

Safeguarding Policy

2026-27

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Authorized Signatories:			
Principal	Vice Principal	Head of Inclusion (DSL)	
Counselor & Wellbeing coordinator	Head of Kindergarten	Head of Primary	
Manager School Operations	Health and Safety Officer	School Nurse	

1. Introduction & Rationale

Dhruv Global School is committed to safeguarding and promoting the welfare of children in line with the Knowledge and Human Development Authority (KHDA) framework, Dubai Schools Inspection Bureau (DSIB) Performance Standard 5, and international best practices followed by schools in Dubai. This policy outlines the procedures, statutory obligations, and operational expectations to ensure the safety, protection, and holistic well-being of all students.

At Dhruv Global School, we share the vision of the Ministry of the Interior in aspiring to have the UAE as one of the most secure and safest countries in the world. We strictly abide by **UAE Federal Law No. 3 of 2016 on Child Rights (Wadeema's Law)**, which ensures that every child in the UAE, whether a resident or visitor, has the right to safety, health, education, and protection from neglect and all forms of abuse, including physical, sexual, verbal, emotional, or psychological harm.

Mandatory Statutory Reporting: In compliance with Wadeema's Law and Ministry of Education (MoE) directives, the school mandates immediate reporting of any suspected child abuse or neglect to the UAE Child Protection Centre (Ministry of Interior Hotline 116111) and the KHDA Safeguarding Portal.

Dhruv Global School recognizes that every child has the right to protection from abuse and exploitation and that safeguarding their welfare is a shared responsibility across all community stakeholders. The school places paramount importance on students' health, safety, and well-being by fostering a caring, supportive, and secure environment in which they can thrive.

The welfare of each child is our top priority. Any concerns regarding child protection will be addressed with sensitivity, confidentiality, and professionalism. Records of any safeguarding issues will be maintained securely and shared with appropriate external statutory authorities only when necessary and in the absolute best interests of the child.

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Students with Special Educational Needs and Disabilities (SEND) / People of Determination (POD) may have additional vulnerabilities due to physical, sensory, cognitive, or communication impairments. These students require specialized safeguarding approaches, tailored communication methods, and heightened vigilance to ensure protection against harm or discrimination.

All employees, contractors, third-party service staff (e.g., transport, catering, security), and volunteers of Dhruv Global School are legally required to report any reasonable suspicions of harm or risk of harm to students. The school enforces a zero-tolerance policy for non-reporting.

2.Aims and Objectives

At Dhruv Global School, our safeguarding aims and objectives are aligned with DSIB inspection criteria:

- Provide a safe, inclusive, and highly secure environment where children can learn, grow, and express themselves confidently.
- Ensure that all staff, volunteers, and operational vendors are equipped with clear, annually updated guidelines on how to identify, record, and escalate concerns regarding child safety.
- Raise robust awareness among staff, parents, and students regarding statutory safeguarding responsibilities and UAE reporting mechanisms.
- Integrate child protection, digital safety, personal body safety, and moral education into the curriculum to equip students with self-protection skills.
- Promote transparent and effective communication among all stakeholders regarding child protection and well-being issues.
- Ensure child protection concerns and referrals are handled sensitively, confidentially, and professionally, prioritizing the child's best interests at all times.
- Mandate annual safer recruitment, Police Clearance Certificates (PCC), and criminal background checks for all adults working on school premises.
- Address related operational policies, including Behavior Management, Anti-Bullying, Cyber Safety/BYOD, Care and Supervision, and Safe Transport.

3. Core Principles of the Safeguarding Policy

This policy is structured on five core pillars in accordance with MoE and KHDA guidance:

- **The Child's Best Interest** – Every decision, protective intervention, and operational action taken must prioritize the safety, physical health, and emotional well-being of the child above all else.
- **Ethical, Behavioral, and Professional Conduct** – All staff must act with absolute integrity, maintain professional boundaries, and strictly adhere to the Staff Code of Conduct.
- **Child Protection & Prevention** – The school is committed to proactive prevention, early identification, and swift response to all forms of abuse, neglect, exploitation, or bullying.
- **Confidentiality and Privacy Compliance** – Safeguarding information is strictly maintained on a 'need-to-know' basis in compliance with UAE Data Protection regulations.
- **Inter-Agency Collaboration & Statutory Reporting** – The school maintains active coordination with the KHDA, Ministry of Interior Child Protection Centre, and Dubai Health Authority (DHA).

4. Statutory Definitions & Terminology

(Adopting the Ministry of Education National Child Protection Policy & UAE Federal Law No. 3 of 2016)

- **Child:** Any individual under the age of 18 years, in accordance with UAE Federal Law No. (3) of 2016 concerning child rights (Wadeema's Law).
- **Child Abuse:** Any form of physical, emotional, sexual abuse, or neglect that causes harm or threatens a child's physical health, psychological safety, or natural development.
- **Physical Abuse:** Any non-accidental physical injury or bodily harm inflicted on a child, including hitting, shaking, burning, or inappropriate restraint.
- **Emotional / Psychological Abuse:** Persistent emotional maltreatment affecting psychological development, including severe criticism, rejection, terrorizing, or witnessing severe domestic violence.
- **Sexual Abuse:** Involving or exposing a child to sexual activity, exploitation, indecent exposure, or inappropriate digital explicit content, regardless of consent.
- **Neglect:** The persistent failure to meet a child's basic physical, medical, educational, or emotional needs, resulting in serious impairment of health or development.
- **Cyber Abuse & Online Exploitation:** Abuse occurring through digital devices or platforms, including cyberbullying, online grooming, non-consensual image sharing, and exposure to radical or illegal content.
- **Bullying & Peer Abuse:** Repeated and intentional aggressive behavior (physical, verbal, relational, or digital) by an individual or group causing distress or harm to another student.

- **Designated Safeguarding Lead (DSL):** A senior leadership team member (Head of Inclusion / Head of Wellbeing) with specialized statutory training who leads child protection operations and external liaison.
- **Mandatory Reporting:** The strict legal obligation under UAE Law requiring all school personnel to immediately report any suspected or confirmed child abuse to official protection authorities.

5. Indicators and Signs of Possible Abuse

Staff must remain highly vigilant to physical, behavioral, and emotional indicators. A single indicator may not prove abuse, but a pattern of signs demands immediate recording and escalation.

5.1 Categories of Indicators

- **Neglect:** Constant hunger, unwashed clothing, chronic fatigue, untreated medical/dental conditions, frequent unexcused absences, or abandonment.
- **Physical Abuse:** Unexplained bruises, burns, bite marks, linear welts, fear of going home, defensive posture, or reluctance to change for Physical Education (PE).
- **Sexual Abuse:** Inappropriate sexual knowledge for age, sudden regression, bedwetting, withdrawal, fear of specific individuals, physical discomfort, or self-harm.
- **Emotional Abuse:** Extreme fear of failure, severe anxiety, withdrawal, emotional outbursts, extreme docility, or self-soothing behaviors (rocking, hair-pulling).
- **Fabricated or Induced Illness (FII):** Unexplained recurring symptoms existing only in parent presence, discrepancies between reports and clinical findings, or over-medicalization.

5.2 Online Safety, Cyberbullying & Cyber Law Compliance

Under UAE Cybercrime Law (Federal Decree-Law No. 34 of 2021), creating, possessing, or distributing explicit digital content of minors is a severe criminal offense. Students and staff are educated on strict digital etiquette, data privacy, and online safety protocols.

5.3 Online Radicalisation & Extremism Risk (DSIB Safeguarding Compliance)

In alignment with UAE national security guidelines and DSIB safeguarding standards, staff are trained to identify signs of online radicalisation, exposure to extremist ideologies, or online grooming. Suspected cases must be reported immediately to the DSL and Principal for authority escalation.

6. Roles and Responsibilities

Designation / Role	Key Safeguarding Responsibilities
Principal	Holds ultimate accountability for school-wide safeguarding, ensuring policy implementation, adequate resourcing, and direct reporting to KHDA / MoE / MOI authorities.
Designated Safeguarding Lead (DSL) - Head of Inclusion	Leads child protection cases, maintains secure safeguarding logs (CPOMS), coordinates training, liaises with external protection agencies, and guides staff.
Deputy DSLs & Wellbeing Team	Support DSL in monitoring student well-being, conducting initial risk assessments, providing therapeutic counseling, and managing student protection plans.
School Medical Team (Nurse & Health Officer)	Maintains health records, documents physical injuries, provides emergency medical support, reports recurring unverified injuries to DSL, and ensures DHA health compliance.
Manager School Operations (MSO)	Ensures physical plant security, CCTV operation in common areas, visitor management, contractor vetting, and facility hazard mitigation.
Board of Governors / Governing Body	Monitors safeguarding effectiveness through termly audits, ensures regulatory compliance with Wadeema Law, and approves policy revisions.

7. Mandatory Reporting Procedures & Action Protocols

Staff must follow the strict standard operating procedure upon receiving a disclosure or noticing signs of harm:

- 1. Immediate Response to Disclosure:** Listen calmly without expressing shock or judgment. Reassure the child that they were right to speak up. DO NOT promise absolute confidentiality—explain that information must be shared with the DSL to keep them safe. Avoid asking leading questions; use open prompts (TED: Tell me, Explain to me, Describe).
- 2. Documentation:** Record the child's exact words immediately using the official Safeguarding Incident Form. Include date, time, location, observed injuries, and factual context. Do not include personal opinions.

3. **Internal Escalation (Within 1 Hour):** Submit the completed incident record directly to the DSL or Principal. In cases of immediate danger, notify the DSL orally immediately.
4. **Statutory Referral & External Reporting (Within 24 Hours):** The Principal and DSL will evaluate the concern and make mandatory referrals to:
 - UAE Child Protection Hotline: 116111 (Ministry of Interior)
 - KHDA Safeguarding & Protection Portal
 - Dubai Police / DHA (where emergency medical/legal intervention is required).
5. **Allegations Against Staff Members:** Any allegation against a staff member must be reported directly to the Principal within 1 hour. The staff member will be suspended pending investigation. If the allegation involves the Principal, it must be reported directly to the Chair of Governors / CEO. Unfounded or malicious claims will be handled in accordance with employment contracts and legal frameworks.

8. Safer Recruitment and Staff Conduct

Dhruv Global School operates stringent Safer Recruitment procedures aligned with KHDA and UAE Ministry of Education standards:

- **Mandatory Police Clearance Certificates (PCC)** from the UAE and previous countries of residence for the past 5 years for all academic and non-academic staff.
- **Verification of Professional References** directly from previous line managers, specifically confirming suitability to work with children.
- **Degree & Qualification Attestation** by the UAE Ministry of Foreign Affairs (MOFA) and Ministry of Education.
- **Annual Staff Safeguarding Agreement:** All staff must annually sign a declaration confirming adherence to the Safeguarding Policy and Professional Code of Conduct.
- **Contractor & Third-Party Vetting:** Bus drivers, supervisors, security staff, catering personnel, and external coaches must undergo identical background checks prior to entering premises.

9. Premises, Infrastructure, Transport & Medical Safety

- **Physical Premises & CCTV:** The school enforces controlled access via security checkpoints, mandatory visitor badge issuance, and continuous CCTV monitoring in common corridors and outdoor areas. CCTV is strictly prohibited in classrooms, changing rooms, and washrooms.

- **School Transport Safety:** Buses are equipped with electronic attendance tracking, adult bus monitors, speed governors, and CCTV. Bus monitors conduct thorough checks at the end of every route to ensure no child is left behind.
- **DHA Health & Medical Standards:** The School Clinic is licensed by Dubai Health Authority (DHA) and staffed by registered nurses. Clinic staff maintain confidential electronic medical records, log all student visits, administer medication with written parental authorization, and report recurring unexplained injuries to the DSL.

10. Policy Interlinkages and Annual Review

This Safeguarding & Child Protection Policy operates in conjunction with related school framework documents:

- Student Code of Conduct & Behavior Management Policy
- Anti-Bullying & Cyberbullying Policy
- Acceptable Use of ICT & BYOD Policy
- Safer Recruitment & Staff Code of Conduct
- Inclusion & Students of Determination Policy
- Health & Safety, Emergency Response, and First Aid Policy
- School Transport & Off-site Trips Policy

Review Cycle & Governance Sign-off:

This policy undergoes formal annual review by the Designated Safeguarding Lead, School Leadership Team, and the Board of Governors. Any changes in UAE Federal Law or KHDA regulations will trigger immediate interim updates.