



**THE CENTRAL SCHOOL
DUBAI**



CHILD PROTECTION AND SAFEGUARDING POLICY 2025-2026

TABLE OF CONTENTS

Section	Title
1	Policy Statement
2	Legal Framework
3	Purpose and Aims
4	Core Principles
5	Definitions
6	Categories and Identification of Abuse
7	Roles and Responsibilities
8	Procedure for Reporting to Disclosures
9	Reporting Hierarchy
10	The Vigilant Committee and Case Management
11	Allegation against Staff
12	Professional Boundaries and Good Practice
13	Safeguarding Students of Determination
14	Additional Safety Measures
15	Confidentiality and Record Keeping

1. POLICY STATEMENT

The Central School, Dubai (TCS), is committed to providing a safe, supportive, and welcoming environment where every student is respected and valued. The welfare of our students is of paramount importance. We maintain a zero-tolerance approach toward any form of abuse, neglect, or harm.

All staff, visitors, volunteers, and external agencies are required to share this commitment and follow the procedures outlined in this policy. We ensure that students' perspectives are central to our actions, as children who feel safe are better equipped to learn and reach their full potential.

2. LEGAL FRAMEWORK

This policy complies with the laws of the United Arab Emirates and the regulations of the Dubai authorities, including:

- UAE Federal Law No. 3 of 2016 concerning child rights (Wadeema's Law).
- UAE Federal Law No. 2 of 2015 on Combating Discrimination and Hatred.
- The UAE School Inspection Framework and KHDA guidelines for student protection and well-being.
- The United Nations Convention on the Rights of the Child (UNCRC).

3. PURPOSE AND AIMS

The primary purpose of this policy is to safeguard and protect students from harm and to ensure a consistent response to any concerns regarding their safety. The school aims to:

- Maintain a secure and nurturing environment where students feel empowered to voice their concerns.
- Protect students from risks during school hours, on school transport, and during all school-organised activities.
- Provide all staff with clear procedures and training to identify and report safeguarding concerns immediately.
- Equip students with the skills and resilience needed to understand personal safety and seek help when required.
- Provide immediate support and professional counselling for any student involved in a child protection issue.

4. CORE PRINCIPLES

This policy is guided by the following principles:

- A child-rights-based approach that views every student as a unique individual with a right to be protected and heard.
- Consultation with students to ensure that our safety procedures are practical and based on their real-life experiences.
- A culture of collective responsibility where safeguarding is ingrained in the school's daily operations.
- Ensuring all concerns are recorded and handled professionally with empathy and care.
- Professional confidentiality that prioritises the safety and well-being of the child.

5. DEFINITIONS

- **Child:** Any person under the age of 18 years, as per UAE Federal Law.
- **Safeguarding:** The broad preventive actions taken to promote the welfare of children and protect them from harm.
- **Child Protection:** The specific procedures followed when a child is suspected of suffering from, or is at risk of, significant harm.
- **Abuse:** Any act of commission or omission that harms a child's physical, emotional, or psychological health and development.
- **Designated Safeguarding Lead (DSL):** is a senior staff member responsible for overseeing safeguarding and child protection within the school, ensuring concerns are identified, recorded, and acted upon appropriately in line with school policies and statutory requirements.

6. CATEGORIES AND IDENTIFICATION OF ABUSE

Staff are trained to identify the following forms of abuse and must report any concerns immediately, even if they do not have absolute proof.

Physical Abuse

This involves hitting, shaking, or causing any physical injury to a child. It also includes corporal punishment, which is strictly prohibited. Indicators may include unexplained injuries, a child's fear of physical contact, or an expressed reluctance to go home.

Emotional Abuse

This refers to the persistent maltreatment of a child that impairs their emotional development. This includes belittling, bullying, or silencing a child. Signs may include sudden changes in behavior, extreme withdrawal, or a loss of self-esteem.

Sexual Abuse

This occurs when an adult exploits a child for sexual gratification, including non-contact activities such as exposure to inappropriate images or online grooming. Indicators include age-inappropriate sexual knowledge, sudden mood swings, or withdrawal from social groups.

Neglect

This is the failure to meet a child's basic physical or psychological needs, such as providing adequate food, clothing, medical care, or supervision. Signs include poor personal hygiene, constant hunger, or appearing excessively tired and listless in class.

Bullying

This involves repetitive aggressive behavior intended to cause harm or distress. This includes physical, verbal, social, and cyberbullying. TCS treats bullying as a serious safeguarding issue that requires immediate intervention and support for all involved.

Peer-on-Peer Abuse

This occurs when a child is harmed, distressed, or exploited by another student. It includes physical violence, sexual harassment, or digital aggression. TCS recognizes that children can be perpetrators of abuse; all such cases are handled professionally with a focus on immediate victim protection and restorative intervention for those involved.

7. ROLES AND RESPONSIBILITIES

1. The School

- Appoints qualified staff to be responsible for child protection and safeguarding.
- Verifies and screens the backgrounds and qualifications of all employees and caregivers before they are hired.
- Provides safe and secure channels for students, staff, and parents to share confidential information.
- Ensures all confidential student information is protected to safeguard their reputation and privacy.
- Only shares medical or personal records in emergencies or when a student's behavior poses a threat to themselves or others.
- Implements regular training programs for all personnel regarding child rights and protection.

2. The Principal

- Holds ultimate responsibility for the implementation and oversight of all safeguarding procedures.
- Makes the final decision regarding referrals to external UAE authorities such as the Police or CDA.
- Leads the Vigilant Committee and ensures all cases are handled with fairness and according to the law.
- Ensures that the school environment remains inclusive and safe for all students.

3. Designated Safeguarding Leads (DSLs) – Boys and Girls Sections

- Manage and enforce the school's safeguarding and child protection policy daily.
- Delivers mandatory safeguarding induction training to all staff annually, with termly refreshers to ensure continuous awareness of UAE laws and school procedures.
- Maintain accurate, secure, and confidential child protection records for their respective sections.
- Gather necessary evidence and information to be passed to the authorities when relevant.
- Ensure all staff members are trained to recognize the signs and symptoms of child abuse and neglect.
- Act as the main point of contact for the Head of Section to report safeguarding concerns.

4. Head of Inclusion (DEIW Department)

- Oversees the safety and protection of Students of Determination.
- Ensures that counseling and psychological support are provided to any student involved in a safeguarding concern.
- Coordinates with the DSL to ensure safeguarding measures are accessible and appropriate for students with special needs.
- Manages the counseling team to ensure student wellbeing is prioritized during and after an investigation.

5. Head of Student Affairs and Wellbeing

- Promotes a school-wide culture of happiness, safety, and overall student wellbeing.
- Acts as a senior advocate for the student voice in matters related to pastoral care.
- Ensures that student wellbeing initiatives are integrated into the daily life of the school.

6. Head of Section (HoS)

- Acts as the first point of referral for teachers and staff who have safeguarding concerns.
- Ensures that all disclosures or suspicions are documented immediately on the correct school forms.
- Escalates all reported concerns to the Designated Safeguarding Lead (DSL) without delay.

7. Teachers

- Maintain a safe and caring classroom environment where students feel comfortable expressing their feelings.
- Stay alert to the physical and behavioral signs of abuse, neglect, or bullying.
- Record factual, dated, and confidential notes regarding any child protection concerns.
- Report any suspicions or disclosures immediately to the Head of Section (HoS).
- Treat all students with respect and follow the established code of conduct.

8. Administrative and Non-Teaching Staff (including Transport and Security)

- Identify and report suspected abuse or safety risks observed outside the classroom.
- Ensure the safety of students in common areas, on school buses, and during school events.
- Follow the school's reporting hierarchy immediately if they witness any concerning behavior or signs of harm.
- Maintain professional boundaries with students at all times.

9. The School Medical Team (Doctor and Nurses)

- Communicate any physical signs of injury or suspicious health patterns to the DSL.
- Ensure that all injuries, their frequency, and the student's explanations are recorded accurately.
- Provide immediate medical care in cases of physical harm while preserving evidence for the DSL.

10. Parents

- Provide responsible care and guidance to support the child's growth as per UAE laws.
- Cooperate with the school to maintain a safe and protective environment for their child.
- Notify the school immediately if they become aware of any threat to the child's safety, physical health, or mental wellbeing.
- Engage with the school's support plans and counseling services when required for the child's best interests.

8. PROCEDURES FOR RESPONDING TO DISCLOSURES

When a student discloses an experience of harm or abuse, the priority is their safety and emotional well-being.

Staff members must act as a supportive first point of contact without attempting to investigate the matter themselves.

Guidance for Receiving a Disclosure

Staff members should listen with empathy and maintain a calm demeanor.

The student must be allowed to speak at their own pace. It is essential to validate their courage in speaking up and to reassure them that the school is there to help.

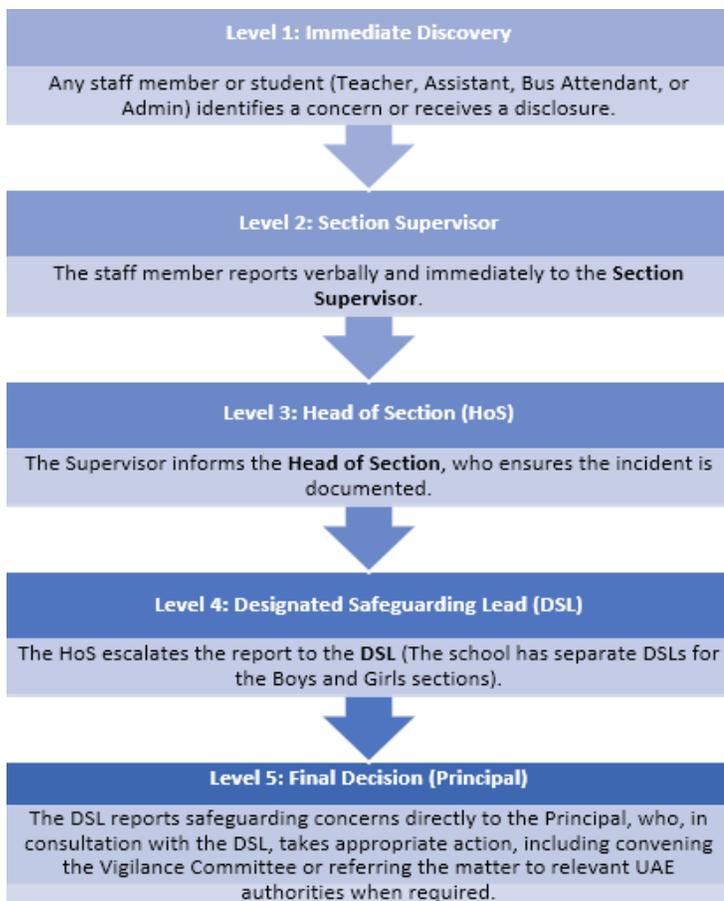
Staff must be honest about their duty of care; they must explain that while the information will be handled discreetly, it cannot be kept secret because it must be shared with the Principal to ensure the student's safety.

Recording the Information

Immediately following a disclosure, the staff member must submit a written statement to the DSL. This record must be factual and objective. It should include the student's exact words where possible and describe any visible marks or behavioral changes without personal interpretation or assumptions. These records are signed, dated, and kept strictly confidential.

9. REPORTING HIERARCHY

The school maintains a strict reporting structure to ensure that every concern is escalated to the correct authority immediately.



10. THE VIGILANT COMMITTEE AND CASE MANAGEMENT

The Vigilant Committee oversees the investigation and resolution of safeguarding cases to ensure fairness and compliance with UAE Law.

Cases Involving Students

If a concern involves a student's behavior, the committee may recommend internal support such as individual or family counseling through the DEIW Department. If necessary, internal disciplinary measures are applied according to the student's developmental stage, with a focus on restorative justice.

Cases Involving Adults

If an allegation is made against an adult (parent, visitor, or neighbor), the Principal will refer the matter to the appropriate UAE authorities, such as the Dubai Foundation for Women and Children (DFWAC) or the Police. Serious allegations, including sexual abuse or severe physical harm, require immediate external notification.

VIGILANT COMMITTEE MEMBERS

The committee is composed of a multi-disciplinary team to ensure a comprehensive review of all cases:

Designation	Committee Role
Principal	Committee Lead
Designated Safeguarding Leads	Case Manager
	FN: Sebastian Thomas Email: sebastianthomas@centralschool.net Ph: 042674433 Ext: 228
	AN: Andrea Bout Email: andreabout@centralschool.net Ph: 042674433 Ext: 101
Head of Inclusion	Inquiry Lead (Students of Determination)
Head of Student Affairs	Inquiry Lead (Student Wellbeing)
Medical Director	Health and Physical Evidence Advisor
Heads of Section (HoS)	Operational Support

School Counselor	Emotional Support and Counseling
Admin / Transport Manager	Campus and Transit Safety Advisors

THE VIGILANT COMMITTEE CASE MANAGEMENT GUIDELINES

- The Vigilant Committee serves as a multi-disciplinary team responsible for overseeing the safety, investigation, and resolution of all safeguarding cases.
- The student is immediately moved to a secure and comfortable location if they are found in an abusive or unsafe situation.
- The Vigilant Committee assesses the level of risk surrounding a student to ensure immediate and appropriate protection measures are taken.
- Within 24 hours of receiving a complaint or concern, the Vigilant Committee implements preventive measures to ensure the student remains safe.
- A comprehensive social investigation is conducted for any case that threatens a student's safety to fully understand the circumstances and the support required.
- The school submits official reports and recommendations to the relevant authorities to ensure the legal and personal rights of the student are upheld.
- The school coordinates with external agencies to provide students with any necessary psychological or physical rehabilitation and healing support.
- Students are encouraged to participate in school programs and activities designed to build their confidence and help them handle challenges.
- The committee guides students on how to recognize and avoid potential dangers related to their daily activities.
- The Principal refers allegations involving adults to the appropriate UAE authorities, such as the Dubai Police or the Dubai Foundation for Women and Children (DFWAC).
- Serious allegations involving severe physical harm or abuse require immediate notification to external authorities to ensure the student's safety.
- Internal support, including individual or family counseling, is provided through the DEIW Department for students requiring behavioral guidance.
- Behavioral concerns are managed using restorative justice and age-appropriate measures that respect the student's developmental stage.
- The Head of Inclusion ensures that the specific safety and emotional needs of Students of Determination are prioritized during all inquiries.
- The School Counselor and Safeguarding Leads organize and monitor psychological support and counseling services within the school.
- The Medical Director provides expert advice on health and physical wellbeing to support the safety of the student.

- The Admin and Transport Manager ensure that the campus and school transport remain safe and secure environments for all students.
- The Vigilant Committee, led by the Principal, ensures that all safeguarding actions comply with UAE Law and the school's commitment to child-centered care.

11. ALLEGATIONS AGAINST STAFF AND WHISTLEBLOWING

TCS maintains high standards of professional conduct. Any staff member who observes inappropriate behavior or poor practice by a colleague has a legal and moral obligation to report it.

Management of Allegations

Allegations against staff are reported to the HoS and then to the Principal. To protect all parties, the accused staff member may be suspended on a neutral basis while a fair investigation is conducted. Verified cases of abuse result in immediate termination and referral to the UAE Ministry of Interior Child Protection Center.

Whistleblower Protection

The school protects any staff member who raises a genuine concern in good faith. Victimization of whistleblowers is strictly prohibited.

12. PROFESSIONAL BOUNDARIES AND GOOD PRACTICE

To prevent misunderstandings and ensure a safe environment, all staff must adhere to the following conduct guidelines:

- **Physical Contact:** Staff should avoid unnecessary physical contact. Comforting a distressed child should be done in a natural, transparent manner.
- **Intimate Care:** For students requiring help with hygiene or toileting, care must always be provided by two staff members simultaneously to ensure transparency and the child's dignity.
- **Online Interactions:** All digital communication must occur through official school channels. Staff are strictly prohibited from connecting with students on personal social media platforms or sharing personal contact details.
- **Practical Lessons:** During PE or practical activities, any necessary physical guidance must be provided openly and only when essential for safety or instruction.

13. SAFEGUARDING STUDENTS OF DETERMINATION

TCS recognizes that Students of Determination may require specialised protection due to communication barriers or unique vulnerabilities.

The Head of Inclusion and the DEIW department work closely with the DSL to ensure that safeguarding measures are integrated into the student's Individual Education Plan (IEP). If a risk assessment determines that a student requires a Learning Support Assistant (LSA) or Shadow Teacher for their own safety or the safety of others, this support is considered mandatory. If such mandatory support is unavailable, the school will work with the family to find a safe solution, which may include temporary remote learning until the required safety personnel are in place.

14. ADDITIONAL SAFETY PROCEDURES

- **Missing Students:** If a student is found to be missing, the HoS and Principal are notified immediately. If a search of the grounds is unsuccessful, parents and the police are contacted without delay.
- **Early Help:** We prioritize early intervention. Staff are trained to spot emerging problems (such as sudden changes in hygiene or mood) and offer support or counseling before the situation escalates.
- **Digital Safeguarding (E-Safety):** The school utilizes robust web filtering and monitoring systems on all campus devices to prevent access to inappropriate or harmful content. Digital activity is monitored to identify and intervene in cases of cyberbullying, online grooming, or exposure to extremist material.

15. CONFIDENTIALITY AND RECORD KEEPING

All child protection records are kept in a secure, locked cabinet. Access is restricted to the Principal and the specific DSL involved. Information is shared only on a "need-to-know" basis with professionals who are directly involved in the child's safety. Records are transferred to the student's next school upon their departure to ensure continuous protection.

REVIEW OF THE POLICY

Role	Name	Signature	Date
Reviewed by	Senior Leadership Team	Reviewed & Approved	07-04-2025
Reviewed by	Vigilant Committee Members	Reviewed & Approved	07-04-2025
Review Date	April 2025	Next Review Date	March 2026
Approved by	Principal	(Signature of the Principal)	Reviewed & Approved

