



Safe Guarding Policy 2025-26

At **Shaikh Khalifa Bin Zayed Bangladesh Islamia School**, we prioritize safeguarding as a cornerstone of our educational philosophy. Our Safeguarding Policy embodies our commitment to creating a secure and supportive environment for all students. This policy encompasses comprehensive safeguarding processes, aligned with ADEK wellbeing policies, to ensure that every student's safety is handled with sensitivity, professionalism, and diligence.

Statement of Safeguarding Processes: A clear statement outlining the school's overall safeguarding processes, procedures, and aspirations.

1. **School Safeguarding Practices:** Practices aligned with ADEK wellbeing policies, ensuring sensitive, professional handling of all safeguarding matters to support students' needs.
2. **Security Policy:** A policy outlining how the school will protect students during physical and digital security breaches.
3. **Monitoring Mechanisms:** Mechanisms to measure and monitor the delivery of safeguarding practices to protect students from all forms of harm to their health and development.
4. **Resource Identification:** Identification of resources allocated to deliver safeguarding provisions for all students.

Appointment of Safeguarding Committee or Lead:

Schools shall appoint a Safeguarding Committee or Lead to oversee the school's safeguarding strategy. The Safeguarding Committee or Lead, in collaboration with the Principal, shall:

1. **Annual Review:** Annually monitor and review the effectiveness of the school's Safeguarding Policy to ensure it is understood and practiced appropriately within the school community.
2. **Policy Implementation:** Ensure full implementation and adherence to safeguarding policies and procedures by the school's governing board.
3. **Staff and Visitor Responsibilities:** Inform all staff, volunteers, and visitors of their responsibilities regarding safeguarding procedures.

4. **Parental Access:** Ensure parents have access to the school's Safeguarding Policy and supporting documents through appropriate channels, such as the school website.
5. **Induction and Training Strategy:** Develop a strategy for induction and training to ensure all staff and volunteers are informed about the school's safeguarding arrangements.
6. **Compliance:** Ensure compliance with relevant processes outlined in the ADEK Student Protection Policy.

Safeguarding Awareness

Schools shall adopt strategies to safeguard students, including:

1. **Safe Environment:** Ensure a nurturing environment where students can learn and express themselves safely, aligned with Dama Alaman principles.
2. **Zero Tolerance:** Maintain a zero-tolerance policy towards student maltreatment, with clear reporting procedures per the ADEK Student Protection Policy.
3. **Monitoring at-risk Students:** Monitor students vulnerable to harm, including those with additional needs.
4. **Response Training:** Train staff to handle safeguarding incidents sensitively and supportively.
5. **Transparency:** Foster an environment where concerns can be raised openly to the Safeguarding Committee or Lead.
6. **Online Safety:** Vigilance in ensuring student safety online as per ADEK Digital Policy.
7. **Health and Wellbeing:** Policies that do not compromise student health or wellbeing, respecting ADEK Wellbeing Policy guidelines.
8. **Support Services:** Accessible counselling and support services available to all students.
9. **Parental Awareness:** Inform parents of their legal duty to enrol children and report unexplained withdrawals as per federal law and ADEK policies.

The Safe Guarding the School Curriculum:

The school's curriculum ensures safeguarding by:

1. Developing students' self-esteem and self-regulation.
2. Fostering respect and civility towards others.
3. Improving communication skills and understanding consent.
4. Teaching about online risks and social media use.
5. Equipping students with self-protection strategies and resilience against peer pressure.
6. Instilling responsibility for personal and others' safety.

Safeguarding the School's Security

Implementing a School Security System:

Schools must implement a comprehensive security system to protect assets, data, and people from harm.

1. **Policy Requirement:** Schools must have integrated access and security systems, including CCTV surveillance cameras.
2. **CCTV Systems:**
 - Schools must install and maintain CCTV systems through an MCC licensed vendor, following the Manual of Surveillance Devices (MCC, 2022).
 - **Contract Validity:** Maintain a valid maintenance contract with an MCC-licensed vendor.
 - **Coverage:** CCTV cameras must cover:
 - Entrances/exits, walkways, public areas, pickup/drop-off zones, security and hazardous areas, exterior spaces, and learning areas.
 - Cameras are prohibited in private areas like lavatories or changing rooms.
 - **Signage:** Display signs indicating CCTV surveillance.
 - **Monitoring and Maintenance:** Daily monitoring and immediate action for camera issues as per contract terms.
 - **Access to Footage:**
 - Restricted access with monitoring by authorized specialists.
 - Principal has live access; staff access permitted based on need.
 - Access for ADEK personnel upon request; copying/distribution of recordings prohibited.
 - **Escalation:** Notify ADEK for incidents needing clarification beyond school level.
 - **Retention:** Retain CCTV recordings for a minimum of 180 days.

Security Guards

Schools ensure that security guards:

1. Are stationed continuously at all entry points/gates, with relief provided before leaving their posts.
2. Possess authorized licenses in accordance with the ADEK Staff Eligibility Policy.
3. Maintain vigilance to ensure safety and security, complemented by the school's security system.

4. Record visitor details in a log including name, ID, signature, contact, purpose, arrival, and departure times.
5. Issue access passes upon verifying photo ID matches the visitor's identity. Permanent passes for regular visitors require identity matching and are cancelled upon invalidation.
6. Maintain communication with school reception to authorize entry of unfamiliar individuals.
7. Follow proper handover procedures during security provider changes.

School Visiting Procedures

1. All visitors must sign in at the security gate and exchange a valid ID for a visitor's access pass.
2. Visitors must visibly wear their access passes and refrain from entering classrooms without invitation.
3. Invited visitors must be supervised by designated staff members unless they are authorized personnel.
4. Upon completing their visit, visitors must sign out at the security gate and return their access passes.

➤ Granting Access to Authorized Personnel

5. Schools shall grant authorized personnel (e.g., government inspectors) full access to premises and resources as per Federal Decree Law No. (18) of 2020.
 - a. Verify personnel identity and purpose before granting access.
 - b. Ensure access aligns with visitation requirements.
 - c. Maintain records of personnel access and interactions, per ADEK Records Policy.
 - d. Authorized personnel may be on premises unaccompanied.

School Departure Procedures

1. Only parent-authorized individuals may pick up students.
2. Non-pre-registered persons with permanent access passes require prior written notification and ID verification.
3. In emergencies or changes, parents must notify the school, providing details logged with security and supervisors.

4. Verify the identity of authorized persons at the gate and during student handover.
5. IDs not required for recognized community members already on record.

Acceptable School Drop-Off and Pick-Up Timings

1. Schools supervise students 45 minutes before and 90 minutes after school hours, notifying parents of their responsibilities outside these periods.
2. Schools aren't responsible for unsupervised children dropped off without notification.

School Arrival and Departure Notification for Unaccompanied Cycle 3 Students

1. Schools record and notify parents of arrival and departure times for Cycle 3 students arriving unaccompanied with parental consent.
2. Parents may request arrival and departure notifications for accompanied students below Cycle 3.

Special Events

1. Only immediate family (parents and siblings) may attend events; other guests must pre-register with a valid ID.
2. Display clear signage for visitor areas within school premises.
3. Increase security measures for larger visitor numbers during events.
4. Ensure all service providers and employees are pre-approved with necessary licenses and permits.

Safeguarding the Privacy of the School Community

1. Maintain reception areas free of identifiable elements like timetables or photos/names of community members.
2. Avoid sharing personal details (emails, phone numbers) of students, parents, or teachers without consent, except as permitted by law and ADEK policies.

Managing Security Breaches

1. Establish a school lockdown system with procedures and response plans led by the Safeguarding Committee or Lead.
2. Ensure all staff are trained on security breach procedures.

3. Safeguarding Committee or Lead must meet policy requirements and have suitable deputies.
4. Maintain alert systems for announcements and alarms as per local regulations.
5. Backup IT data and activate business continuity plans in response to digital security breaches.
6. Record and document all digital incidents signed by the Principal for auditing, per ADEK Records Policy.
7. Conduct emergency planning and drills aligned with ADEK Health and Safety Policy.
8. Comply with local regulations and report security breaches to ADEK or appropriate authorities.

Training and Continuous Professional Development (CPD)

1. Safeguarding Training:

- Provide safeguarding training during induction for the governing board, staff, and volunteers.
- Training covers:
 - Identifying signs of student maltreatment and safeguarding issues.
 - Vigilance towards students at risk, including those with additional learning needs.
 - Importance of addressing unacceptable behaviours that can create an unsafe environment.
 - Secure and confidential record-keeping as per ADEK Digital Policy.
 - Emergency response actions to prevent harm.
 - Sharing information on a need-to-know basis only.
 - Support for staff well-being as per ADEK Staff Wellbeing Policy.
 - Understanding the school's security system and breach protocol.

2. Visitors:

- Invited visitors must read and sign the school's Safeguarding Policy.

Whistleblowing Mechanism

1. Confidential Reporting:

- Implement a whistleblowing mechanism for confidential reporting of organizational malpractice.
- Protect the identity of individuals raising concerns and prevent them from feeling ashamed or facing repercussions if their identity is revealed.

2. Protection Measures:

- Protect the identity of individuals against whom concerns are raised.
- Safeguard them from negative repercussions until investigations are completed.

Inclusion

Inclusive Provision:

- Safeguarding Committee or Lead collaborates with Wellbeing Committee or Lead, Head of Inclusion, School Counsellor, Social Worker, Health & Safety Officer, teachers, and parents.
- Ensure safeguarding practices consider individual needs, communication styles, behaviour, and engagement of students with additional learning needs, aligned with ADEK Inclusion Policy.

SCHOOL ADMINISTRATION

Review date: 01/01/2026

