



Department of Education and Knowledge
Al Yahar Private School

دائرة التعليم والمعرفة
مدرسة اليحار الخاصة



CHILD PROTECTION POLICY

سياسة حماية الطفل

DECREE INFORMATION

Policy Name:	Child Protection Policy
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Approved by
Administration
Manager



Prepared by:
Amr Mohamed
Operations Manager &
Safeguarding Lead

Our Vision: Preparing a distinguished, loyal generation open to the world in an inclusive environment that strengthens identity and fosters tolerance.
رؤيتنا: إعداد جيل متميز ، مخلص لوطنه ، منفتح على العالم ، في بيئة تعليمية دامجة تعزز الهوية الوطنية وترسخ قيم الانتماء والتسامح

Introduction

Al Yahar Private School is fully and unwaveringly committed to safeguarding all students within the school premises. The school establishes and enforces strict and comprehensive protective measures to ensure the safety and wellbeing of every child. These measures are implemented rigorously and without exception, to fulfill the core objectives for which this child protection policy was established.

All employees, without exception, are strictly and fully obligated to protect the school's students from any form of harm or abuse, in all its forms and types, whether physical, psychological, verbal, neglectful, or any behavior that may endanger a student's safety, dignity, or security.

Every student at Al Yahar Private School has the right to a safe and respectful learning environment, where their dignity is preserved, their rights are protected and they are shielded from all forms of harm or abuse. In line with this commitment, the school treats any concern or suspicion related to child protection with the utmost seriousness and in full accordance with the laws and regulations issued by the Department of Education and Knowledge ADEK and other relevant authorities in the United Arab Emirates

Purpose of the policy

The purpose OF Child Protection Policy at Al Yahar Private School aims to:

1. Protect all students under the school's supervision from any form of abuse or maltreatment, including physical, emotional, and sexual abuse, as well as neglect exploitation or bullying whether direct or cyberbullying.
2. Identify and support students at risk, in accordance with 1- Federal Law No. (3) of 2016 Wadeema Child Rights 2-Law Federal Law No. (13) of 2021 on Crimes and Penalties, 3- Federal Law No. (51) of 2022, 4- Federal Law No. (18) of 2020 on Private Education 5- and all other relevant federal and local legislation.
3. Reaffirm that all school employees volunteers, external contractors, visitors, and parents at Al Yahar Private School are obligated to report any incidents or concerns related to child abuse or mistreatment, whether they occur inside or outside the school.
4. Clearly define the roles and responsibilities of: School leadership Students and parents Visitors and external contractors regarding the reporting and handling of child protection concerns or suspected abuse.
5. Ensure the school bears full responsibility for the care and protection of students within its premises, and provides a safe and respectful learning environment that upholds student rights and dignity This policy applies to all staff, including senior managers and the board of trustees, paid staff, shadow teachers, volunteers and sessional workers, agency staff, students or anyone working on behalf of the Al Yahar Private School

Al Yahar Private School believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practices that protect them.

If a child is in immediate danger risk of serious harm the police should be called using the 999 service, followed by reporting to the Ministry of Interior Child Protection Centre within one hour upon discovery.

Legal Framework

Legal Framework

This policy has been composed on the basis of law and guidance that seeks to protect children, namely:

- ❖ The Child Rights Law 2016;
- ❖ Article 274 of the Penal Code Federal (3) of 1987, as amended;
- ❖ Relevant Ministry of Interior guidance on protecting children from harm;
- ❖ ADEK Private School Policy and Guidance (2014-2015);
- ❖ ADEK's 2016 issued Child Protection Policy;
- ❖ UN Convention on the Rights of the Child, 1989, ratified by the UAE 1996;
- ❖ UAE Federal Law No.3 of 2016 on Child Rights;
- ❖ ADEK-MoI CPC Memorandum of Understanding of 2015;
- ❖ Ministry of Interior – Child Protection Center website (www.moi-cpc.gov.ae).

1. DEFINITIONS

1.1. A Child under this policy is a person who has not attained 18 years old.

1.2. Child protection, for the purpose of this policy, is defined as all measures, steps and actions that must be taken to protect students from risks that may cause harm or injury while they are in the school's care, travelling to and from the school using school transport, and moving between, waiting for, and taking part in, all activities organized by the school inside or outside the school campus.

1.3. A school day is the time period spent by a student under school supervision. It includes the time spent by the student inside the school and includes the time spent by the student in school buses from and to the school and in extra-curricular school activities.

1.4. Abuse refers to physical abuse, corporal punishment, emotional abuse, sexual abuse and also includes bullying, exploitation, and neglect.

Physical abuse is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This involves actions including, but not limited to, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement, or giving the student drugs not prescribed by a physician to control behavior or to cause harm.

1. Corporal punishment, a physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as Physical abuse.

2. Signs of Physical Abuse

No.	Sign
1	Unexplained bruises or injuries
2	Injuries which have not received medical attention
3	Repeated abdominal pain
4	Withdrawal from physical contact
5	Arms and legs covered in scalds
6	Fear of returning home
7	Fear of contacting caregivers/parents
8	Self-destructive tendencies
9	Displaying aggression towards others
10	Unusual passive behavior
11	Repeated running away from home
12	Cigarette burns
13	Human bite marks
14	Broken bones
15	Multiple burns with a clearly demarcated edge

3. Emotional Abuse is the persistent emotional ill-treatment of a student such as to cause severe and persistent adverse effects on the student’s emotional growth and development. It involves actions such as, but not limited to, conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It involves causing students to feel bullied, frightened or in danger, or the exploitation or corruption of students. Some level of emotional abuse is involved in all types of ill-treatment of a student, though it may occur in isolation.

4. Signs of Emotional Abuse

No.	Sign
1	Regular tiredness
2	Fear of a new situation
3	Low self-esteem
4	High levels of anxiety
5	Unusually passive or aggressive
6	Delayed speech
7	Inappropriate emotional responses to painful situations
8	Running away

9	Lying
10	Neurotic behavior (e.g., sulking, hair twisting, rocking)
11	Fear of making mistakes
12	Self-harm
13	Developmental delay in terms of emotional progress

5. Sexual Abuse and Exploitation involves but is not limited to forcing or enticing a student to take part in sexual activities. The activities involve actions including, but not limited to, physical contact, including penetrative or non-penetrative acts. They include non-contact activities such as involving students looking at or in the production of pornographic material or watching sexual activities, sexual hinting or encouraging students to behave in sexually inappropriate ways.

7-Signs of Sexual Abuse

No.	Sign
1	Unusual behavior which could be general or sexual
2	Age-inappropriate sexual behavior
3	Sexually transmitted diseases
4	Physical indicators in the genital and anal areas
5	Pain or itching in the genital area
6	Bruising or bleeding near genital area
7	Vaginal discharge or infection
8	Discomfort when walking or sitting down
9	Pregnancy

- 8- **Bullying** is unwanted aggressive behavior(s) from one student, or more, to another student and involves an observed or perceived power imbalance which is repeated (or is highly likely to be repeated) multiple times. Bullying, as a form of violence, includes physical (hitting, tripping), verbal (name calling, teasing), relational/social (spreading rumors, excluding from group), and cyber-bullying aggression (occurs through email, a chat room, instant messaging, a website, text messaging, or pictures or videos sent through cell phones or posted on websites). A student can be a perpetrator, a victim, or both.

9-Signs and Forms of Bullying

No.	Type of Bullying	Example
1	Physical Bullying	Hitting, kicking, or pushing
2	Physical Bullying	Tripping or knocking someone down
3	Physical Bullying	Damaging someone's belongings
4	Physical Bullying	Throwing objects to harm
5	Physical Bullying	Physical intimidation or threats
6	Verbal Bullying	Name-calling
7	Verbal Bullying	Teasing or mocking
8	Verbal Bullying	Insults and offensive remarks
9	Verbal Bullying	Threatening language
10	Verbal Bullying	Persistent criticism or humiliation
11	Social/Relational Bullying	Spreading rumors
12	Social/Relational Bullying	Excluding someone from a group or activity
13	Social/Relational Bullying	Embarrassing someone publicly
14	Social/Relational Bullying	Encouraging others to ignore or reject a student
15	Social/Relational Bullying	Manipulating friendships or relationships
16	Cyberbullying	Sending mean or threatening messages online
17	Cyberbullying	Sharing private or embarrassing photos/videos
18	Cyberbullying	Creating fake profiles to harass
19	Cyberbullying	Spreading rumors through social media
20	Cyberbullying	Posting hurtful comments or content

1.0 Neglect is the persistent failure to meet a student’s basic physical, emotional and/or psychological needs, likely to result in serious impairment of the child’s health or development. It involves failing of a parent or a guardian to take actions that are considered necessary to care for children including, but not limited to:

11-Signs of Neglect

No.	Sign
1	Stealing
2	Poor social relationships
3	Failure to thrive
4	Poor personal hygiene
5	Frequent hunger
6	Untreated medical complaints
7	Frequent lateness or absence from school
8	Inappropriate clothing
9	Substance or alcohol misuse

Our Strategy

The Council shall collaborate with the school in:
 We believe that safeguarding children is a shared responsibility for all adults, particularly those directly working with them. The Designated Safeguarding Lead is tasked with developing effective school procedures and overseeing the implementation of best practices. We recognize that fostering high self-esteem, confidence, supportive friendships, and open communication with trusted adults is crucial in preventing abuse, aligning with the core principles of our Positive Education ethos. Thus, our school is committed to the following values and practices.

- Establishing and maintaining an environment where students feel safe and secure, where they are encouraged to talk and are listened to.
- Ensuring that students know that there are adults within the school who they can approach if they are worried or are in difficulty.
- Including activities and opportunities in the curriculum which equip students with the skills they need to stay safe from abuse.
- Integrating Social Emotional Learning (SEL) which help students develop realistic

attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

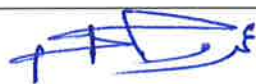
- Ensuring that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from outside agencies.

At YPS, all staff are kept informed about safeguarding and child protection responsibilities and procedures through induction, briefings, and awareness training. The leadership team at our school ensures that they are aware of the school's policy and the Designated Safeguarding Lead and Deputies. Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation, or suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead as shown in the Child Protection Team Poster which is displayed throughout the school. Each school Staff member has a QR Code on their name tags to report any misconduct.

The Designated Safeguarding Lead or one of their Deputies immediately refers cases of suspected abuse or allegations in accordance with the procedures outlined within this policy. The school always undertakes to share an intention to refer a child with the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken. This policy is available on the school's website for our parents 'awareness.

Our Child Protection Team

The Designated Safeguarding Team across the school work together to support our students and keep them safe. They also report and discuss different incidents when relevant. The main tasks of the safeguarding and child protection team are to maintain accurate and secure child protection records, marked 'strictly confidential' Monitor attendance and development of children who are at risk, ensuring that all relevant information about a child is disseminated to appropriate staff within the school.

Hamad Salem bin Raqad Al Ameri	Executive Director	
Fatima Jaber Saeed Al Marri	Senior Leadership	
Mahmoud Mohamed El Gazzar	School Administration Manager	
Amr Mohamed Waly	Operations Manager & Safeguarding Lead	
Adel Mohamed	Social Worker & Deputy Safeguarding Lead	
Shaimaa Salah	Social Worker & Deputy Safeguarding Lead	
Maha Al Jabri	Social Worker	
Ladias Ali	Head of Inclusion	

Recording and Monitoring

- The Council shall meet 1 per term and whenever necessary.
- The agenda shall include academic, social, and community topics raised by members.
- Minutes shall be recorded and signed by every attendee after each meeting.
- All decisions are to be taken by majority vote and submitted to the Principal for endorsement
- Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time, and location. All information should be recorded online via Referral Form, the staff will include the action taken. These file notes are kept in a confidential file/on a secure server, which is separate from other files, and stored in a secure place by the Designated Safeguarding Lead. In the same way we keep notes of any student who is being monitored for child protection reasons. All members of staff record any information that they think may contribute to the bigger picture. If a member of staff believes 'something is not quite right' there is a high possibility of truth, and many little concerns may prompt the Designated Senior Leader to monitor the student. If a student transfers from the school, these files will be downloaded and copied and forwarded to the student's new school marked confidential and for the attention of the receiving school's Child Protection Officer with consent of the student's Parents.
- School Staff Members 'Child Protection Referral:



*Deputy Safeguard lead
Mr . Adel*



*Safeguard lead
Mr . Amr*



*Deputy Safeguard lead
Ms. Shymaa*

لا تحمل همك وحدك... إذا كانت لديك مخاوف،
أو تحتاج لمن يصغي إليك، نحن هنا من أجلك، دائماً.

*You don't have to carry it alone...
If you're feeling worried or just need someone to listen,
we're here for you - always.*



English Form

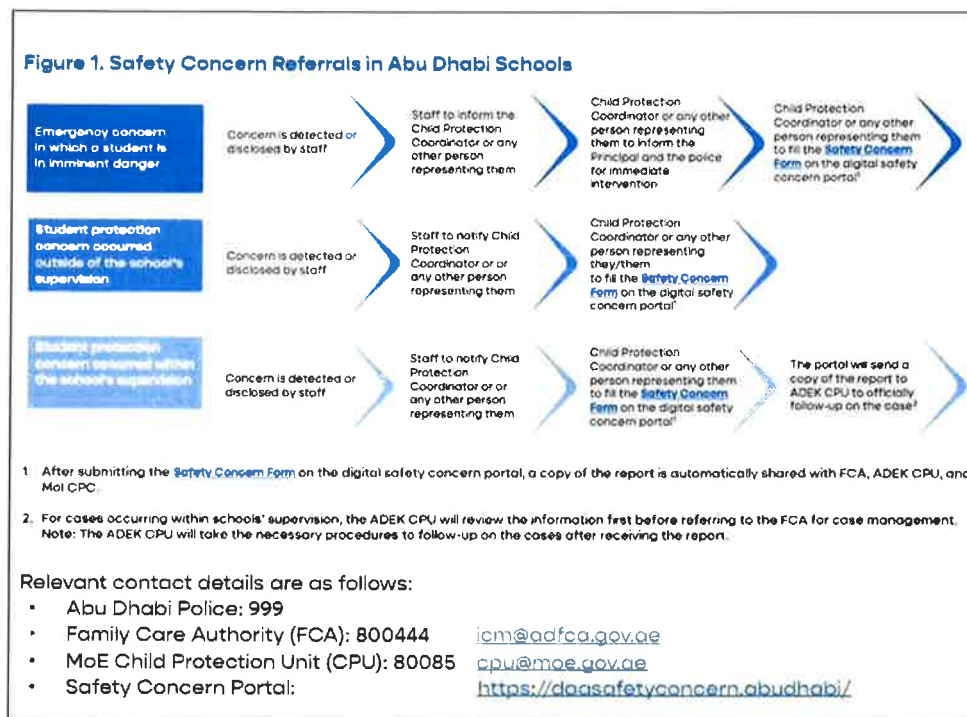


الاستبيان باللغة العربية

To complete the Safeguarding Concern Form, please [click here](#)

<https://forms.gle/LNixYihBLwKpf3aWA>

- Parents can communicate school through childprotection@yps.ae or by calling: 037816788-037814454
- UAE Support Abu Dhabi Social Support Unit: 02 3333999 MOI CPC Hotline: 116111



Monitoring Students at Risk

Our school understands that children exposed to abuse or violence often struggle to develop self-esteem or perceive the world positively. For such children, the school may serve as the only stable, secure, and reliable aspect of their lives. However, their behavior may still reflect emotional challenges, manifesting as defiance, withdrawal, or difficulty engaging. At YPS we are committed to providing support for these students by:

- Designing wellbeing curriculum to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive, and secure environment and which gives all students and adults a sense of being respected and valued.
- The implementation of the school's behavior management policies.
- A consistent approach agreed by all staff which will endeavor to ensure the student knows that some behavior is unacceptable, but s/he is valued.
- Regular liaison with other professionals and agencies who support the students and their families, including access to the school's counsellors, social workers and child protection team.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.

- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that statistically children with behavioral difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioral problems will need to be particularly sensitive to signs of abuse.
- Recognition that in a home environment where there is domestic violence, drug, or alcohol abuse, children may also be vulnerable and in need of support or protection.

Children Missing Education

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable for their age, ability, aptitude, and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered students at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life.

Our school maintains effective communication with parents to ensure that all children of compulsory school age receive a safe and suitable education. Parents are responsible for providing full-time education for their children, whether through school enrollment or home education. Some parents may choose to homeschool their children and can withdraw them from school at any time.

To support student attendance, we closely monitor daily records and collaborate with families. If a student repeatedly misses school or accumulates ten or more unexcused absences, we follow established procedures, including reporting the case to local authorities. Additionally, ADEK issues official notices highlighting the serious impact of prolonged absences, which may affect a student's progression to the next grade level.

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect and safeguard them.

Principals

1. Comply with the provisions of this policy.
2. Publish a Child Protection policy to protect students from any abuse and neglect provided it meets the minimum requirements of what is included in this policy and does not contradict any of its provisions.
3. Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all school staff and leaders.

4. Ensure the supervision of students at all times while in school's care.
5. Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate actions when there is suspicion of cases of student abuse or neglect.
6. Ensure that students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment.
7. Ensure that staff and others can safely report their concerns about the potential exposure of any student to abuse and/or neglect without fear of retribution or punishment.
8. Gain views from students and parents regarding security and protection within the school.
9. Immediately report any case of potential abuse and/or neglect of students as stated by this policy.
10. Ensure that all staff and administrators targeted for student protection training fully attend and participate in all training sessions.
11. Conduct orientation sessions for parents/guardians upon student registration or enrollment and at the start of every school year to promote this policy and to inform them of their roles and responsibilities, and their rights and duties.
12. Maintain students' records in compliance with Student Records policy, and ensure confidentiality of open and closed cases.
13. Immediately suspend any staff member who is suspected of an offence involving student abuse and/or neglect on a temporary basis until the suspicion is adjudicated, or put in safeguarding measures as appropriate.
14. Ensuring the availability of safe and reliable channels for students to report any concerns related to their psychological and physical rights, allowing them to raise issues or complaints without fear or hesitation, and guaranteeing immediate and appropriate support by the designated personnel within the school.

Ensuring the availability of safe and reliable channels for students to report any concerns related to their psychological and physical rights, allowing them to raise issues or complaints without fear or hesitation, and guaranteeing immediate and appropriate support by the designated personnel within the school. Establishment of a Child Protection Committee

The Role of Academic Staff

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to. Record any concerns over the welfare of children in their class.
- Report a suspected case of abuse and/or neglect upon immediate discovery.
- Supervise students at all times while in school's care.
- Understand this policy to address suspected or alleged student abuse or neglect cases.
- Attend and participate in mandated student protection training.

The Role of Designated Safeguarding Lead & Deputy Safeguard lead

- Ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals.
- Ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advice staff and to offer support to those requiring this.
- Maintain that the school has an effective policy, that the guidelines are complied with and to support the school in this aspect.
- Provide an annual report for detailing any changes to the policy and procedures; training undertaken by all staff and Directors and other relevant issues.

Parents/Legal Guardians will

1. 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.
2. Attend all scheduled and requested school parent meetings.

Communicate any concerns, observations, or changes in their child's behavior to the school administration or to the concerned school staff

Training

Training and Awareness Child Protection

1. The Child Protection Lead and the Child Protection Team at Al Yahar Private School are fully committed to completing all approved training related to the Child Protection Policy, ensuring their readiness and competence in managing and responding to any student safety or safeguarding concerns.
2. The school actively participates in, and fully complies with, all child protection training sessions mandated by the (ADEK), ensuring alignment with all applicable regulatory requirements and standards.
3. Al Yahar Private School ensures that volunteers, invited visitors, and external contractors receive appropriate safeguarding awareness and induction training prior to any direct or indirect engagement with students, in order to maintain a safe, secure, and protective school environment.
4. The school conducts regular safeguarding training for all staff members to enhance awareness, strengthen their ability to identify signs of concern or

abuse, and ensure timely and appropriate reporting to the designated Child Protection Officer in accordance with approved procedures.

5. The school is also committed to raising awareness among parents and guardians by providing clear and accessible information regarding child protection procedures, reporting mechanisms, and their shared role in supporting the safety and wellbeing of their children.

Safeguarding Training Plan Student Protection Levels

To ensure comprehensive safeguarding coverage across all roles within the school, Al Yahar Private School has established a structured safeguarding training plan, as outlined below:

1. Safeguarding Level 1 Training

Mandatory for **support services staff**, including:

- ❖ Bus drivers
- ❖ Bus supervisors
- ❖ Support workers and cleaners
- ❖ Security guards
- ❖ Maintenance team members

This training ensures basic awareness of child protection responsibilities and reporting procedures.

2. Safeguarding Level 2 Training

Mandatory for:

- ❖ All academic staff
- ❖ Administrative staff
- ❖ Shadow teachers
- ❖ Volunteers

This level focuses on identifying safeguarding concerns, responding appropriately to disclosures, and following internal reporting protocols.

3. Safeguarding Level 3 Training

Mandatory for:

- ❖ Senior leadership team
- ❖ Executive Director
- ❖ Designated Child Protection Lead

This advanced level equips leadership with the skills required to manage complex safeguarding cases, liaise with external authorities, and ensure full compliance with ADEK safeguarding regulations.

We will seek to keep children and young people safe by

1. Valuing them, listening to and respecting them.
2. Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
3. Having a core of staff trained each year in first aid by a professional organization.
4. Ensure all staff are kept informed about Health and Safety and prevention measures including basic first aid.
5. Ensuring staff are on duty 45 minutes before the start of the day and 90 minutes after the end of the day.
6. Notifying the CPO/Principal immediately when suspicion that any child is suffering any form of abuse or neglect.
7. Developing and implementing an effective e-safety policy and related procedures.
8. Never leaving children unsupervised, including before the start of the school day and at the end.
9. Providing effective management for staff and volunteers through supervision, support and training.
10. Recruiting staff and volunteers safely, ensuring all necessary checks are made.
11. Sharing information about child protection and good practice with children, parents, staff and volunteers.
12. School staff must raise awareness to students of the importance to report any suspected case of student abuse and/or neglect inside or outside the school, that becomes known to them, as stated in this policy.

13. All concerns raised will be thoroughly investigated by the CPO or Principal.

14. Detailed records will be kept and scrupulous communication with relevant authorities will be held, such as HAAD, the police and social welfare institutes.

15. Concerns will be shared using the hotline (116111) and the electronic reporting link found on the ADEK website:
(<https://www.adec.ac.ae/ar/Pages/childabuserreportingabu-dhabiedusector.aspx>)

16. The principal or school staff shall not impede or inhibit reporting of a suspected case of child abuse and/or neglect by a third party, nor shall they take any actions against the reporter nor threaten to do so.

17. Counselling and support services will be offered to any child felt to be suffering from any form of abuse or neglect, by the social worker or equivalent.

18. The school will keep a detailed report concerning any incident and actions taken. This will be kept on the pupils file in a secure location where access is only available to CPOs (Child Protection Officers). This will be both online in a secure google drive, with relevant paper copies kept in a locked cupboard in a locked room.

19. Sharing concerns with Ministry of Interior Child Protection Centre, Child Protection Officer, ADEK, who need to know, and involving parents and children appropriately.

This policy is written in conjunction with the following legislation:

- ADEK Policy Child Protection Policy 2024
- ADEK Policy and Guidance Manual (2014-2015)
 - Policy 2: Ethical Leadership, Corresponding to Article (4) of the Organising Regulations
 - Policy 3: Student Protection, Corresponding to Article (5) of the Organising Regulations
 - Policy 23: The Principal's Authorities, Corresponding to Article (28) of the Organising Regulations
 - Policy 30: Professional Code of Ethics, Corresponding to Article (35) of the Organising Regulations
 - Policy 36: School Reports, Corresponding to Article (41) of the Organising Regulations
 - Policy 52: Corporal Punishment, Corresponding to Article (57) of the Organising Regulations
- Child Rights Law, 2016, Federal National Council, UAE
- Article 274 of the Penal Code Federal (3) of 1987, as amended
- UAE Federal Law 5 of 2012 on Combating Cybercrimes
- UAE Federal Law No. 12 of 2016 amending Federal Law No. 5 of 2012 on Combating Cybercrimes
- Relevant Ministry of Interior guidance on protecting children from harm
- UN Convention on the Rights of the Child, 1989, ratified by the UAE 1996
- UAE Federal Law No. 3 of 2016 on Child Rights
- ADEK-Moi CPC Memorandum of Understanding of 2015
- Ministry of Interior – Child Protection Center website (www.moi-cpc.gov.ae)