

<b>Policy 3</b>	<b>CHILD PROTECTION POLICY</b>
<b>Date Published</b>	30 <sup>th</sup> March, 2017
<b>Evaluation &amp; Review</b>	12 <sup>th</sup> January, 2024
<b>Rationale</b>	It is the moral obligation of International Indian School to protect students and prevent the exploitation, bullying, physical and /or sexual abuse, insult, or harm of any other kind which student may face, and to identify those who may have suffered harm.
<b>Roles and Responsibility</b>	Principal, Vice-Principal, Admin Manager, School Counsellor
<b>Vision of International Indian School (IIS)</b>	International Indian School – Abu Dhabi (IIS) envisions creating a challenging learning environment that encourages high expectations for success and that allows individuals capable of securing opportunities that are beyond imaginations of today.

### PURPOSE

The purpose of the policy is to ensure that International Indian School has student protection measures in place to:

1. Protect International Indian School students while in the schools' care from all acts and omissions constituting physical abuse, emotional abuse, sexual abuse and exploitation, neglect, and bullying. Promote students' cultural, social, and mental growth to enable them to become strong, self-confident members of society.
2. Identify and support those students who may have suffered such abuse or neglect, as strongly enforced by ADEK policy 3 of 2014 and UAE Federal law on Child Rights, Federal Law No.3 on 1987 on Penal Code, and other relevant UAE laws.
3. Emphasizes that all ADEK employees and school staff are mandated reporters of cases of abuse and/or suspected abuse inside and outside the school.
4. Define duties and responsibilities of School Principal and school staff for responding to suspected cases of Child abuse/or neglect.

## **POLICY STATEMENTS**

### **1. DEFINITIONS**

- 1.1. International Indian School ensure each child under 18 years of age complies under this policy.
- 1.2. International Indian School defines the purpose of this policy with all measures, steps and actions that takes to protect students from risks that may cause harm or injury while they are in the school's care, travelling to and from the school using school transport, and moving between, waiting for, and taking part in, all activities organized by the school inside or outside the school campus.

We take the following measures to ensure the protection and care for children from any kind of abuse and neglect:

- ✓ **AWARENESS:** We ensure that all staff is oriented, of the problem of child abuse, neglect and other risks to children.
- ✓ **PREVENTION:** We have introduced awareness programs for staff and parents concerning child abuse and implemented healthy practices to minimize this menace.
- ✓ **REPORTING:** We ensure that staff are instructed as to effective steps that need to be taken, when concerns arise about child abuse.
- ✓ **RESPONDING:** We ensure that immediate action will be taken to support and protect children where a concern arises regarding possible abuse.

**Over and above the parameters mentioned, the management of International Indian School also ensures that:**

- ✓ Each and every member of the school is alert to the signs of abuse and neglect and is aware of the process of which they should report the concern or suspicion.
- ✓ There is a designated person, Principal and school counsellor, with knowledge and skills in recognizing and acting upon child protection concerns. The principal and school counsellor are the first point of contact for staff and parents where a concern is identified.
- ✓ Recruitment of staff follows safe selection procedures including criminal background checks and local security checks. There is a thorough background



check that takes place during this process.

- ✓ Where a deficiency is found regarding Child Protection Procedures it will be remedied without delay – such as including the parameters and details and make the necessary amendments in the policy and notify the stakeholders.
- 1.3. On a school day, that is the time period spent by a student under school supervision, includes the time spent by the student inside the school and also includes the time spent by the student in school buses from and to the school and in extra-curricular school activities. School management ensures the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours and notify Parents/Guardians of their responsibility toward their children outside of these two periods.
- 1.4. International Indian School ensures that no child is going through any kind of abuse or neglect, affecting them emotionally, physically, or mentally. Abuse refers to physical abuse, corporal punishment, emotional abuse, sexual abuse and also includes bullying, exploitation, and neglect.

**Physical abuse** is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This involves actions including, but not limited to, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement, or giving the student drugs not prescribed by a physician to control behaviour or to cause harm.

Refer to **APPENDIX 1** For common signs that indicate physical abuse.

- ✓ **Corporal punishment**, a physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as **Physical abuse**.
- ✓ **Emotional Abuse** is the persistent emotional ill-treatment of a student such as causing severe and persistent adverse effects on the student's emotional growth and development. It involves actions such as, but not limited to, conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It involves causing students to feel bullied, frightened or in danger, or the exploitation or corruption of students. Some levels of emotional abuse are involved in all types of ill-treatment of a student, though it may occur in isolation. Refer to **APPENDIX 2** For common signs that indicate emotional abuse
- ✓ **Sexual Abuse and Exploitation** involves but is not limited to forcing or enticing a student to take part in sexual activities. The activities involve actions including, but not limited to, physical contact, including penetrative or non-penetrative acts. They include non-contact activities such as involving

students looking at or in the production of, pornographic material or, watching sexual activities, sexual hinting or encouraging students to behave in sexually inappropriate ways.

Refer to **APPENDIX 3** for common signs that indicate sexual abuse.

Bullying is unwanted aggressive behaviour(s) from a student or more to another student and involves an observed or perceived power imbalance and is repeated (or is highly likely to be) multiple times. Bullying, as a form of violence, includes physical (hitting, tripping), verbal (name calling, teasing), relational/social (spreading rumours, leaving out of group) and cyber bullying aggression (occurs through e-mail, a chat room, instant messaging, a website, text messaging, or pictures or videos sent through cell phones or posted on websites).

A student can be a perpetrator, a victim, or both.

1.5. Neglect is the persistent failure to meet a student's basic physical, emotional and/or psychological needs, likely to result in serious impairment of the child's health or development. International Indian School follows an unbiased conduct by the teachers and everyone around the student ensuring there is no sign of neglect. The school also ensures that even on parents' part there is no failing to take actions that are considered necessary to care for children including, but not limited to:

- provide adequate food, clothing and shelter
- protect the student from physical harm or danger;
- provide adequate care (including the use of adequate caregivers)
- provide healthcare and appropriate medical treatment
- provide education and regular school attendance
- maintain personal hygiene
- ensure adequate stimulation.

Refer to **APPENDIX 4** for common signs of neglect.

## 2. POLICY

International Indian school takes entire responsibility for the care and protection of all 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. School is committed to 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. School provides the utmost care



for the security of students in their care.

In IIS, Child protection Policy adheres to and aligns with all the relevant laws and regulations issued by ADEK and the relevant authorities in the UAE and include the following:

- The safety of School buildings, transportation and School activities.
- Students' health, welfare and well-being.
- Conduct and discipline of students.
- Confidentiality of students' personal data.
- Security of School IT systems.
- Supervision of students always during school day hours and related School activities.
- Counseling and School support services, enabling students to have access to a trusted professional counselor.
- Conducting the necessary background checks on all School personnel in association with the relevant authorities.
- Reporting procedures in respect of any incident affecting the security of students within the School to Parents/Guardians, ADEK and other related government entities, Ministry of Interior – Child Protection Center within 24 hours after the incident.
- Provision of on-going First Aid training, and dissemination of knowledge regarding all health, safety and prevention matters so that all School staff knows 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).
- Communicating with students and their Parents/Guardians to hear their opinion through a variety of means, which may include surveys, group discussions and opportunities for them to express their views while ensuring their privacy. Additionally, Parents/Guardians shall be continuously informed of and given clarification regarding the roles and responsibilities they share with the school to protect their children.
- If 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 necessary 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).

**It is mandated in the school to report any incident that has occurred using the telephone hotline (116111) and the electronic reporting link available on the ADEK website:**

([www.adek.gov.ae/en/Education-System/Private-Schools/Child-Protection](http://www.adek.gov.ae/en/Education-System/Private-Schools/Child-Protection))

The information submitted electronically through the above-mentioned link is directly transferred to the Ministry of Interior – Child Protection Center. If the case belongs to HAAD (Health Authority – Abu Dhabi) – they will be approached and communicated as expected.

If a child is in immediate danger (risk of serious harm), the police should be called using the 999 service, followed by reporting to the Ministry of Interior – Child Protection Center within one hour upon discovery.

In case of an unfortunate incident that could occur, the following evidences are kept in place for further aids

- ✓ Notes should be made as soon as possible after a conversation of notice.
- ✓ Keep original copies as they may be required by a court.
- ✓ Record the date, time, place and any noticeable non-verbal behaviour and the words of the child.
- ✓ Record on a body map the site of any injury.
- ✓ Record statements and observations, not interpretations or assumptions.

### 3. DATA CONFIDENTIALITY

At International Indian School - Case reports and student data will be kept strictly confidential. The identities of the student subject to alleged abuse or neglect, the alleged perpetrator, and the person reporting the alleged case will be kept confidential by all parties involved in the case.

The data will be shared only with authorized individuals from the ADEK Division in charge of child protection and the Ministry of Interior – Child Protection Center and Social Support Center authorized staff.

#### 4. TRAINING

International Indian School has given critical importance of understanding and complying with all aspects of this policy to ensure the protection of students, the Ministry of Interior – Child Protection. Besides being part of the training for school leaders by ADEK, the school provides training and orientation program to the teachers, parents and other staffs on Child protection policy.

In these trainings, the staff will be guided with all the necessary information of the policy and highlighting the incidents that need to be reported in case of any, process and procedure to report, hotline number and website report link will be shared.

#### 5. FAILURE TO COMPLY WITH THIS POLICY:

International Indian School understands and abides by the fact that failure to comply with this policy is subject to legal accountability and administrative penalties stipulated in accordance with ADEK policy 3 of 2014, in addition to the UAE Federal Law No.3 of 2016 on Child Rights, UAE Federal Law No. 3 of 1987 on Penal Code, and any other local or Federal relevant laws effective at the time of the incident.

#### Allegations Involving School Staff

Any member of staff who has reason to suspect that a child may have been abused by another member of staff, either at school or elsewhere, must immediately inform the principal. A record of the concerns must be made, including a note of any witness to the incident or allegation.

Staff at International Indian School will follow the ADEK Professional Standards regarding students. Professional Conduct, including but not limited to:

- ✓ Teachers will behave in ways that promote the welfare of the students, taking all actions within their power to protect student safety.
- ✓ Teachers must be aware of, and comply with, all ADEK child protection policies.
- ✓ Teachers are obligated to report to relevant authorities if they suspect a student is being or will be harmed.
- ✓ Teachers will meet the individual learning needs of students and assist all students to maximize their potential.



Teachers will maintain a caring, professional relationship with all students, both in and outside the classroom Prohibited Unprofessional Conduct, including but not limited to:

- ✓ 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 corporal punishment, unnecessary or excessive verbal harassment, or that may cause physical or emotional harm to students.
- ✓ Taking actions or behaving negligently in ways that endanger student welfare.

Every teacher will have a copy of this Policy in their Professional Development Plan Fold. An Arabic version shall be made available for Arabic speaking Teachers and members of the school community if they wish to see the policy.

#### **ROLES AND RESPONSIBILITIES:**

##### **School's Principal will:**

- Comply with the provision of this policy.
- 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.
- Publish a Child Protection policy to protect students from any abuse and neglect provided it meets the minimum requirements of what is included in this policy and does not contradict any of its provisions.
- Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all school staff and leaders.
- Always ensure the supervision of students while in school's care.





- Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate action when there is suspicion of cases of student abuse or neglect.
- Ensure that students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment.
- Gain views from students and parents regarding security and protection within the school.
- Immediately report any case of potential abuse and/or neglect of students as stated by this policy.
- Ensure that all staff and administrators targeted for student protection training are fully attended and participate in all training sessions.
- Conduct orientation sessions for parents/guardians upon student registration or enrolment and at the start of every school year to promote this policy and to inform them of their roles and responsibilities, and their rights and duties.
- Maintain students' records in compliance with Student Records policy and ensure confidentiality of open and closed cases.
- Immediately suspend any staff member who is suspected of an offence involving student abuse and/or neglect on a temporary basis until the suspicion is adjudicated.

**All School Staff** - including any person who, in the performance of his/her duties, has regular or temporary contact with students and who provides services to students or school will:

- Report a suspected case of abuse and/or neglect (conducted by any perpetrator inside or outside of the school) to the Ministry of Interior-Child Protection Center within 24 hours upon suspicion. It is mandated to report using the telephone hotline (**116111**) and the electronic reporting link available on the ADEK website ([www.adek.gov.ae/en/Education-System/Private-Schools/Child-Protection](http://www.adek.gov.ae/en/Education-System/Private-Schools/Child-Protection)).



**If a child is in immediate danger (risk of serious harm), the police should be called using the 999 service, followed by reporting to the Ministry of Interior – Child Protection Center within one hour upon discovery.**

- Inform the School Principal immediately when they suspect the exposure of any student to any form of abuse and/or neglect.
- Raise the awareness of students of the importance of reporting any suspected case of student abuse and/or neglect inside or outside the school that becomes known to them, as stated in this policy.
- Always supervise students while in schools' care.
- Understand this policy to address suspected or alleged student abuse or neglect cases.
- Attend and participate in mandated student protection training.

**Parents/Legal Guardians will:**

- Cooperate with the school administration and staff, answer all inquiries related to the students' behavior, academic performance and respond to their feedback and guidance.
- Attend all scheduled school parent meetings.
- Communicate any concerns, observations, or changes in their child, behavior to the school administration or to the concerned school staff.

**References**

- ADEK policy 3 of 2014 and UAE Federal Law No.3 of 2016 on Child Rights
- ADEK-MOI CPC Memorandum of Understanding of 2015
- Ministry of Interior-Child Protection Center website ([www.moi-cpc.gov.ae](http://www.moi-cpc.gov.ae))
- UAE Federal Law No.3 of 1987 on Penal Code





## APPENDICES

### APPENDIX 1

Possible signs of physical abuse can include:

- o Unexplained bruises or injuries
- o Injuries which have not received medical attention
- o Repeated abdominal pain
- o Withdrawal from physical contact
- o Arms and legs covered in scalds
- o Fear of returning home
- o Fear of contacting caregivers/parents
- o Self-destructive tendencies
- o Displaying aggression towards others
- o Unusual passive behaviour
- o Repeated running away from home
- o Cigarette burns
- o Human bite marks
- o Broken bones
- o Multiple burns with a clearly demarcated edge

### APPENDIX 2

Possible signs of emotional abuse can include:

- o Regular tiredness
- o Fear of a new situation
- o Low self esteem
- o High levels of anxiety
- o Unusually passive or aggressive
- o Delayed speech
- o Inappropriate emotional responses to painful situations
- o Running away
- o Lying
- o Neurotic behaviour e.g. sulking, hair twisting, rocking
- o Fear of making mistakes
- o Self-harm
- o Developmental delay in terms of emotional progress



### APPENDIX 3

Possible signs of sexual abuse can include:

- o Unusual behaviour which could be general or sexual
- o Age-inappropriate sexual behaviour
- o Sexually transmitted diseases
- o Physical indicators in the genital and anal areas
- o Pain or itching in the genital area
- o Bruising or bleeding near genital area
- o Vaginal discharge or infection
- o Discomfort when walking or sitting down
- o Pregnancy

### APPENDIX 4

Possible sign of neglect can include:

- o Stealing
- o Poor social relationships
- o Failure to thrive
- o Poor personal hygiene
- o Frequent hunger
- o Untreated medical complaints
- o Frequent lateness and absence from school
- o Inappropriate clothing
- o Substance or alcohol misuse



## APPENDIX 5

Process to report a suspected case of abuse and/or neglect in Abu Dhabi schools:

- Recognize the signs of child abuse and / or neglect



- Report the case to the Ministry of Interior-Child Protection Center using the telephone (116111) and electronic reporting link available on the ADEK website
- Record the case reference number and the date of reporting



- Inform the school Principal when suspect a case of student abuse and /or neglect



- Ensure confidentiality and privacy of reported cases
- Cooperate with the Ministry of Interior – Child Protection Center by implementing the required measures

  
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