



Processes and Procedures for Reporting and Responding to Breaches of the Cultural Consideration Policy Academic Year (2025 - 26)

1. Reporting a Breach:

- **Awareness and Training:** All staff, students, and stakeholders are regularly informed about the cultural consideration policy and the importance of reporting any breaches.
- **Reporting Channels:** Multiple reporting channels are available for convenience and confidentiality. These include:
 - A dedicated email address for reporting breaches.
 - An anonymous online reporting form accessible through the school's website or intranet.
 - A designated staff member or team (such as the school's Diversity and Inclusion Officer) responsible for receiving and handling reports.
- **Immediate Reporting:** All breaches should be reported as soon as possible to ensure timely intervention. Reports should include details such as the nature of the breach, the parties involved, and any supporting evidence or witnesses.

2. Initial Response:

- **Acknowledgment of Report:** Upon receiving a report, the designated officer or team should acknowledge receipt within 24-48 hours, ensuring the reporter knows their concern is being taken seriously.
- **Assessment and Preliminary Investigation:** An initial assessment is conducted to determine the nature and severity of the breach. This may involve:
 - Interviewing the parties involved and any witnesses.
 - Reviewing any evidence such as emails, messages, or surveillance footage.
- **Immediate Action:** If the breach poses an immediate risk to individuals' safety or well-being, immediate steps should be taken to mitigate the risk, such as separating the parties involved or involving external authorities.

3. Investigation Process:

- **Appointing an Investigator:** A neutral and trained investigator is appointed to conduct a thorough investigation. This could be an internal staff member or an external consultant, depending on the severity and sensitivity of the case.
- **Confidentiality and Fairness:** The investigation is conducted with strict confidentiality and impartiality to protect all parties' rights and dignity.
- **Gathering Information:** The investigator gathers all relevant information, including conducting interviews, reviewing documents, and collecting any other pertinent evidence.
- **Documentation:** All steps and findings of the investigation are documented carefully to ensure transparency and accountability.



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4. Resolution and Action:

- **Findings and Recommendations:** Based on the investigation, a report is prepared with findings and recommendations. These could include:
 - Disciplinary actions against individuals who breached the policy.
 - Mediation or restorative justice approaches to repair relationships and foster understanding.
 - Changes to school policies or practices to prevent future breaches.
- **Communication of Outcome:** The outcome of the investigation is communicated to the relevant parties, maintaining confidentiality where required. The person who reported the breach should also be informed of the outcome to the extent possible.

5. Follow-Up and Support:

- **Support for Affected Parties:** The school provides support to those affected by the breach, including counseling, mediation sessions, or additional cultural sensitivity training.
- **Monitoring and Review:** The situation is monitored to ensure that the resolution is effective and that no further issues arise. The policy and procedures are reviewed regularly to identify any areas for improvement.

6. Preventive Measures and Education:

- **Regular Training:** Continuous education and training programs for staff, students, and parents to raise awareness about cultural sensitivity and the importance of upholding the school's values.
- **Feedback Mechanisms:** Establish mechanisms for ongoing feedback on the policy and procedures to adapt and improve them as needed.

Conclusion:

By establishing clear and comprehensive processes and procedures, the school ensures a respectful, inclusive, and safe environment for all, reinforcing its commitment to cultural considerations and diversity.



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