



## **STUDENT PROTECTION POLICY**

**2025-26**

### **I. Introduction**

It is every student's right to an educational environment that upholds, cares for, respects, and protects their dignity. This policy sets out SKBZ Bangladesh Islamia School's obligation to have student protection measures that focus on preventing student maltreatment and handling any maltreatment concerns.

### **II. Purpose**

- a. Protect students under the supervision of SKBZ Bangladesh Islamia School from all acts and omissions constituting maltreatment.
- b. Identify and support students at risk of harm, as enforced by the UAE Federal Law No. (3) of 2016 Concerning Child Rights, Federal Law No. (31) of 2021 Promulgating the Crimes and Penalties Law, Federal Law No. (5) of 1983 Concerning Nurseries, Federal Law No. (18) of 2020 Concerning Private Education, Executive Council Chairman Decision No. (26) of 2013 Regarding the Regulation of Private Schools in the Emirate of Abu Dhabi and other relevant UAE laws.
- c. Emphasize that all SKBZ Bangladesh Islamia School staff are mandated reporters of alleged and/or suspected student maltreatment inside and outside the school.

- d. Define the roles and responsibilities of SKBZ Bangladesh Islamia School principal, staff, and parents in responding to alleged and/or suspected student maltreatment.
- e. Ensure that the school is responsible for the care and protection of all students and coordinate actions to safeguard them.

### **III. Definitions**

- a. **Child:** Any resident of the UAE under 18 years of age.
- b. **Child Protection Coordinator:** A Child Protection Coordinator (CPC) is an appointed staff member at the educational institution who is professionally trained and equipped with skills to act upon child protection concerns that arise within the institution. The CPC is the key contact for staff and authorities where a concern is identified within the institution. They should also be the point of contact for the institution to respond to emergencies, report to other authorities involved, liaise with parents, and provide ongoing support to the child.
- c. **Child Protection Unit:** A Child Protection Unit (CPU) is the organizational unit at ADEK that develops and implements student protection mechanisms and measures for educational institutions under its regulatory jurisdiction by Federal Law No. (3) of 2016 Concerning Child Rights and Bylaws. It is responsible for receiving and assessing student maltreatment concerns under the procedures detailed in this document.
- d. **Child Protection Specialist:** A Child Protection Specialist (CPS) is the ADEK-appointed person authorized and charged by the Abu Dhabi Judicial Department/Ministry of Community Development and ADEK to preserve the rights of the child and protect the child within the limits of the CPS's powers by Federal Law No. (3) of 2016 Concerning Child Rights and Bylaws.
- e. **Educational Institution:** Any learning, care, and educational entity (nurseries, private schools, specialist provision institutions, charter schools) under the regulatory jurisdiction of ADEK.

- f. Mandated Reporter:** A person required by law (under Article 42 of Federal Law No. 3) to report student maltreatment concerns to the Child Protection Specialist. This includes all staff members in SKBZ Bangladesh Islamia School or any adult on institution premises or outside the institution premises from which the student requests assistance in notifying the authorities (e.g., Family Care Authority, the Police, Mol-CPC, and ADEK) about their suffering or any other student's suffering.
- g. Parent:** The person legally liable for a child or entrusted with their care, defined as the child's custodian as per the Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law).
- h. Safeguarding:** Protecting students from all risks of harm, including maltreatment and other types of risks that impact their overall health and development, wellbeing, and safety.
- i. School day :** The educational institution's operating hours including time spent by the student in extracurricular activities.
- j. Staff:** An individual employed by a school on a remunerated contractual basis regardless of employment mode (internal, external/third-party, etc.).
- f. Student:** A resident who is enrolled in an educational institution in Abu Dhabi.
- g. Student Maltreatment:** Synonymous with child maltreatment, it refers to abuse (physical, emotional, and sexual) and includes neglect, exploitation, bullying, and cyber bullying of a student.
- h. Student Protection:** Synonymous with child protection, student protection involves all measures, steps, and actions taken to prevent, protect, and support students from the risk of maltreatment while they are under the supervision of the educational institution.
- i. Supervision:** The state of being responsible, having the duty of care, and keeping watch over an individual in the interest of their and others' security while utilizing its systems and taking part in all activities organized by the school, inside or

outside its premises, including travelling to and from the school using its transportation, and moving between and waiting for activities.

- j. Invited Visitor:** An individual visiting the educational institution temporarily to interact with students (e.g., a speaker, career fair representative, etc.).
- k. Volunteer:** An individual engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.)

#### **IV. Acronyms**

- ADEK      Abu Dhabi Department of Education and Knowledge
- CPC      Child Protection Coordinator
- CPS      Child Protection Specialist (ADEK)
- CPT      Child Protection Team
- CPU      Child Protection Unit (ADEK)
- FCA      Family Care Authority
- MoE      UAE Ministry of Education
- UAE Ministry of Interior - Child Protection Centre

#### **V. Types of Student Maltreatment**

- a. Physical Abuse:** An intentional physical act which results in a high likelihood of resulting in or poses a threat of resulting in immediate and/or long-term physical injury or harm to the student's health, survival, and development.
- b. Emotional Abuse:** An act, whether consistent or inconsistent, used to make a student feel unloved, worthless, and of no value and integrity, interfering with the student's positive mental and emotional development.
- c. Sexual Abuse:** Involvement of a student in sexual activity that they may or may not fully comprehend or that violates the laws or social taboos of society. Student sexual abuse is evidenced by the activity between an adult and a student or between a student and another student who, by age or development, is in a

relationship of responsibility, trust, or power. The intent of the activity is to gratify or satisfy the needs of the other person.

- d. Neglect:** Failure of a parent or any adult supervising a student to provide for the basic needs and rights of a student towards their physical safety, development, and wellbeing, which may lead to a failure to thrive in the context of the resources reasonably available to the parent and causes or has a high probability of causing significant harm to the student's health and/or physical, social, educational, mental, spiritual, or moral integrity.
- e. Exploitation:** The Use of the student in work or other activities for the benefit of others. This includes, but is not limited to, student labour, exploitation of students in prostitution, or involvement of the student in gangs, militia, or military. These activities are to the detriment of the child's physical or mental health, education, moral or social development.

  - Sexual exploitation is a form of sexual abuse where there is an abuse of power by a youth, adult, or group who may coerce, manipulate, or deceive a student into sexual activity by physical contact and/or use of technology for monetary, social, or political profits.
  - Economic exploitation is using a student below the minimum age of labour in the workplace or related activities to benefit others through the production, distribution, and consumption of **goods or a particular service the student delivers.**
- f. Bullying:** Repeated physical, social, or verbal aggression exercised by students who feel they are in a position of power against other students who are perceived as weaker or powerless to achieve specific gains or draw attention in a way that hurts the student physically and/or emotionally. Bullying can be committed by groups or individuals in online (cyberbullying) or offline settings.

  - Cyberbullying is bullying that takes place online. Online bullying can follow the bullied student wherever they go

via social networks and mobile phones and has a wider reach than bullying in the real world.

*The guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024) provides a complete list of signs for identifying all types of maltreatment. The National Policy for the Prevention of Bullying in Educational Institutions (MoE, n.d.) offers a complete and cyber bullying.*

## **VI. Principles**

- a.** The best interests and safety of the student shall be a primary consideration in all actions taken to safeguard their wellbeing.
- b.** SKBZ Bangladesh Islamia School -the principal and all staff-are responsible for recognizing, responding to, and managing student protection risk and impact to the best of their ability.
- c.** All mandated reporters, school staff, and volunteers are responsible and accountable for ensuring student protection measures are in place, applied, and upheld.
- d.** All mandated reporters, school staff, and volunteers will be protected. They shall not be hindered or penalized for carrying out their responsibilities to report and safeguard students from all forms of maltreatment.
- e.** All students have the right to be:
  - Heard, express their voice/opinion and participate in select decision-making processes in SKBZ Bangladesh Islamia School (to be determined by school staff).
  - Treated with dignity and respect.
  - Treated with fairness and justice.
  - Supported by an advocate and provided with necessary support when required.

- f. Safe, protected from harm, and aware of what constitutes risk and harm.
- g. Zero tolerance for all forms of maltreatment is to be implemented and upheld in all actions and environments pertaining to students.

## **VII. Policy**

### **1 Legal Obligations and Rights**

- a. This policy was developed in line with federal student protection and related regulations and guidelines (see "References" section).
- b. SKBZ Bangladesh Islamia School will comply with the provisions of this policy, which will be published on the school website.
- c. SKBZ Bangladesh Islamia School will comply with the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024) to manage abuse- related offences reported within and/or occurring within the school.
- d. SKBZ Bangladesh Islamia School will ensure that all institutional stakeholders (board members, staff and volunteers, parents, and students) have been communicated, understand, and agree to the student protection policy. Students will receive a student- friendly version of the student protection policy, and their assent will be obtained when any student protection concerns are raised.
- e. SKBZ Bangladesh Islamia School and its principal are guardians of students' rights not to be exposed to maltreatment. The principal acts as the guardian of all students while under the school's supervision and will take on responsibilities that fall under this role.
- f. All students have equal rights to care, protection, and safety at SKBZ Bangladesh Islamia School. The school is fully responsible for the care, protection, and safety of students while they are under its supervision.

## **2 Reporting of Concerns of Maltreatment**

- a.** Staff of SKBZ Bangladesh Islamia School - including any person who, in performing their duties, has regular or temporary contact with students and who provides services to students or the school - are mandated by Federal Law No. (3) of 2016 Concerning Child Rights to report all cases of alleged and/or suspected maltreatment (conducted by any alleged/suspected perpetrator inside or outside of the school) directly to the ADEK Child Protection Unit (CPU) within 24 hours upon suspicion. Staff will follow the procedures outlined in Figure 1. Safety Concern Referrals in Abu Dhabi educational institutions and the guide on Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).
- b.** All concerns of student maltreatment disclosed in SKBZ Bangladesh Islamia School, whether the maltreatment took place inside or outside the institution, will be notified to the CPC or any other person representing him/her.
- c.** All bullying cases will be handled according to the procedures defined in the National Policy for the Prevention of Bullying in Educational Institutions by the MoE. Exceptions related to bullying include severe bullying (cases that have or risk having a significant physical and emotional impact on the student would be considered maltreatment), which will be handled according to the procedures defined in this policy.
- d.** SKBZ Bangladesh Islamia School will appoint Child Protection Coordinators (CPCs) and a Child Protection Team (CPT), and these appointments will be reported to ADEK annually.

The CPC will undergo ADEK-mandated CPC training and will be a senior staff member with experience working with students at educational risk.

The CPT will undergo any ADEK-mandated training as announced and would include 3-5 members consisting of the counsellor and/or social worker as well as relevant members of the senior leadership team, any of whom may or may not take on the role of the CPC and a delegate will be-always be nominated in case the CPC is unavailable/unable to perform their duties.

If any staff of SKBZ Bangladesh Islamia School, including volunteers, receives an allegation or has a concern that a student may have been maltreated, is being maltreated, or is at risk of maltreatment as defined in the Definitions (Types of Maltreatment) section, they shall report the matter to the CPC, or any other person representing him/her or any other member of the CPT immediately. This includes concerns of maltreatment inside or outside the educational institution's premises.

If the reporter is unable to reach the CPC, any other person representing him/her, or other members of the CPT, or it is not in the student's best interest to inform the CPC or the team, then they will inform the CPU at ADEK and/or the FCA directly by filling out the Safety Concern Form online on the digital safety concern portal.

In emergencies where the student is in imminent danger, the CPC will promptly report to the Police (999) and the Principal with a copy of the Safety Concern Form online on the digital safety concern portal.

Emergency cases are on detailed in the guide Handling Student Maltreatment Concerns within Educational Institutions (ECA, 2024).

## **VIII. How will maltreatment concerns identified in SKBZ Bangladesh Islamia School be handled?**

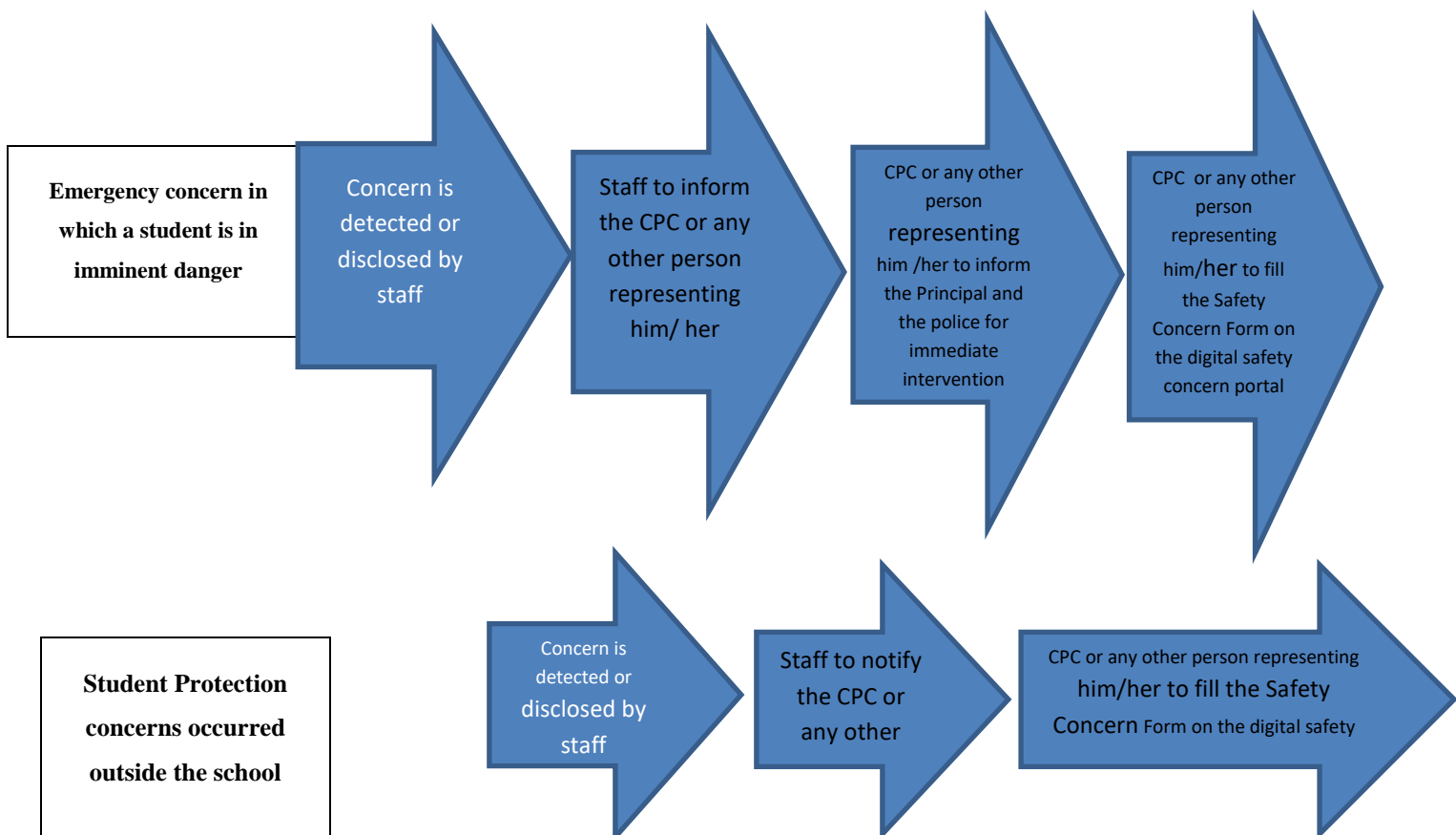
Below are the procedures for identifying and reporting student maltreatment concerns.

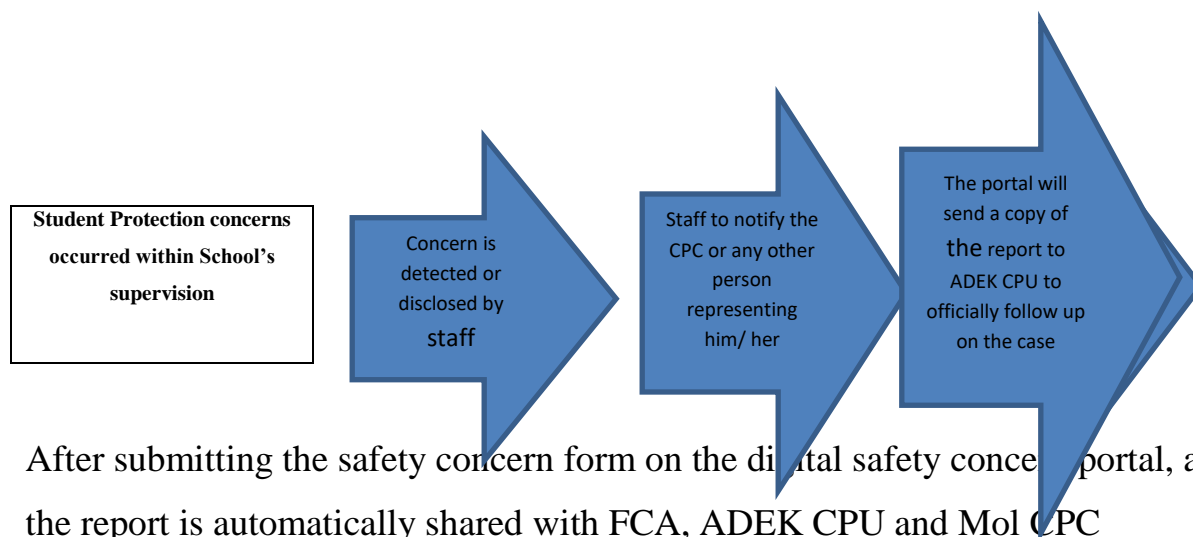
- a.** Once a concern of student maltreatment (including severe bullying) is raised in the school, it should be reported directly to the CPC or any other person representing him/her (all staff in the educational institution will be trained on identifying maltreatment, in line with the operational definitions of the different types of maltreatment included in this document). Alternatively, the student can report directly to any member of Child Protection Team whose pictures are put up everywhere in the campus.
- b.** Emergency concerns where the student is in imminent danger should be reported immediately to the Police and the Principal.
- c.** For maltreatment concerns outside of SKBZ Bangladesh Islamia School's supervision, the CPC, or any other person representing him/her if the CPC is not present, should fill out the Safety Concern Form online on the digital safety concern portal.
- d.** The Safety Concern Form will automatically be shared with the ADEK CPU, the FCA and the Mol CPC. FCA will review the case and follow the required procedures for case management.
- e.** For maltreatment concerns occurring under the supervision of SKBZ Bangladesh Islamia School, the staff should inform the CPC or any other person representing him/her if the CPC is absent. The CPC should complete the Safety Concern Form on the digital safety concern portal.
- f.** Once submitted, a copy of the Safety Concern Form will be automatically shared with the FCA, the ADEK CPU, and the Mol CPC. The ADEK CPU will review the information first before referring it to the FCA for case management, who will follow the necessary procedures for follow-up on the cases after receiving the report.
- g.** It is important to note that the ADEK CPU reserves the right to conduct or to designate qualified institutional personnel to conduct the initial safety and risk assessment before reporting the concern to the FCA.

- h.** If the ADEK CPU refers the concern to the FCA, the FCA's CPS will then manage it. The ADEK CPU should still provide administrative support (e.g., sharing relevant information) to enable the FCA to conduct the needed assessments and other activities related to case management.
- i.** Suppose the ADEK CPU does not report the case to the FCA. In that case, the concern is returned to SKBZ Bangladesh Islamia School with the justification, and the school is asked to collect additional information before submitting another Safety Concern Form. In all situations, the ADEK CPU would ensure the concern gets logged and responded to.

Figure 1. Safety Concern Referrals in Abu Dhabi Educational Institutions summarizes how to handle maltreatment concerns in cases where the alleged maltreatment occurred both inside and outside the educational institution's supervision.

**Figure 1. Safety Concern Referrals in Abu Dhabi Educational Institutions**





After submitting the safety concern form on the digital safety concern portal, a copy of the report is automatically shared with FCA, ADEK CPU and MoE CPU

For cases occurring within an educational institution's supervision, the ADEK CPU will review the information first before referring it to FCA for case management. After receiving the report, the ADEK CPU will follow the necessary procedures to follow up on the cases.

### **Relevant contact details are as follows:**

- Abu Dhabi Police: 999
- 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/>
- Educational institutions should contact the MoE CPU, the hotline for all reporting from where the request will be redirected to the ADEK CPU.

### **3. Data Confidentiality**

- a. Case reports and student data will be strictly confidential. All parties involved will keep the identities of the student subject to alleged and/ or suspected maltreatment, the alleged/suspected perpetrator, and the person reporting the alleged/ suspected case confidential.

- b. The data will be shared only with authorized individuals from the ADEK CPU and the FCA, within investigative teams, and the Abu Dhabi Judicial Department.
- c. Authorized individuals will be strictly prohibited from discussing active or closed cases with the media, any third parties or other staff, and/or unauthorized ADEK staff, except investigative and judicial authorities and within the legal responsibilities.

#### **4 Training**

- a. The CPC and CPT will complete all student protection policy and safeguarding training as mandated by ADEK, including an affidavit attesting to upholding the highest ethical standards and code of conduct in managing cases.
- b. All staff in SKBZ Bangladesh Islamia School will complete any ADEK-mandated student protection policy and safeguarding training sessions and sign off that they have received training and understand their responsibilities.
- c. Volunteers will receive proper induction and training on student protection policy and safeguarding measures. All invited visitors must also attest to having read and understood the school's student protection policy.
- d. Any staff providing counselling, support, advocacy, or close personal contact with students will receive continuous training in student protection and safeguarding and be properly supervised by the principal.
- e. The school will provide annual revision of key concepts of protection and remind staff of common warning signs of abuse / neglect or self-harm.

#### **5 Vetting, Hiring, and Monitoring of Educational Institution Staff, Volunteers, and Invited Visitors:**

- a. Staff, volunteers, and invited visitors will be properly vetted and screened before working in or accessing any locations where students are present.

- b.** The principal will take full responsibility and accountability for all persons working in SKBZ Bangladesh Islamia School and ensure their suitability and compliance with all student protection and safeguarding requirements. This includes preventing anyone from working with students if they pose a risk to their safety and wellbeing.
- c.** The principal will ensure continuous monitoring of all staff and immediately report alleged inappropriate conduct or suspected actions that may harm or risk harm to a student.

## **6 Acceptable Behaviours:**

- a.** Staff, students and volunteers will respect and protect the rights of all students and will not take any action that may put them at risk of maltreatment.
- a.** Staff, students and volunteers will not engage in inappropriate behaviour towards the student and/or in the student's presence.
- b.** Staff, students and volunteers will be required to report any incidents of inappropriate behaviours against students.
- c.** Serious sexual misconduct allegations by staff, volunteers, and/or invited visitors will be directly reported to the Police and FCA, and the concerned staff/volunteer/invited visitor will be immediately removed from the school's premises.

## **7 Student Protection Learning Resources**

- a.** Age-appropriate student protection learning resources will be developed /procured and distributed to students to support their knowledge and ability to understand personal safety and wellbeing and what actions they can take to report violations and seek help.
- b.** Student protection learning resources will be taught in the classroom sessions and in counseling and include any media (story books, activity books,

illustrations, posters, reading content, etc.) that can be discussed individually or within a group setting.

- c. Student protection will be taught by trained staff skilled in understanding student protection and development.
- d. All content will identify easy-to-use references on where to seek assistance.

## **8. Policy Dissemination and Review:**

- a. The student protection policy and a student-friendly version will be available publicly and on SKBZ Bangladesh Islamia School website and disseminated annually to parents, institutional board members, staff, and volunteers.
- b. All student protection policies, guidelines, safeguarding measures, and procedures will be reviewed yearly and updated.

## **9 Roles and Responsibilities**

### **A. Principal:**

- a. Comply with the provisions of this policy.
- b. Ensure SKBZ Bangladesh Islamia School publishes and posts this policy to protect students from maltreatment.
- c. Ensure that procedures to prevent situations that could lead to the maltreatment of students are in place and understood by all school staff.
- d. Ensure the oversight of students at all times while under the supervision of the school.
- e. Ensure that the school places priority emphasis on protecting students and taking immediate action when there is suspicion of student maltreatment.

- f. Ensure that students know how, where, and to whom to safely report their concerns about alleged and/or suspected maltreatment without fear of retribution or punishment.
- g. Ensure that staff, volunteers, and students are aware of how, where, and to whom they can safely report their concerns about the potential exposure of any student to alleged and/or suspected maltreatment without fear of retribution or punishment.
- h. Include the views and recommendations from students and parents regarding safety and protection reporting within the school.
- i. Immediately report any case of alleged and/or suspected maltreatment of students as stated by this policy.
- j. Ensure that all staff and volunteers targeted for student protection training fully attend and participate in all training sessions and sign off on safeguarding and student protection training.
- k. Conduct orientation sessions for parents upon student registration or enrolment and at the start of every school year to promote this policy and inform them of their roles, responsibilities, rights, and duties.
- l. Maintain students' records in compliance with Policy 35 (Records) and ensure the confidentiality of open and closed cases by the guidelines.
- m. Immediately suspend any staff suspected of an offence involving student maltreatment temporarily until the suspicion is adjudicated.
- n. Ensure that students have a safe and confidential opportunity to report any concerns they may have in regarding their rights to safety and wellbeing.
- o. Ensure the vetting, hiring, and monitoring all staff, volunteers, and invited visitors according to this policy and relevant safeguarding measures.

## **B. All Staff and Volunteers of Educational Institutions:**

- a.** Report immediately an alleged and/or suspected case of maltreatment upon discovery.
- b.** Care for students at all times while under the school's supervision.
- c.** Understand this policy to address alleged and/or suspected student maltreatment cases.
- d.** Attend and participate in mandated student protection and safeguarding training.

### **C. Parents:**

- a.** Cooperate with the principal and staff, answer all inquiries about the student's behaviour and academic performance, and respond to their feedback and guidance.
- b.** Attend all scheduled parent meetings with the educational institution.
- c.** Communicate any concerns, observations, or changes in the student's behaviour to the principal, board members, and/or the institutional staff.
- d.** Support the school in ensuring safe online practices during distance learning and homework.

### **References**

- a.** Abu Dhabi Early Childhood Authority (ECA). (2024). Handling Student Maltreatment Concerns within Educational Institutions.
- b.** Abu Dhabi Early Childhood Authority (ECA). (2024). Student Protection Policy for Educational Institutions.
- c.** Executive Council Chairman Decision No. (26) of 2013 Regarding the Regulation of Private Schools in the Emirate of Abu Dhabi.
- d.** Federal Decree Law No. (11) of 1972 Concerning Compulsory Education.

- e. Federal Decree Law No. (9) of 1976 Concerning Juvenile Delinquents and Vagrants.
- f. Federal Decree Law No. (35) of 1992 Concerning the Criminal Procedural Law.
- g. Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law).
- h. Federal Decree Law No. (18) of 2020 Concerning Private Education.
- i. Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- j. Federal Decree Law No. (51) of 2022 Concerning the Regulation of Nurseries
- k. Ministry of Education. National Policy for the Prevention of Bullying in Educational Institutions (MoE, n.d.).
- l. UNCRC (1991). The United Nations Convention on the Rights of the Child.

### **Official Supporting Document:**

ADEK\_School\_Student Protection Policy\_v.1.0 2024 (January)

Department of Education and Knowledge, Abu Dhabi (ADEK)

### **Approval and Implementation**

This policy was approved by the school's governing body. All staff, volunteers, and parents will be informed of this policy and their responsibilities under it.

**School Principal**

**BHAWNA DEVI JAI SINGH**



**Review date: 01/01/2026**