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	Safeguarding & Child Protection Policy		

Integrated Management System (IMS)
Safeguarding & Child Protection Policy



This Document has been reviewed and approved by:

Name	Position	Department

Revision History of the Document

Revision No.	Issue Date	Summary of Changes	Responsibility	References
1.0	30-Jan-2026	Initial Edition	Annum Asfandyar	

This document has been approved by the School Management System

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1. Rationale

New Dawn Private School (NDPS) is committed to safeguarding and promoting the welfare, safety, dignity and wellbeing of every student. The school believes that every child has the right to learn, develop and thrive in a safe, secure, inclusive and supportive environment where they are protected from abuse, neglect, exploitation, bullying, discrimination, online harm and all forms of physical or emotional harm.

Safeguarding is a shared responsibility and is embedded within the culture, values and daily practices of the school. Every member of the school community has a duty to remain vigilant, recognise safeguarding concerns, take appropriate action and contribute to creating a safe environment where students feel respected, valued and protected.

This policy establishes a clear framework for safeguarding and child protection practices across the school and supports the effective implementation of the school's Integrated Management System (IMS). It ensures safeguarding arrangements are consistently planned, implemented, monitored and continuously improved through quality assurance activities, safeguarding audits, the Plan–Do–Check–Act (PDCA) cycle and Corrective and Preventive Actions (CAPA), while maintaining compliance with UAE legislation, KHDA requirements, Ministry of Education regulations and recognised international safeguarding best practice.

2. Purpose

This policy aims to:

- establish a whole-school culture where safeguarding is the responsibility of every member of the school community.
- ensure all students are protected from abuse, neglect, exploitation, bullying, discrimination, radicalisation, online harm and any practice that may compromise their safety or wellbeing.
- provide clear procedures for identifying, reporting, recording, responding to and managing safeguarding concerns.
- ensure early identification and timely intervention for students who may be at risk of harm.
- define the safeguarding roles and responsibilities of all stakeholders.
- promote effective partnerships with parents, external specialists and relevant authorities to safeguard students.
- provide regular safeguarding training to ensure all staff understand their responsibilities and respond appropriately to safeguarding concerns.
- monitor and evaluate safeguarding practices through quality assurance, safeguarding audits and continuous improvement processes. and
- ensure compliance with UAE legislation, KHDA requirements, Ministry of Education regulations and the school's safeguarding standards.

3. Scope

This policy applies to all members of the NDPS school community and to every activity undertaken under the school's duty of care.

It applies to:

- Board of Governors (BOG)
- Principal
- Designated Safeguarding Lead (DSL)
- Deputy Designated Safeguarding Lead(s) (DDSLs)
- Senior Leadership Team (SLT)
- Quality Management Representative (QMR)
- Teachers
- Learning Support Assistants (LSAs)
- School Counsellors
- Medical Staff
- Administrative and Operations Staff
- Volunteers
- Contractors
- Visitors
- Parents and Guardians
- Students
- External Service Providers working with the school

This policy applies during:

- the school day.
- before- and after-school activities.
- educational visits and residential trips.
- sporting, cultural and community events organised by the school.
- online and blended learning.
- school transport, where applicable. and
- any activity where the school has a duty of care for its students.

4. Terms and Definitions

Term	Definition
Safeguarding	The actions and measures taken to protect students from abuse, neglect, exploitation, harm and any risk to their health, safety or wellbeing while promoting their welfare and enabling them to achieve positive outcomes.

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Term	Definition
Child Protection	The procedures and actions taken to protect students who are suffering, or are at risk of suffering, abuse, neglect or significant harm.
Designated Safeguarding Lead (DSL)	The senior member of staff appointed to lead safeguarding and child protection, coordinate safeguarding procedures and liaise with parents and external agencies.
Deputy Designated Safeguarding Lead (DDSL)	A trained member of staff who supports the DSL and assumes safeguarding responsibilities in the DSL's absence.
Safeguarding Concern	Any information, observation, disclosure or allegation indicating that a student may be at risk of harm or require additional support to safeguard their wellbeing.
Abuse	Physical, emotional or psychological abuse, sexual abuse, neglect, exploitation, bullying, online abuse or any action that causes or is likely to cause harm to a student.
Early Intervention	Prompt identification and appropriate support provided to prevent concerns from escalating and to improve outcomes for students.
Reasonable Cause for Concern	Information or observations that lead a member of staff to believe that a student may be at risk of harm and requires further safeguarding action.
Confidentiality	The responsible sharing of safeguarding information only with authorised persons who need the information to protect the student.
Low-Level Concern	Any behaviour by an adult that is inconsistent with the school's Code of Conduct but does not meet the threshold for an allegation of abuse. Such concerns must still be reported, recorded and reviewed appropriately.

4.2 Safeguarding Issues and Threats

Safeguarding concerns may arise from a wide range of circumstances. All members of staff must remain vigilant and report any concern immediately to the Designated Safeguarding Lead (DSL). Safeguarding issues and threats include, but are not limited to:

Safeguarding Issue / Threat	Definition
Physical Abuse	The intentional use of physical force that causes or is likely to cause injury or harm to a student.
Emotional Abuse	Persistent behaviour that harms a student's emotional wellbeing, self-esteem or development.
Sexual Abuse	Any sexual activity, exploitation or inappropriate sexual behaviour involving a child, whether online or offline.

Safeguarding Issue / Threat	Definition
Neglect	The persistent failure to meet a student's basic physical, emotional, educational or medical needs.
Child-on-Child Abuse	Abuse between students, including bullying, physical violence, sexual harassment, sexual violence, initiation rituals and online abuse.
Bullying and Cyberbullying	Repeated behaviour intended to intimidate, threaten or harm another student, including through digital platforms.
Online Abuse	Harm resulting from the misuse of technology, including grooming, exploitation, cyberbullying, exposure to harmful content and inappropriate online communication.
Child Sexual Exploitation (CSE)	Exploiting a child for sexual purposes in exchange for money, gifts, affection, status or other benefits.
Child Criminal Exploitation (CCE)	Exploiting a child to engage in criminal activities for the benefit of others.
Self-Harm	Deliberate behaviour causing physical injury or harm to oneself, often associated with emotional distress.
Mental Health Concerns	Emotional or psychological difficulties that may affect a student's wellbeing, behaviour or ability to learn and may indicate a safeguarding concern.
Domestic Abuse	Exposure to physical, emotional, psychological, financial or sexual abuse occurring within the home or family environment.
Radicalisation and Extremism	The process by which a student may be encouraged or influenced to support extremist views or activities.
Female Genital Mutilation (FGM)	A harmful practice involving the partial or total removal of female genitalia for non-medical reasons, recognised internationally as a serious safeguarding concern.
Forced Marriage	A marriage where one or both individuals do not freely and fully consent.
Low-Level Concern	Behaviour by an adult that is inconsistent with the Staff Code of Conduct but does not meet the threshold for an allegation of abuse. Such concerns must still be reported and reviewed.

5. Responsibilities

5.1 Board of Governors (BOG)

The Board of Governors is responsible for:

- approving and reviewing the Safeguarding and Child Protection Policy annually.
- ensuring adequate governance, resources and oversight are in place to support effective safeguarding practices.
- promoting a whole-school culture where safeguarding is recognised as a shared responsibility.
- ensuring safeguarding arrangements comply with UAE legislation, KHDA requirements and Ministry of Education regulations. and
- receiving annual safeguarding reports and monitoring the effectiveness of safeguarding arrangements across the school.
- Ensure Safeguarding and Child Protection Policy is reviewed annually to maintain alignment with UAE legislation, KHDA requirements, Ministry of Education regulations, recognised international safeguarding best practice, and updated where necessary to reflect legislative changes, emerging safeguarding risks and the school's safeguarding priorities.

5.2 SLT

The SLT are responsible for:

- ensuring the effective implementation of this policy across the school.
- promoting a culture where safeguarding is prioritised and embedded within all school operations.
- appointing appropriately trained Designated Safeguarding Lead(s).
- ensuring safeguarding concerns are managed promptly, confidentially and appropriately.
- allocating sufficient resources to support safeguarding and child protection practices. and
- liaising with external authorities where required.

5.3 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- leading and coordinating all safeguarding and child protection arrangements.

- receiving, recording and managing safeguarding concerns.
- assessing safeguarding risks and determining appropriate actions.
- maintaining confidential safeguarding records.
- coordinating referrals to external agencies where required.
- providing safeguarding advice and guidance to staff, parents and students.
- ensuring safeguarding training is delivered and maintained. and
- reporting safeguarding matters to the Principal and Senior Leadership Team.

5.4 Deputy Designated Safeguarding Lead (DDSL)

The Deputy Designated Safeguarding Lead is responsible for:

- supporting the Designated Safeguarding Lead in implementing safeguarding procedures.
- undertaking safeguarding responsibilities in the absence of the DSL.
- assisting with safeguarding investigations, documentation and follow-up actions. and
- supporting staff in responding to safeguarding concerns.

5.6 Teachers and Support Staff

All teaching and support staff are responsible for:

- safeguarding the welfare and wellbeing of every student.
- maintaining professional conduct at all times.
- remaining vigilant to signs of abuse, neglect or harm.
- reporting safeguarding concerns immediately to the Designated Safeguarding Lead.
- maintaining appropriate confidentiality.
- participating in mandatory safeguarding training. and
- implementing safeguarding procedures in accordance with this policy.

5.7 School Counsellor, Medical Staff and Learning Support Staff

Specialist staff are responsible for:

- providing appropriate wellbeing and pastoral support within their professional roles.
- reporting safeguarding concerns immediately to the Designated Safeguarding Lead.
- maintaining accurate records of concerns and interventions.
- contributing to safeguarding risk assessments and support plans where appropriate. and
- working collaboratively with school staff, parents and external agencies to support student welfare.

5.8 Human Resources and Operations Staff

Human Resources and Operations staff are responsible for:

- implementing safer recruitment procedures.
- maintaining safeguarding training records.
- ensuring visitor and contractor safeguarding procedures are followed.
- supporting safeguarding compliance through school operational processes. and
- maintaining relevant safeguarding documentation.

6. Procedures

6.1 Creating a Safe and Protective School Environment

We are committed to maintaining a safe, inclusive and respectful learning environment where every student feels protected, valued and supported. Safeguarding will be embedded across all aspects of school life through effective leadership, positive relationships, preventive education and a culture of vigilance.

The Principal, Designated Safeguarding Lead (DSL) and Senior Leadership Team (SLT) will ensure that:

- safeguarding is integrated into the school's daily practices, curriculum and pastoral care.
- all staff understand their safeguarding responsibilities.
- students know how and where to seek help.
- safeguarding expectations are communicated to parents and the wider school community. and
- appropriate supervision, security measures and risk assessments are maintained to minimise potential safeguarding risks.

6.2 Safer Recruitment and Staff Induction

The Principal and Human Resources will implement safer recruitment procedures to ensure that all employees, volunteers and contractors are suitable to work with children.

Prior to employment, the school will:

- verify qualifications, identity and employment history.
- complete all required background and safeguarding checks in accordance with UAE regulations.
- obtain satisfactory professional references.

- ensure successful candidates understand the school's safeguarding expectations.

All newly appointed staff will complete a safeguarding induction before commencing their duties, which will include:

- Safeguarding and Child Protection Policy.
- Staff Code of Conduct.
- Behaviour Policy.
- Online Safety expectations.
- Whistleblowing procedures.
- reporting procedures. and
- identification of the Designated Safeguarding Lead and Deputy DSL.

6.3 Safeguarding Training and Awareness

The Designated Safeguarding Lead will prepare an annual safeguarding training programme aligned with statutory requirements and the school's Professional Development Plan.

Safeguarding training will:

- be mandatory for all employees.
- form part of staff induction.
- be refreshed annually.
- include regular safeguarding updates throughout the academic year.
- address emerging safeguarding risks, including online safety and student wellbeing. and
- be recorded within the school's professional development records.

The DSL and Deputy DSL will maintain appropriate safeguarding training to fulfil their responsibilities effectively.

6.4 Preventive Education

Safeguarding education will be embedded within the curriculum and wider school life to develop students' knowledge, confidence and resilience.

Age-appropriate learning opportunities will include:

- personal safety.
- respectful relationships.
- anti-bullying.
- online safety and digital citizenship.

- mental health and wellbeing.
- healthy lifestyles.
- recognising unsafe situations.
- understanding trusted adults. and
- how to seek help and report concerns.

Parents will be supported through awareness sessions and safeguarding communications where appropriate.

6.5 Identification of Safeguarding Concerns

Every member of staff has a duty to remain vigilant and report any safeguarding concern immediately.

Safeguarding concerns may be identified through:

- direct disclosure by a student.
- observations of behaviour or physical indicators.
- changes in attendance, behaviour or wellbeing.
- concerns raised by parents, staff or peers.
- online incidents.
- medical concerns.
- information received from external agencies.

Staff will not investigate concerns independently or promise confidentiality to a student. All concerns will be reported immediately to the Designated Safeguarding Lead.

6.6 Responding to a Disclosure

Where a student discloses information relating to a safeguarding concern, the receiving staff member will:

- remain calm and listen carefully.
- reassure the student that they have done the right thing by speaking.
- avoid asking leading or investigative questions.
- explain that the information must be shared with the Designated Safeguarding Lead to keep the student safe.
- record the disclosure accurately using the approved safeguarding reporting form. and
- report the concern immediately to the DSL.

The safety and welfare of the student will remain the school's highest priority at all times.

6.7 Reporting, Recording and Referral

All safeguarding concerns will be reported immediately to the Designated Safeguarding Lead.

The DSL will:

- review all available information.
- assess the level of safeguarding risk.
- determine appropriate actions.
- consult with the Principal where required.
- communicate with parents where appropriate.
- refer cases to relevant authorities when required by UAE legislation.
- coordinate support plans. and
- maintain confidential safeguarding records.

Safeguarding records will be factual, accurate, dated, signed and securely stored in accordance with the school's Records Management Policy.

6.8 Managing Safeguarding Concerns

The Designated Safeguarding Lead will coordinate appropriate support for students where safeguarding concerns have been identified.

Support may include:

- pastoral support.
- counselling.
- behaviour support.
- Individual Support Plans.
- risk assessments.
- external specialist referrals.
- multi-agency collaboration. and
- ongoing monitoring.

The DSL will regularly review safeguarding plans to ensure interventions remain appropriate and effective.

6.9 Online Safety

The school will promote the safe, responsible and ethical use of digital technologies.

Online safety will include:

- student education.
- staff awareness.
- parent guidance.
- acceptable use of technology.
- monitoring of online risks.
- reporting of online safety incidents. and
- implementation of the school's Cyber Security, Information Security and Acceptable Use Policies.

6.10 Confidentiality and Information Sharing

Safeguarding information will be treated as confidential and shared only with individuals who require the information to fulfil their safeguarding responsibilities or where disclosure is required by law.

All safeguarding records will be securely maintained in accordance with the school's Information Security and Records Management Policies.

6.11 Monitoring, Record Keeping and Continuous Improvement

The Designated Safeguarding Lead will monitor the implementation and effectiveness of safeguarding arrangements throughout the academic year.

Monitoring activities will include:

- safeguarding audits.
- safeguarding training compliance.
- safeguarding incident analysis.
- student wellbeing monitoring.
- learning walks and observations where appropriate.
- safeguarding record reviews.
- stakeholder feedback.
- safeguarding risk assessments. and
- annual safeguarding self-evaluation.

The school will apply the **Plan–Do–Check–Act (PDCA)** cycle to continuously improve safeguarding practices. Where monitoring identifies non-compliance or areas requiring improvement, **Corrective and Preventive Actions (CAPA)** will be implemented, monitored and reviewed to ensure safeguarding arrangements remain effective, responsive and aligned with the school's commitment to continuous improvement.

7. Accountability

7.1 Board of Governors (BOG)

The Board of Governors holds overall accountability for ensuring that safeguarding and child protection arrangements are effectively implemented across the school. The Board will ensure that this policy is reviewed and approved annually and remains aligned with UAE legislation, KHDA requirements, Ministry of Education regulations and recognised safeguarding best practice.

7.2 Principal

The Principal is accountable for the effective implementation of this policy, ensuring that safeguarding is embedded across all school operations and that appropriate resources, training and support are provided to maintain a safe learning environment.

7.3 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is accountable for coordinating safeguarding procedures, managing safeguarding concerns, maintaining confidential records, monitoring compliance and reporting safeguarding matters to the Principal.

7.4 Senior Leadership Team (SLT)

The Senior Leadership Team is accountable for monitoring compliance with this policy, promoting a positive safeguarding culture and ensuring safeguarding procedures are consistently implemented across the school.

7.5 All Employees

All employees are accountable for safeguarding the welfare of students, participating in mandatory safeguarding training, reporting concerns immediately and complying with this policy and the Staff Code of Conduct.

8. Policy Review

The Safeguarding and Child Protection Policy will be reviewed annually, or earlier where required, to ensure continued alignment with UAE legislation, KHDA requirements, Ministry of Education regulations, recognised international safeguarding best practice and the school's strategic priorities.

The review will be coordinated by the Designated Safeguarding Lead in collaboration with the Principal and Senior Leadership Team and approved by the Board of Governors.

The effectiveness of this policy will be evaluated through:

- safeguarding audits and quality assurance activities.
- safeguarding incident analysis and trend monitoring.
- safeguarding training compliance.
- student wellbeing and welfare data.
- stakeholder feedback.
- internal audits and inspections.
- KHDA inspection findings and recommendations.
- Corrective and Preventive Actions (CAPA). and
- the Plan–Do–Check–Act (PDCA) continuous improvement cycle.

Any amendments will be communicated to all stakeholders, and additional safeguarding training will be provided where significant changes are introduced.

. Related Forms and Documents

Related Forms

- F001 Safeguarding Concern Reporting Form
- F002 Student Disclosure Record Form
- F003 Body Map Record Form
- F004 Safeguarding Referral Form
- F005 Student Risk Assessment Form
- F006 Student Support Plan
- F007 Safeguarding Action Plan
- F008 Safeguarding Incident Register
- F009 Safeguarding Training Record
- F010 Visitor Safeguarding Declaration
- F011 Annual Safeguarding Audit Checklist

Related Policies

- Staff Code of Conduct Policy

- Behaviour Management Policy
- Students of Determination (SOD) Policy
- Anti-Bullying Policy
- Online Safety Policy
- Cyber Security and Information Security Policy
- Acceptable Use of Technology Policy
- Health and Safety Policy
- Educational Visits Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Records Management Policy
- Complaints Policy
- Professional Development Policy
- Wellbeing Policy
- Attendance Policy

10. References

I recommend using only **official and relevant documents**:

External References

1. UAE Federal Child Rights Legislation (Wadeema's Law and subsequent amendments).
2. UAE Ministry of Education – Child Protection Policy and related regulations.
3. Knowledge and Human Development Authority (KHDA) – Education and Wellbeing requirements.
4. Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai.
5. United Nations Convention on the Rights of the Child (UNCRC).
6. UNESCO – Safe to Learn and Child Protection guidance (where applicable).