



ARZANA PRIVATE SCHOOL – STUDENT PROTECTION POLICY

ACADEMIC YEAR (2025 – 26)

ARZANA PRIVATE SCHOOL – STUDENT PROTECTION POLICY

Effective from: Academic Year 2025–2026

Revision Date: July 2025

Next Review: July 2026

1. Purpose

At Arzana Private School (APS), every student has the right to learn in a safe, respectful, and caring environment.

This policy establishes the school's commitment to prevent, identify, and respond to all forms of student maltreatment and aligns with the Abu Dhabi Department of Education and Knowledge (ADEK) Student Protection Policy, 2024.

The purpose of this policy is to:

- Protect all students from abuse, neglect, exploitation, and bullying.
- Ensure that all staff understand their legal duty to report concerns.
- Define roles and responsibilities for maintaining safety.
- Promote awareness among students, parents, and staff on how to identify, report, and prevent harm.

2. Scope

This policy applies to:

- All students enrolled at Arzana Private School.
- All school staff, teachers, assistants, bus attendants, and cleaners.
- All visitors, volunteers, and contractors interacting with students.

3. Definitions (Aligned with ADEK Student Protection Policy)

Term	Definition
Student Protection	All measures taken to prevent and respond to student maltreatment, ensuring their physical and emotional safety.
Student Maltreatment	Includes physical, emotional, or sexual abuse, neglect, bullying, cyberbullying, and exploitation.
Safeguarding	Protecting students from risks that may affect their health, development, or wellbeing.
Child Protection Coordinator (CPC)	A trained school staff member responsible for handling child protection concerns and liaising with ADEK and Family Care Authority (FCA).
Child Protection Team (CPT)	A team of 3–5 members (social worker, SLT representatives) supporting the CPC.
Mandated Reporter	Any staff member legally required to report suspected or known maltreatment.

4. Principles

1. Best interest of the student is the school's top priority.
2. Zero tolerance toward all forms of student maltreatment.
3. Confidentiality must be maintained in all cases.
4. All staff are mandated reporters and must act immediately on any concern.
5. Students have the right to be heard, treated with respect, and protected from harm.

5. Types of Maltreatment

In line with ADEK definitions:

- Physical Abuse: Intentionally causing harm or injury to a student.
- Emotional Abuse: Words or actions that damage a student's self-worth or emotional wellbeing.
- Sexual Abuse: Any sexual act or behavior involving a student.
- Neglect: Failure to provide basic care, supervision, or education.
- Exploitation: Using students for work, publicity, or profit.
- Bullying/Cyberbullying: Repeated acts of aggression or intimidation, online or offline.

6. Roles and Responsibilities

Principal

- Acts as the guardian of all students during school hours.
- Ensures all staff are aware of this policy and trained annually.
- Immediately reports any serious concern to ADEK's Child Protection Unit (CPU).
- Ensures the school is compliant with ADEK and ECA reporting procedures.

Child Protection Coordinator (CPC)

- Designated staff member trained and approved by ADEK.
- Leads the Child Protection Team (CPT) and ensures all cases are documented and confidential.
- Reports maltreatment cases through the Safety Concern Portal or directly to the Family Care Authority (FCA) and ADEK CPU within 24 hours.

APS CPC: *Ms. Hala Maher*, Social worker Contact: [socialworker@arzana.school]

Hotline: 0503232132

All Staff

- Must report any suspicion or disclosure of abuse immediately to the CPC or Principal.
- Must complete ADEK-mandated student protection training.
- Should demonstrate professional and appropriate behavior with students at all times.

Parents

- Support the school in reinforcing student safety at home and online.
- Attend meetings and communicate any concerns about their child's wellbeing.
- Report directly to the school or ADEK if they suspect harm.

7. Reporting Procedures

1. Immediate Concern:

- Staff member informs the CPC or Principal immediately.
- CPC completes the Safety Concern Form and submits it through the ADEK digital portal within 24 hours.

2. Emergency Cases (Imminent Danger):

- Report directly to Police (999) and inform the Principal and ADEK CPU.

3. External Authorities:

- Family Care Authority (FCA): 800444 | icm@adfca.gov.ae
- MoE Child Protection Unit (CPU): 80085 | cpu@moe.gov.ae
- Safety Concern Portal: <https://daasafetyconcern.abudhabi>

8. Training and Awareness

- All staff complete annual safeguarding and student protection training.
- Volunteers and visitors sign a Code of Conduct before interacting with students.
- Awareness programs are conducted for students through assemblies, posters, and classroom discussions.
- Parents receive guides and orientation sessions on student safety and reporting mechanisms.

9. Prevention and Supervision Measures

- Safe supervision at all times: classrooms, corridors, playgrounds, and buses.
- CCTV cameras and controlled visitor entry systems are maintained.
- Staff must avoid one-on-one unsupervised interaction with students unless authorized.
- Students must be dismissed only to authorized guardians.

10. Confidentiality and Record Keeping

- All records of reported concerns are kept securely and confidentially.
- Only authorized staff (CPC, Principal) and ADEK/FCA officials may access case details.
- No information may be shared with media or external parties without approval.

11. Student Empowerment

In line with the APS Student Protection Guide, students are educated to:

- Recognize different forms of harm.
- Know their right to speak up.
- Identify trusted adults in school.
- Use available channels to report concerns safely.

12. Review and Compliance

- This policy is reviewed annually and updated as per ADEK or ECA directives.
- APS will maintain full compliance with ADEK by AY 2025/26.
- Any non-compliance will be reported and subject to ADEK action.

13. References

- ADEK Student Protection Policy (2024)
- ECA *Handling Student Maltreatment Concerns within Educational Institutions (2024)*
- APS Student Protection Guide (2024)
- UAE Federal Law No. (3) of 2016 – *Wadeema's Law*
- Federal Decree Law No. (31) of 2021 – *Crimes and Penalties Law*

14. Conclusion

Arzana Private School upholds a zero-tolerance policy against all forms of harm or neglect. Every staff member, parent, and student shares the responsibility to create a safe and nurturing learning environment where every child feels valued, respected, and protected.

Approved by: School Governing Board – Arzana Private School

Revision Date	July 2025
Next Review	July 2026

Appendix A – APS Student Protection Guide (For Students and Parents)



“To inspire lifelong learners who think critically and act responsibly as global citizens.”

Parent & Student Guide to Student Protection

Together for a Safe and Caring School Environment

Our Promise to Students

At Arzana Private School (APS), your safety and wellbeing are our top priority. We promise to provide a safe, caring, and respectful environment where every student feels protected, valued, and supported.

What is Student Protection?

Student Protection means keeping all children safe from harm while they are under the care of the school. This includes protection from physical, emotional, and sexual abuse, neglect, bullying, and exploitation.

Types of Harm

Here are the main types of harm that students may face:

- Physical Abuse – hurting a student’s body on purpose.
- Emotional Abuse – using words or actions that make a student feel worthless or unloved.
- Neglect – not giving a student proper care, food, education, or attention.
- Bullying & Cyberbullying – repeated unkind, aggressive behavior in person or online.
- Exploitation – using a student for the benefit of others (e.g., labor, unsafe activities).

Your Rights as a Student

Every student at APS has the right to:

- ✓ Be safe and protected from harm.
- ✓ Be treated with dignity, fairness, and respect.
- ✓ Have a voice and be heard.

✓ Receive help and support when needed.

✓ Know how to report concerns safely.

How to Report a Concern

If you ever feel unsafe or see another student being harmed, here's what you should do:

1. Tell a teacher or trusted adult at school.
2. The teacher will inform the Child Protection Coordinator (CPC).
3. The CPC will work with the Principal to make sure you are safe.
4. If needed, APS will inform the Abu Dhabi Department of Education and Knowledge (ADEK) and other authorities to protect you.


How Parents Can Help


Parents play a very important role in keeping children safe. You can help by:

- Listening to your child and encouraging open conversations.
- Attending parent meetings and learning about student safety.
- Monitoring your child's online activities and teaching safe internet use.
- Working with teachers and school staff to support your child's wellbeing.
- Reporting any concerns directly to the school or authorities.

Important Contacts

 Police: 999

 Family Care Authority (FCA): 800444 | icm@adfca.gov.ae

 MoE Child Protection Unit (CPU): 80085 | cpu@moe.gov.ae

 APS Child Protection Coordinator (CPC): Ms. Hala Maher

Contact: socialworker@arzana.school **Hotline: 0503232132**

 Safety Concern Portal: <https://daasafetyconcern.abudhabi>

Closing Note

At APS, we are committed to ensuring that every child feels safe, respected, and cared for. Remember: Speak up, stay safe, and always reach out for help when you need it.



“To inspire lifelong learners who think critically and act responsibly as global citizens.”

دليل أولياء الأمور والطلاب لحماية الطلاب

معًا من أجل بيئة مدرسية آمنة ومحبة

وعدنا للطلاب

في مدرسة أرزانا الخاصة (APS) ، تأتي سلامتكم ورفاهيتكم في المقام الأول. نعدكم بتوفير بيئة آمنة، وداعمة، ومحترمة، يشعر فيها كل طالب بالحماية، والتقدير، والدعم.

ما هي حماية الطلاب؟

تعني حماية الطلاب إبقاء جميع الأطفال آمنين من الأذى أثناء وجودهم تحت رعاية المدرسة. ويشمل ذلك الحماية من:

- الإساءة الجسدية
- الإساءة العاطفية
- الإساءة الجنسية
- الإهمال
- التنمر والإساءة الإلكترونية
- الاستغلال

أنواع الأذى

فيما يلي الأنواع الرئيسية للأذى التي قد يتعرض لها الطلاب:

- الإساءة الجسدية: إيذاء جسم الطالب عمدًا.
- الإساءة العاطفية: استخدام كلمات أو أفعال تجعل الطالب يشعر بأنه عديم القيمة أو غير محبوب.
- الإهمال: عدم تزويد الطالب بالرعاية أو الغذاء أو التعليم أو الاهتمام الكافي.
- التنمر والتنمر الإلكتروني: سلوك عدواني ومتكرر سواء كان وجهًا لوجه أو عبر الإنترنت.
- الاستغلال: استخدام الطالب لمصلحة الآخرين (مثل العمل أو الأنشطة غير الآمنة).

حقوق الطالب

يتمتع كل طالب في APS بالحقوق التالية:

- ✓أن يكون في بيئة آمنة ومحميًا من الأذى.
- ✓أن يُعامل بكرامة وعدالة واحترام.
- ✓أن يكون له صوت مسموع.
- ✓أن يحصل على المساعدة والدعم عند الحاجة.
- ✓أن يعرف كيف يبلغ عن أي مخاوف بطريقة آمنة.

كيفية الإبلاغ عن أي قلق أو حادث

إذا شعرت يومًا بعدم الأمان أو شاهدت طالبًا آخر يتعرض للأذى، اتبع الخطوات التالية:

1. أخبر معلمك أو أي شخص بالغ موثوق به في المدرسة.
2. سيقوم المعلم بإبلاغ منسق حماية الطفل (CPC).
3. سيعمل منسق حماية الطفل مع مدير المدرسة لضمان سلامتك.
4. إذا لزم الأمر، ستقوم APS بإبلاغ دائرة التعليم والمعرفة (ADEK) والجهات المختصة الأخرى لحمايتك.

دور أولياء الأمور

يلعب أولياء الأمور دورًا مهمًا جدًا في حماية الأطفال. ويمكنكم المساعدة من خلال:

- الاستماع إلى أبنائكم وتشجيعهم على التحدث بصراحة.
- حضور اجتماعات أولياء الأمور والتعرف على سياسات حماية الطلاب.
- متابعة أنشطة أطفالكم عبر الإنترنت وتعليمهم الاستخدام الآمن للإنترنت.
- التعاون مع المعلمين وطاقم المدرسة لدعم رفاهية أبنائكم.
- الإبلاغ عن أي مخاوف مباشرة إلى المدرسة أو الجهات المختصة.

جهات الاتصال المهمة

- الشرطة 999 :
- هيئة رعاية الأسرة (FCA): 800444 | icm@adfca.gov.ae
- وحدة حماية الطفل – وزارة التربية والتعليم (CPU): 80085 | cpu@moe.gov.ae
- منسق حماية الطفل في APS: هالة ماهر 0503232132 - HOTLINE
- بوابة الإبلاغ عن المخاوف <https://daasafetyconcern.abudhabi> :

ملاحظة ختامية

في مدرسة أرزانا الخاصة، نحن ملتزمون بضمان أن يشعر كل طفل بالأمان والاحترام والرعاية. نتذكر دائمًا: تحدث، وابق آمنًا، واطلب المساعدة عند الحاجة.