

مدرسة دروف العالمية ذ م م
Dhruv Global School L L C



DHRUV GLOBAL
SCHOOL

Child Protection Policy

2025-26

Child Protection Team

Principal:	Counselor:	Inclusion Champion
Name: Dr. Ritika Anand	Name: Ms. Shaima Fathima	Name: Dr. Deepika Singh
Head Of Primary	Head Of Kindergarten:	School Nurse
Name: Ms. Jagmeet Kaur	Name: Ms. Afshan Asim	Name: Ms Dhanya . S

Vision: Creating global leaders with yogic values.

Mission: Our mission is to establish a globally renowned educational ecosystem comprising of one distinguished university, a network of schools and preschools. Our commitment lies in instilling confidence and nurturing joyful, conscious, and impactful global leaders.

DISTRIBUTION LIST: -

Principal

Head of section

Academic staff

Admin Staff

ALTERNATIVE REFERRAL POLICY:

Introduction:

The health, safety, and well-being of all children in our care are of the utmost importance to everyone working within our school. Every child has the right to protection, regardless of age, gender, race, culture, or disability. They have a right to feel safe within our school environment.

Child protection is a shared responsibility, and everyone at our school is expected to report any action or behavior—whether by a parent, staff member, or any other individual—that results in neglect, physical or emotional injury, or sexual harm to a child enrolled in the school.

All staff members have a duty to report any suspected or disclosed child protection issues to the Child Protection Team. In cases where the threat is immediate or ongoing, the appropriate local safeguarding authorities, as set by the UAE, will be notified.

There are four primary areas that can have a long-term negative impact on children:

Child Abuse: Any action that causes harm to a child.

Child Neglect: The failure of parents or guardians to meet the child's essential needs, endangering their well-being.

Violence Against Children: The use of force against a child, resulting in harm.

Child Pornography: Depicting a child in a sexually exploitative or degrading manner.

Purpose:

The safety and well-being of our students is our highest priority. Our students have the right to feel safe and protected from significant physical and emotional harm, both within and outside of school. This policy is a fundamental part of promoting the welfare of our students. It is designed to educate our staff about the signs of child abuse and to ensure they are equipped with the necessary knowledge and procedures to follow when abuse is suspected. This policy defines what constitutes abuse, highlights the warning signs, and outlines the steps for investigating and reporting suspected cases.

Policy Aims

We aim to safeguard and promote the welfare of children at the school. This is in compliance with:

- UAE Federal Law NO. 3 of 2016 on Child Right
- UAE Federal Law No. 3 of 1987 on Penal Code
- Provide a safe environment where children can learn and thrive.
- Protect our students by giving clear guidance to all staff on how to act when abuse or neglect is suspected.
- Raise awareness among staff and volunteers, emphasizing their responsibility in reporting potential child protection cases.
- Incorporate child protection topics into the curriculum, helping students develop the skills to stay safe.
- Ensure strong communication on child protection matters among all staff.
- Promote good practices in students' daily learning experiences.
- To ensure effective communication between all staff when dealing with child protection issues.
- To inform all parties of the correct procedures to use in the case of a child protection issue.

Staff Ethics of Practice

- At Dhruv Global School, staff are expected to uphold the following ethical standards:
- **Trust:** Teachers must exhibit trust and fairness towards all students.
- **Respect:** Teachers must honor and respect the spiritual and cultural values of their students.
- **Care:** Teachers should demonstrate compassion, acceptance, and genuine interest in their students' well-being.
- **Integrity:** Teachers must maintain professionalism in their role and the trust placed in them.
- **Corporal Punishment:** Corporal punishment is strictly prohibited by law. Any failure by staff, governors, or volunteers to follow the Child Protection Policy and procedures will be addressed promptly and may lead to dismissal or exclusion from the school, in accordance with KHDA regulations and UAE law. All such incidents will

be reported to KHDA and, when necessary, to the police and relevant legal authorities.

Guidance for Good Practice

- All staff are expected to model exemplary behavior to promote the welfare of children and minimize the risk of allegations.
- Maintain a safe and appropriate physical distance from students.
- When working one-on-one with students, ensure their safety and security by avoiding secluded areas, leaving the door open, and maintaining visual or auditory contact with others.
- Staff should not invite students to their homes.
- Avoid performing personal tasks for students that they can do themselves.
- Treat all children equally.
- Show respect for children within a framework of agreed and understood behavior.
- Visitors and event speakers should never be left alone with children.
- Obtain parental consent if a child will be transported in a staff member's car.
- Never invite children to stay at your home unsupervised.
- Ensure the safety of all children, including those with special educational needs.
- Staff are in a position of trust and must be responsible for their actions and behavior, avoiding any conduct that could lead others to question their intentions or motivations.
- Teachers must never take actions that compromise the safety, health, or emotional, physical, or mental well-being of students. This includes, but is not limited to:
 - Teasing, ridiculing, or humiliating students
 - Shouting at students
 - Hitting or slapping students
 - Using sticks, canes, or any form of physical punishment
 - Denying students access to the washroom as punishment
 - Denying students a drink of water as punishment
 - Verbal abuse, threats, intimidation, or sarcasm directed at students
 - Preventing students from eating meals, having recess, or going on trips without justification

Excluding students from class as punishment

- Any form of physical punishment
- Making sexually suggestive comments or engaging in sexually provocative behavior with children
- Assigning extra homework as punishment
- Ridiculing, provoking, or taunting students
- Prohibiting students from using the toilet as punishment
- Deducting marks or threatening to do so as punishment
- Expelling students from school without proper process or justification
- Use of corporal punishment
- Staff will be informed that violations of the law may result in criminal or disciplinary actions.

Legal Requirements in the UAE:

Crimes of abuse and penalties are defined in Federal Law (3); which was updated in June 2016 to include the Child's Rights Law. Updated article will be provided when available. Below are the specific articles pertaining to each type of abuse as listed in the previous Federal Law (3).

- **Physical Abuse Crimes: Articles 336-343**
- **Sexual Abuse Crimes: Articles 354, 356, 358, 363, 364**
- **Article 362 pertains to the distribution of drawings, photos, films**
- **Emotional Abuse Crimes: Articles 351, 352, 372-374**
- **Neglect: Articles 348-350.**

Roles and Responsibilities:

Principals will:

- Ensure compliance with this policy's provisions.
- Ensure every private school publishes a Child Protection and Safeguarding policy that aligns with the minimum requirements outlined in this policy and does not contradict any of its terms.
- Implement procedures to prevent potential abuse or neglect, ensuring all school staff and leaders understand these procedures.
- Ensure students are supervised at all times during school hours.
- Prioritize student protection, taking immediate action when abuse or neglect is suspected.
- Ensure students can report concerns about abuse or neglect without fear of retaliation or punishment.
- Ensure staff and others can report concerns about a student's potential exposure to abuse or neglect without fear of retaliation or punishment.
- Seek feedback from students and parents on school security and protection measures.
- Immediately report any suspected abuse or neglect of students, in line with the policy.
- Ensure all staff and administrators required to undergo student protection training fully attend and participate in all sessions.

- Conduct orientation sessions for parents/guardians during student registration or enrollment and at the start of each school year to inform them about their rights, responsibilities, and the policy.
- Suspend any staff member suspected of involvement in abuse or neglect on a temporary basis until the issue is resolved.

The Child Protection Team will:

- Implement and uphold the child protection policy and procedures.
- Promote and advocate for best practices by championing the child protection policy.
- Regularly review and update the child protection policy and procedures to ensure they remain relevant and effective.
- Provide regular updates and reports to the Management/Committee/Board.
- Raise awareness of the Code of Conduct for working with children among parents, guardians, staff, and student. Address and challenge behavior that violates the Code of Conduct.
- Stay informed about developments in child protection by collaborating with the Child Protection Officer

and attending relevant training or events.

- Organize suitable training for all adults working with or volunteering with children.
- Establish and maintain communication with local statutory agencies, including the police and social services.
- Respond appropriately to any disclosures or concerns regarding a child's well-being.
- Keep confidential records of reported cases and the actions taken.
- Collaborate with the Child Protection Officer and/or statutory agencies as needed, ensuring they have access to all required information.

All School Staff will:

- Immediately report any suspected cases of abuse or neglect upon discovery and
- Supervise students at all times while in the school's care.
- Familiarize themselves with this policy to address suspected or alleged cases of abuse or neglect.
- Attend and fully participate in required student protection training.

Specific Responsibilities of the School Doctor/Nurse and Counsellor:

- The school Doctor/Nurse or Counsellor may be called upon to provide both physical treatment and emotional support to a child who has experienced abuse.
- If physical injuries are present, the Doctor or Nurse may need to perform an examination and create an initial report on the child's physical and emotional condition.
- The Doctor/Nurse and/or Counsellor should offer positive support to the child, work closely with family members, and determine the best approach to ensure the child's safety at both school and home.
- Recognizing that child abuse can have lasting emotional effects, the School Doctor or Nurse should be alert to these impacts and assist in developing a rehabilitation plan.
- In cases where medication is required due to the abuse, the School Doctor or Nurse must ensure all procedures and standards for administering medication in the school setting are followed.

Specific Responsibilities of the HR Department and Security:

- When hiring any teaching or support staff with access to children, the following steps must be taken to ensure compliance with child protection standards:
- Provide an up-to-date "good conduct" letter and/or a criminal records check.
- Obtain two or more references from previous employers, including follow-up questions
- regarding the applicant's adherence to child protection procedures.
- Ensure that the prospective employee signs a declaration on the application form or contract, confirming they have not been convicted or are not under investigation for any child abuse-related offenses or breaches of their duty of care to children.
- Security staff must remain vigilant and follow procedures related to visitor access, including detailed record-keeping and issuing Visitor Passes for easy identification and monitoring of visitors at the school.

Parents/Legal Guardians will:

- Cooperate with the school administration and staff, answer all inquiries related to the
- student's 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's behavior to the
- school administration or to the concerned school staff.

When to be concerned

- Staff should be concerned if a student:
- Has any injury which is not typical of the bumps and scrapes normally associated with
- the child's activities.
- Regularly has unexplained injuries.
- Frequently has injuries even when apparently reasonable explanations are given.
- Offers confused or conflicting explanations about how injuries were sustained
- Exhibits significant changes in behavior, performance or attitude.
- Indulges in sexual behavior which is unusually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may have been harmed.

Child Protection and the Curriculum

Our school curriculum plays a key role in fostering positive attitudes in students and helping them understand the impact of their actions on others. We teach students to recognize various risks in different situations and how to respond appropriately. The curriculum is designed to achieve the following objectives, often delivered through the PSHE and Citizenship Curriculum, as well as assemblies:

- Building students' self-esteem
- Enhancing communication skills
- Providing information about all types of risks
- Teaching self-protection strategies
- Helping students understand the boundaries between appropriate and inappropriate behavior in adults
- Promoting non-abusive behavior among students

Initial Complaint of a Student Protection Concern

- If a teacher suspects that a child may be a victim of abuse, they should not attempt to investigate the matter themselves but should gather information and promptly inform the School Counselor, Assistant Principal, or Principal. The staff member who suspects or receives a complaint of abuse must:
 - Listen attentively to the child, keeping an open mind, and avoid deciding whether abuse has occurred.
 - Handle the situation with confidentiality and sensitivity.
 - Reassure the child that reporting to an adult was the right thing to do.
 - Avoid asking leading questions that suggest their own answers.
 - Reassure the child, but clarify that absolute confidentiality cannot be guaranteed. Explain that the information will be passed to the School Counselor, Assistant Principal, or Principal, who will ensure proper follow-up.
- Record the child's exact words, including the date, time, location, and any observations, along with the names of those present. The record should be signed and securely stored.
- Safeguard any evidence (e.g., notes, text messages, clothing, or electronic data), as this may be needed by the Police or in court.
- Reassure the child that they are not at fault.

- Prioritize the child's well-being. If medical attention is needed, escort the child to the School Clinic for treatment, and ensure a medical report is filed.

Clearly explain the next steps and who will be informed about the concern.

Dealing with a Disclosure

- If a student discloses that they have been abused, the staff member should:
- Listen attentively without showing shock or disbelief.
- Accept the child's account without judgment.
- Allow the child to speak freely.
- Reassure the child, but avoid making promises that may not be possible to keep.
- Do not guarantee confidentiality, as it may be necessary to refer the case to the Safeguarding Lead at Dhruv Global School.
- Reassure the child that they are not at fault.
- Emphasize that it was the right decision to speak out.
- Focus on listening rather than asking direct questions.
- Ask open-ended questions instead of leading questions.
- Avoid criticizing the perpetrator.
- Explain the next steps and who will be informed about the situation.

Recording disclosure:

- When a pupil has made a disclosure, the member of staff should:
- Make some brief notes as soon as possible after the conversation;
- Not destroy the original notes in case they are needed by a court;
- Record the date, time, place and any noticeable non-verbal behavior and the words used by the child;
- Draw a diagram to indicate the position of any bruising or other injury;
- Record statements and observations, rather than interpretations or assumptions.

Informing Parents

If a child reports abuse, the school may take appropriate action without prior communication with the parents if it is deemed necessary to protect the child. In most cases, parents will be informed first, provided that this will not put the child at further risk. The child's safety is always the top priority.

During any investigation, parents will be asked to cooperate fully with the school and any relevant agencies.

Parents will be required to demonstrate that they have thoroughly investigated the concerns raised and, where applicable, sought assistance from professional healthcare providers (including counselors or mental health specialists) or social service agencies.

Confidentiality

Reports of suspected child abuse cannot be "held in confidence". This information may have to be shared with other professionals. However, in the interest of the student's privacy, only staff members directly involved in the matter will be informed and are not to share the information with others.

Staff have a duty of obligation to report to the Assistant Principal or Principal any concerns or allegations about the behavior of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in 'good faith'. Any staff member who has access to sensitive information about a student or a student's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Student personal data of a sensitive nature. The school will keep all child protection records confidential allowing disclosure only to those who require the information in order to safeguard and promote the welfare of the student.

Unfounded or Malicious Allegations

The school takes false or malicious allegations against staff and volunteers seriously. We strive to balance the need to protect children from abuse with the need to safeguard staff and volunteers from unjust claims. The school is committed to ensuring that innocent teachers and staff are not unfairly harmed by false allegations.

If an allegation made by a student is found to be deliberately fabricated or malicious, the principal will consider taking disciplinary action.

If a parent makes a deliberately false or malicious allegation, the principal may consider requesting that the parent withdraw their child(ren) from the school, as their behavior may be deemed unreasonable towards the school or its staff.

Regardless of whether the allegation comes from a student, parent, or member of the public, the school reserves the right to involve the police to determine if any further action is necessary.

Staff Appointments

Ensure that all documentation sent to potential candidates clearly emphasizes that student protection is a top priority for the school, and that thorough checks will be conducted before finalizing any appointments, in accordance with our safer recruitment policy.

Ensure that a reference regarding the candidate's suitability to work with children is obtained from their previous employer.

Staff Dismissal/Resignation

Failure by staff, governors, or volunteers to comply with the Child Protection Policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the school as per the regulations of KHDA and the UAE.

Monitoring

The Child Protection Policy will be reviewed annually, or sooner if there are changes in legislation, government guidance, or any other significant events or changes.

Child Protection - Responsibility

The Principal is responsible for the overall implementation of the Child Protection Policy and serves as the Safeguarding Lead for the school. The Assistant Principals of each year group act as safeguarding deputies.

APPENDIX A

DEFINITIONS:

Neglect - The persistent or severe neglect of a child which results in impairment of health or development.

Physical Abuse - Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.

Sexual - Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles

Emotional - Actual or likely severe adverse effects on the emotional and behavioral development of a child by persistent or severe emotional ill-treatment or rejection

Potential abuse - situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a known abuser

Bullying - any persistent and uninvited behavior which insults, hurts or intimidates someone (includes cyber bullying).

Signs of possible abuse include: (These are not exhaustive or necessarily indicative of abuse).

Neglect - constant hunger or tiredness; frequent lateness or absence, poor personal hygiene, untreated medical problems; running away, stealing, low self-esteem

Physical - unexplained injuries/bruises; improbable or evasive excuses, untreated injuries; fear of treatment or medical help, fear of physical contact, fear of going home, over aggressive or defensive tendencies, fear of removing clothes, bites, lashes, facial injuries.

Sexual - Tendency to cling, tendency to cry, genital itching, acting 'like a baby', distrust of familiar adults, wetting and/or soiling, fear of undressing, throat infections, depression, fearful/panic attacks.

Emotional - Physical, emotional, developmental delay; over-reaction to mistakes; tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Munchausen Syndrome by proxy (If a parent of child deliberately fabricates or induces illness in that child). Signs may include; perceived illness, doctor shopping, enforced illness, fabricated illness, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, tampering with vomit/urine.

Child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with mother's presence, mother unusually at ease in hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.

APPENDIX B

WHAT TO DO ON DISCLOSURE

Stay calm

(Don't over-react, however shocked you may be)



Listen, hear and believe (Listen carefully, take it seriously)



Give time for the person to say what they want

(Don't make assumptions and don't offer alternative explanations, ask questions beginning with Tell me about...Explain...Describe... Avoid 'who, what, when, where' questions)



Reassure and explain that they have done the right thing in telling.

(Do not promise confidentiality; explain that only those professionals who need to know will be informed)



Record in writing as near verbatim as possible and as soon as possible on a Disclosure Form

(Use the child's own words, make your record as soon as possible after the event, so that you don't forget anything, and include information about what action was taken afterwards)



Report to the Child protection team lead & to the Principal



APPENDIX C

Dhruv Global School, Dubai. DISCLOSURE OF ABUSE FORM

Name of Person Making Allegation/Disclosure:

Time and Date:

Parent(s) Name and Contact Details:

Nature of Disclosure:

(Continue on separate sheet as required, recording as close to verbatim as possible)

Name and Signature:

Role:

Date and Time:

CHILD ABUSE- ESCALATION MATRIX

Child abuse case reported

DGS Employee reports to the respective phase supervisor

Supervisor reports the case to the child protection specialist

Child protection specialist reports to the Principal and takes action based on the child protection policy

If parent is not involved/ the parent had not abused the child, the child protection specialist in the presence of the Principal inform/ clarifies with the parent and then informs the child protection unit, Dubai.

If parent is involved/ the parent had abused the child, the child protection officer in the presence of the Principal inform/ clarifies with the parent and then informs the child protection unit, Dubai.

Reports the issue to child protection unit

Child protection unit,
Dubai phone number: 80085 Ministry of
Education phone number: 800 51115 Ministry
of Education CPU Email: CPU@moe.gov.ae
Ministry of Interior Email:

