



Department of Education and Knowledge  
Al Yahar Private School

دائرة التعليم والمعرفة  
مدرسة اليحر الخاصة



## Safeguarding Policy 2025-2026

### POLICY INFORMATION

<b>Policy Name:</b>	Safeguarding Policy
<b>Policy Code:</b>	SG-POL- 2025
<b>Department:</b>	Health And Safety And Operations
<b>Approved By:</b>	Principal
<b>Issued for:</b>	School Community
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<b>Related Policies:</b>	- Health And Safety Policy - Facilities Policy

**Approved by:**  
Amro Abdulhamid  
Safeguard Lead





## Introduction

In Al Yahar Private School, the safety, safeguarding and wellbeing of our students are our top priorities. We are committed to creating a secure supportive and inclusive environment where every student feels valued and protected. Our safeguarding processes and procedures are designed to ensure that all students are safe from harm, abuse, and neglect, and that their mental, emotional, and physical well being is nurtured.

## Safeguarding Processes and Procedures at YPS

### 1. Comprehensive Child Protection Policy:

Our child protection policy is aligned with local and international standards, including the guidelines set by the Abu Dhabi Department of Education and Knowledge ADEK. It outlines the responsibilities of staff, students, and parents in maintaining a safe school environment.

### 2. Designated Safeguarding Team:

A dedicated team, including trained safeguarding leads and counselors, is responsible for overseeing all aspects of child protection and welfare. They are available to support students, staff, and families with any safeguarding concerns.

### 3. Safe Recruitment Practices:

We adhere to strict recruitment and vetting procedures to ensure that all staff members are suitable to work with children. This includes thorough background checks, reference verification, and mandatory safeguarding training for all new employees.

### 4. Training and Awareness: Safeguard Training

Safeguard training is mandatory for all employees at Al Yahar Private School. All staff members, including the support services team, are required to complete Level 1 Safeguard Training the Child Protection Team members undergo Level 2 Safeguard Training, while the Safeguard Lead and Deputy Safeguard Lead are required to complete Level 3 Safeguard Training

In addition, students are trained and guided on the safeguarding policies to ensure they are empowered to express their concerns confidently and seek help when needed. Furthermore, dedicated awareness workshops for parents are conducted regularly to familiarize them with safeguarding responsibilities, raise their awareness of protection measures, and ensure they play an active role in supporting the school's safeguarding culture

All these trainings and workshops are conducted under strict supervision to guarantee the effective implementation of safeguarding policies and to maintain the highest standards of child protection



#### 5. Supportive Pastoral Care:

Our school provides comprehensive pastoral care, including counseling services, to support students' emotional and psychological well-being. We strive to create a nurturing environment where students feel safe to express their concerns.

#### 6. Safe Learning Environment:

The school premises are regularly reviewed to ensure that they are safe and secure. This includes controlled access to the school grounds, monitoring systems, and regular safety drills.

## Aspirations

#### 1. Continuous Improvement:

We aspire to continually improve our safeguarding practices by regularly reviewing and updating our policies and procedures in line with best practices and regulatory requirements.

#### 2. Empowering Students:

Our goal is to empower students to be proactive about their safety, encouraging them to be confident, responsible, and aware individuals who understand the importance of safeguarding themselves and others.

#### 3. Engagement with Parents and the Community:

We believe in working collaboratively with parents and the community to foster a culture of safeguarding. Regular communication, workshops, and awareness programs are conducted to keep everyone informed and engaged.

#### 4. Inclusive and Respectful Environment:

We strive to create a culture of inclusivity and respect, where diversity is celebrated, and every student feels safe, supported, and valued

By adhering to these safeguarding commitments, Al Yahar private school aims to provide a safe and caring environment that promotes the wellbeing and success of all students.



## School Safeguarding Practices

At Al Yahar Private School, our safeguarding practices are guided by the underpinning wellbeing policies set by the Abu Dhabi Department of Education and Knowledge (ADEK). We are dedicated to ensuring that all safeguarding matters are handled with the utmost sensitivity, professionalism, and a focus on supporting the diverse needs of our students. This commitment is realized through comprehensive measures that include providing safe spaces such as a "Wellbeing Space" for recovery and psychological support, appointing school counselors and a social worker to address students' emotional and behavioral needs, and implementing awareness programs on mental health and bullying prevention. We ensure continuous supervision across all school facilities, utilize advanced security surveillance systems, and maintain clear procedures for visitor management and student dismissal. All staff receive regular training on safeguarding policies, and we handle all reports with strict confidentiality, consistently prioritizing the welfare and safety of every student

## Alignment with ADEK Wellbeing Policies YPS

### 1. Student Centered Approach:

Our safeguarding framework places the needs of students at the center of all decisions. We aim to create a positive environment where students feel safe, respected, and empowered. Our approach emphasizes the importance of emotional, psychological, and physical safety as integral components of student wellbeing.

### 2. Confidentiality and Sensitivity:

All safeguarding concerns are managed with the highest level of confidentiality and sensitivity. We recognize the importance of handling each case with care to protect the dignity and privacy of the students involved, ensuring that they feel supported throughout the process.

### 3. Professional Handling of Safeguarding Matters:

Our staff is trained to handle safeguarding issues with professionalism and adherence to ADEK guidelines. This includes clear procedures for identifying, reporting, and managing concerns, ensuring that every case is approached with the seriousness it deserves.



#### **4. Multi Disciplinary Support:**

In line with ADEK's wellbeing policies, we adopt a multi-disciplinary approach to safeguarding. Our team works closely with teachers, counselors, and external agencies when necessary to provide comprehensive support tailored to each student's needs.

#### **5. Early Intervention and Support:**

We focus on early intervention strategies to address potential safeguarding issues before they escalate. By identifying concerns early and providing timely support, we aim to mitigate risks and enhance students' overall wellbeing.

#### **6. Student Voice and Empowerment:**

We encourage students to voice their concerns and seek help when needed. Our safeguarding practices promote open communication, where students are educated on recognizing unsafe situations and understanding their right to be heard.

#### **7. Safe Reporting Mechanisms**

Al Yahar Private School is committed to ensuring the highest standards of student protection and wellbeing. To uphold this, the school has established clear, safe, and user-friendly reporting channels that are accessible to all students, parents, and staff. These mechanisms are designed to empower any member of our school community to report concerns related to safety, wellbeing, or misconduct confidently and without fear of any negative repercussions, in full compliance with ADEK's Student Protection and Safeguarding policies.

#### **8. Reporting Procedure & Safeguarding Commitment**

The school enforces a strict, transparent, and prioritized system for addressing all safeguarding concerns. Investigating and resolving these matters is considered a top institutional priority.

#### **9. Initial Reporting**

Any individual student, parent, staff or visitor with a concern regarding a student's welfare must report it immediately.

All safeguarding concerns are to be reported directly to the Safeguarding Lead or the Deputy Safeguarding Lead. If they cannot be reached, the concern should be escalated directly to the School Principal



#### 10. Documentation, Assessment, and Escalation

Upon receiving a report, the Safeguarding Lead/Deputy is responsible for ensuring it is documented, reviewed, and investigated confidentially and sensitively.

The Safeguarding Lead is required to complete the official Potential Child Safety Concerns Form via ADEK's dedicated digital portal. To facilitate reporting a designated QR code is also available for direct access to the form.

The Safeguarding Lead is obligated to escalate the matter and the initial investigation report to the School Management/Senior Leadership Team (SLT) within 48 hours for immediate action and decision-making.

#### 11. External Reporting for Serious or Emergency Cases:

In emergency situations where a student is in imminent danger, it is mandatory to contact the Police immediately at 999.

Concurrently, the Child Protection Unit at ADEK and the Family Care Authority must be notified, either via the digital portal or at their official numbers:

Family Care Authority: 800444

Child Protection Unit at the Ministry of Education: 80085

#### 12. Follow-up and Actions:

The Senior Leadership Team ensures prompt and decisive action based on the investigation findings.

External authorities (ADEK and Family Care Authority) will review reports and may provide further directives. The school cooperates fully by providing any additional information requested.

Protection, Confidentiality, and Guarantees

Al Yahar Private School guarantees that no student, staff member, or parent will face any reprisal, retaliation, or intimidation for reporting a genuine safeguarding concern. The identity of the reporter, the student involved, and all related parties is maintained with strict confidentiality.

Discussing the details of a report with any unauthorized party is strictly prohibited.

Official Reporting Channels

Digital Portal: <https://daasafetyconcern.abudhabi/>

Child Protection Unit at ADEK: 800555

Police: 999

Family Care Authority: 800444



This integrated mechanism reflects the school's unwavering commitment to ADEK safeguarding standards, ensuring that student protection and wellbeing are upheld as a core and shared responsibility of the entire school community

## Our Commitment

At Al Yahar private school is committed to creating a safe nurturing, and inclusive environment for all students. By aligning our safeguarding practices with ADEK s wellbeing policies we ensure that every student receives the protection and support they need to thrive academically, socially, and emotionally.

## Security Policy

At Al Yahar private school the safety and security of our students, staff, and visitors are of utmost importance. This security policy outlines our commitment to protecting our school community from physical and digital security breaches and describes the procedures to be followed in the event of such incidents. Our goal is to maintain a secure learning environment where students feel safe and protected at all times.

### 1. Physical Security Measures

#### 1.1 Access Control and Surveillance

- ❖ **Controlled Access:** The school premises are secured with controlled entry points, including gated access, security guards, and visitor check-in protocols. All visitors must register at the main entrance, provide identification, and wear visible visitor badges at all times.
- ❖ **CCTV Monitoring:** Surveillance cameras are strategically placed around the school campus, including entrances, hallways, and common areas, to monitor and record activities continuously. This helps deter unauthorized access and supports the investigation of any incidents.
- ❖ **Identification Badges:** All staff, students, and authorized visitors are required to wear identification badges to ensure that only approved individuals have access to school facilities.



## 1.2 Emergency Response Procedures

- ❖ **Evacuation and Lockdown Drills:** Regular drills are conducted to ensure that students and staff are familiar with evacuation and lockdown procedures in the event of a security breach or emergency. Clear instructions and designated safe zones are established.
- ❖ **Emergency Communication System:** The school is equipped with an emergency communication system, including alarms and public address systems, to provide timely instructions during a security incident.
- ❖ **Trained Security Personnel:** On-site security personnel are trained in emergency response, crowd control, and conflict de-escalation techniques to handle any physical security breaches effectively.

## 1.3 Student Supervision and Movement Control

- ❖ **Supervised Entry and Exit:** Arrival and dismissal times are carefully managed with staff supervising student entry and exit to prevent unauthorized access and ensure student safety.
- ❖ **Restricted Areas:** Certain areas of the school are restricted and monitored to prevent unauthorized entry, including administrative offices, server rooms, and maintenance areas.

## 2. Digital Security Measures

### 2.1 Cyber Security Protocols

- ❖ **Network Security:** The school's IT network is protected with robust firewall systems, intrusion detection software, and secure access controls to prevent unauthorized access to digital information.
- ❖ **Data Encryption:** Sensitive student and staff data are encrypted to protect against unauthorized access or breaches. All digital communications and transactions are conducted through secure channels.
- ❖ **Regular Security Audits:** The school conducts regular security audits and vulnerability assessments to identify potential risks and strengthen cybersecurity defenses.



## 2.2 Student Online Safety

- ❖ **Internet Filtering and Monitoring:** Internet access within the school is filtered to block inappropriate content and restrict access to unauthorized websites. Student online activity is monitored to ensure safe and appropriate use. Students and their parents are signing a safe Technology usage consent which allows them to be aware about the rules and regulations.
- ❖ **Digital Citizenship Education:** Students receive education on digital citizenship, including safe online behavior, protecting personal information, and recognizing and avoiding online threats such as phishing and cyberbullying.
- ❖ **Secure Access to School Systems:** Students and staff are provided with secure login credentials for access to school systems and platforms. Passwords are regularly updated, and multi-factor authentication is used where applicable.

### 2.3 Incident Response to Digital Breaches

- ❖ **Data Breach Response Plan:** In the event of a data breach, the school has a detailed response plan that includes immediate containment, investigation, notification to affected parties, and corrective measures to prevent future incidents.
- ❖ **Cybersecurity Training:** Staff are trained on identifying cyber threats, safe data handling, and the correct protocols to follow in case of a digital security incident.

## 3. Handling Security Breaches

### 3.1 Reporting and Communication

- ❖ **Incident Reporting:** All security breaches, whether physical or digital, must be reported immediately to the designated security or IT personnel. A clear reporting mechanism is in place to ensure timely action.
- ❖ **Crisis Communication:** In the event of a significant security breach, the school will communicate promptly with parents, staff, and relevant authorities, providing clear instructions and updates on the situation.



### 3.2 Post-Incident Review and Improvements

- ❖ **Incident Review:** Following any security incident, a thorough review is conducted to assess the effectiveness of the response and identify areas for improvement.
- ❖ **Policy Updates:** Based on incident reviews, the school's security policies and procedures are updated as needed to enhance protection measures and prevent future breaches.
- ❖ In alignment with the Safeguarding and Care Policy issued by the Department of Education and Knowledge ADEK for the year 2024, AlYaher private school School– Al Falah Branch has officially appointed a Safeguarding Officer (Safeguarding Lead) along with a Deputy Safeguarding Officer.
- ❖ This appointment aims to ensure the effective implementation of the school's safeguarding policies, safeguard the well-being of all students and staff, and maintain full compliance with ADEK s standards and requirements for safeguarding and care

## Commitment to Safety

Al Yahar private school is committed to maintaining a safe and secure environment for all members of our community. Through rigorous security measures, ongoing training, and a proactive approach to safety, we strive to protect our students from potential threats and respond effectively in the event of any security breach.