiality as part of annual safeguarding and data protection training.

6.6 Unaccompanied Student Procedures (Cycle 3)

FLIS – Rabdan acknowledges that students in Cycle 3 (Grades 9–12) may be granted increased independence, including the option to arrive at or leave school unaccompanied. To ensure student safety and compliance with ADEK regulations, the following procedures are in place:

Parental Consent Requirement

- No Cycle 3 student may leave school independently without prior written consent from a parent or legal guardian.
- Parents must complete and sign the school's official Unaccompanied Student Consent Form, which includes:
    - Authorization to arrive and/or depart school without an adult
    - Emergency contact details
    - Transportation method (e.g., walking, cycling, public transport)

Record and Verification System

- Students with approved unaccompanied status are added to the school's authorized independent travel list, maintained by the Reception and Section Administration.
- Students must sign in and out daily at the designated desk upon arrival and departure.
- If a student attempts to leave unaccompanied without prior approval, the school will:
    - Deny exit
    - Contact the parent or guardian
    - Document the incident for follow-up

Exceptions and Supervision

- During emergency dismissals or unscheduled early leave, parental confirmation must be received (via call or email) before a student is allowed to leave alone.
- School staff are not permitted to arrange or authorize independent travel for students without written consent.

Safety and Conduct Expectations

- Students approved for independent travel are briefed on safe conduct outside school premises, including respectful behavior, traffic awareness, and emergency procedures.
- Misuse of the privilege (e.g., loitering, misconduct in public areas) may result in suspension of independent travel status.

7. Safeguarding During Trips and Events

FLIS – Rabdan ensures that all offsite activities, including school trips, competitions, and community events, are planned and executed with student safety and safeguarding as a top priority. The following measures are implemented for every event:

- A comprehensive **risk assessment** is conducted and approved by the **Principal** and **Health & Safety Officer** prior to the trip.
- **Staff-to-student supervision ratios** are determined based on age, activity, and risk level, in accordance with ADEK guidelines.
- A **designated safeguarding contact** is assigned to every offsite activity to manage safeguarding and child protection responsibilities during the event.
- **All trip supervisors** are briefed by the Safeguarding Lead on reporting procedures, child protection protocols, and emergency actions.
- A complete **emergency contact list** or participating students is carried by designated staff members, and all accompanying adults have access to this list.
- **First aid kits** and a staff member trained in first aid are present during all offsite activities.
- **Parental consent** is obtained for each student through signed permission forms that clearly outline the activity, supervision arrangements, and emergency procedures.
- Transportation is organized in line with the school's **Health & Safety and Emergency Plans**, ensuring student security during transit.
- On return, a **post-trip review** is conducted by the trip leader and Safeguarding Committee to evaluate adherence to safety and safeguarding protocols.

8. Curriculum Integration

Safeguarding content is embedded into the school's educational experience through multiple channels:

- Advisory sessions delivered by the social worker, focusing on emotional resilience, personal safety, and values such as respect, tolerance, and honesty
- Wellbeing programs conducted by the school nurse and Health & Safety Officer, addressing health, hygiene, emotional regulation, and healthy choices
- Classroom instruction where teachers intentionally integrate the school's core values and competencies, such as leadership, cooperation, and empathy
- Whole-school assemblies and themed events, including Emirati Children's Day, Happiness Day, and Tolerance Day, promoting awareness and reinforcing a shared commitment to student safety and wellbeing

9. Digital Safety

- Digital platforms selected based on ADEK Cyber Safety guidelines
- Regular sessions on online safety and reporting cyberbullying
- All incidents documented and reported to the IT Officer and CPC

10. Staff Training and Tracking

10.1 Safeguarding Training Content and Audience

To ensure compliance with ADEK's safeguarding framework and to equip all stakeholders with the knowledge and confidence to respond to child protection concerns, FLIS – Rabdan provides comprehensive safeguarding training as part of its annual professional development program.

Training Audience

Safeguarding training is mandatory for the following groups:

- All academic and non-academic staff (teachers, TAs, administrative staff, operations staff, and security personnel)
- Senior Leadership Team and School Board Members
- Regular external service providers, including:
    - Canteen vendors
    - Transport personnel (e.g., drivers and bus supervisors)
    - After-school activity providers
- Approved volunteers such as event chaperones, workshop facilitators, or community partners who work with students

Training Timeline

- Induction training is conducted within the first week of employment for all new joiners.
- Annual refresher training is provided to all staff at the beginning of the academic year.
- Additional topic-specific workshops (e.g., digital safety, mental health, ALN safeguarding) are scheduled throughout the year based on school needs.

Core Training Topics

All safeguarding training programs cover the following key areas:

- Recognizing the types of child maltreatment: physical, emotional, sexual abuse, neglect, bullying (including online)
- Identifying early warning signs and behavioral indicators of harm or distress
- Responding to student disclosures:
    - Listening non-judgmentally
    - Reassuring without making promises of confidentiality
    - Avoiding leading questions
- Reporting safeguarding concerns:
    - Internal referral process (reporting to the CPC or Deputy CPC)
    - Logging incidents verbally and in writing
    - Use of ADEK's Safety Concern Portal
- Maintaining confidentiality and professional documentation:
    - Accurate, factual, and objective note-taking
    - Secure storage and sharing of sensitive information
- Understanding duty of care responsibilities including:
    - Morning arrival, break time, restroom supervision, dismissal
- Digital safeguarding practices:
    - Preventing and identifying cyberbullying
    - Protecting student data and privacy online
    - Reporting digital threats or breaches
- Responding appropriately to physical security breaches, such as intruders or missing children
- Applying the school's Whistleblowing Policy to report adult misconduct or unsafe behavior

10.2 Safeguarding Training Tracker

FLIS – Rabdan maintains a centralized Safeguarding Training Tracker to monitor and document the training status of all individuals interacting with students.

Each record includes:

- Full name and position of the staff member (including temporary staff and volunteers)
- Department or provider name (for external parties)
- Date of induction training
- Date of most recent annual refresher
- Signature confirmation from the CPC or designated safeguarding lead after each training cycle

The tracker is:

- Jointly maintained by the CPC and HR Officer
- Reviewed annually and updated after policy changes or staff movements
- Available for review by ADEK and other relevant authorities during inspections
- Used to ensure that no individual is assigned student-facing duties without completing required safeguarding training

11. Inclusive Safeguarding for Students of Determination and ALN

FLIS – Rabdan is committed to ensuring that all safeguarding measures are inclusive, accessible, and responsive to the needs of students of determination and those with Additional Learning Needs (ALN). This includes students with cognitive, emotional, behavioral, communication, sensory, or physical challenges.

11.1 Accessible Reporting and Support

- The school provides adapted safeguarding tools to ensure all students can express concerns, including:
    - Visual reporting tools (emotion cards, facial expression charts)
    - Simplified reporting forms with symbols or sentence starters
    - One-on-one check-ins with trusted staff for nonverbal or less confident students
- Students with communication challenges are offered extra time and support when participating in safeguarding sessions or disclosing concerns.

11.2 Role of the Inclusion Team

The Head of Inclusion is a core member of the Safeguarding Committee and collaborates with the CPC to:

- Monitor safeguarding trends involving ALN students
- Interpret behaviors that may indicate distress or risk
- Advise on differentiated responses and preventive strategies

Inclusion staff work closely with class teachers to ensure the early identification of students at risk, including those who may struggle to self-report.

11.3 Preventive Behavior Planning

Students with ALN who demonstrate repeated challenging behaviors or are vulnerable to peer conflict are supported through:

- Individual Behavior Support Plans (BSPs) that promote positive behavior and emotional regulation
- Close supervision in high-risk settings (e.g., playground, canteen, corridors)
- Modified class routines, transition support, and calm-down strategies to reduce anxiety

The school works closely with parents to ensure consistency between home and school responses to behavioral or safeguarding concerns.

11.4 Staff Training and Awareness

All staff receive annual inclusion-focused safeguarding training, which includes:

- Recognizing subtle signs of abuse or neglect in students of determination
- Adjusting safeguarding responses for students with social or communication difficulties
- Using trauma-informed and strength-based approaches with vulnerable learners.

12. Security Breach Prevention and Response

FLIS – Rabdan has established clear procedures to prevent, detect, and respond to both physical and digital security breaches, ensuring the safety and wellbeing of all students and staff in alignment with ADEK's Safeguarding and Digital Policies.

12.1 Physical Security Measures

- Controlled Access: All entry and exit points are monitored by trained security staff. Visitors are required to sign in, present ID, and wear visible badges.
- CCTV Surveillance: A licensed MCC vendor maintains a CCTV system covering all common areas, excluding bathrooms and changing spaces. Footage is stored securely for 180 days.
- Emergency Drills: Regular fire, lockdown, and evacuation drills are conducted to ensure preparedness for threats or intrusions.
- Student Dismissal Procedures: Students are released only to authorized individuals as documented in dismissal cards or pick-up lists.
- Supervision: Adequate staff-to-student supervision ratios are maintained in all school areas and during offsite activities.

12.2 Digital Security Measures

- Digital Access Controls: Staff and student accounts are secured with password protection, and access to sensitive data is restricted to authorized personnel.
- Cyber Safety Tools: Filters, firewalls, and monitoring tools are in place to protect students from harmful online content.
- Acceptable Use Agreements: All users sign and adhere to digital use agreements. Violations are addressed per the school's behavior policy.
- Data Protection: Student data is managed in compliance with Federal Decree Law No. (45) of 2021 and ADEK's Digital Safety Guidelines.

12.3 Response to Security Breaches

- Physical Breaches: In the event of an unauthorized entry, missing student, or physical threat, the school activates its Emergency Response Plan, notifies ADEK and parents, and involves local authorities if required.
- Digital Breaches: In cases of cyberbullying, data leaks, or hacking, the IT Officer and CPC log the incident, contain the breach, and inform ADEK's Digital Safety Office.
- Reporting Timeline: All serious incidents are reported to ADEK within 24 hours using the designated electronic portal.

12.4 Post-Incident Review and Follow-up

- The Safeguarding Committee conducts a full review of any breach.
- A report is generated including corrective actions, lessons learned, and student/staff support provided.
- Policies and procedures are updated as necessary to prevent recurrence.

13. Monitoring and Evaluation of Safeguarding Effectiveness

FLIS – Rabdan is committed to continuously improving its safeguarding practices through regular monitoring, review, and evaluation of procedures, systems, and outcomes. This ensures alignment with ADEK expectations and responsiveness to the needs of the school community.

13.1 Student Voice and Feedback

- Students participate in regular surveys and focus group discussions facilitated by the Social Worker or CPC to share their experiences and sense of safety at school.
- Feedback is collected after specific programs (e.g., Child Protection sessions, Anti-Bullying Week, advisory lessons) and used to refine content and delivery.
- The Student Council and Red Crescent Group also serve as platforms for student-led feedback and awareness campaigns.

13.2 Staff Audits and Practice Review

- All staff are required to complete annual safeguarding self-assessments, reflecting on their understanding of reporting duties, supervision responsibilities, and response strategies.
- Leadership conducts periodic classroom and duty supervision spot-checks to ensure compliance with safeguarding protocols.
- Department heads and section supervisors provide feedback on safeguarding integration within academic and extracurricular settings.

13.3 Incident Data Monitoring

- Safeguarding incidents, including referrals, disclosures, behavioral violations, and QR-code reports, are logged and analyzed by the CPC.
- Patterns or trends are reviewed quarterly to identify high-risk areas, repeated concerns, or gaps in staff response.
- Findings are discussed in Safeguarding Committee meetings to inform strategic interventions.

13.4 Annual Evaluation and Reporting

- The Safeguarding Committee conducts an annual evaluation of the policy's implementation, using data from:
    - Staff and student feedback
    - Safeguarding training logs
    - Incident report summaries
    - Audit findings and external inspection feedback
- The annual safeguarding report includes:
    - Summary of cases and actions taken
    - Staff and student training participation
    - Improvements made to supervision, reporting, and student support systems
    - Recommended updates to policy or practices
- The report is submitted to the School Principal and Governing Board and forms part of the school's annual self-evaluation cycle.