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	Quality Procedures for Staff Code of Conduct Policy		

Integrated Management System (IMS)

Staff Code of Conduct Policy



This Document has been reviewed and approved by:

Name	Position	Signature
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Revision History of the Document

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This document has been approved by the School Management System

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1- Rationale

At New Dawn Private School (NDPS), the professional conduct of every member of staff is fundamental to the school's ability to fulfil its mission of providing a safe, high-quality, and values-driven education to every student in its care. The school is firmly committed to maintaining the highest standards of professional behaviour, ethical integrity, and personal responsibility across all roles and departments, and to ensuring that the conduct of its staff reflects positively on the school, its students, and the broader educational community it serves.

The school recognises that a clearly defined and consistently upheld Code of Conduct is essential to creating a working environment built on mutual respect, trust, and shared values. Every member of staff — whether teaching, support, administrative, or operational — has a direct and significant impact on the experience, safety, and development of the students and families who place their trust in NDPS. It is therefore imperative that all staff understand and embrace the professional standards expected of them as employees of an educational institution in the United Arab Emirates.

This Staff Code of Conduct Policy is grounded in the UAE published Code of Conduct for School Employees (September 2022), as issued by the Knowledge and Human Development Authority (KHDA), and incorporates the full range of conduct categories set out therein, including Values, Due Regard, Protection, Confidentiality, Demeanour, Diversity, Sobriety, Decorum, and Integrity. It is further aligned with the regulatory requirements of the Ministry of Education (MOE) and the UAE Labour Law (Federal Decree-Law No. 33 of 2021).

Through the consistent application of this policy, NDPS affirms its commitment to fostering a school community in which every individual — staff, student, and family alike — is treated with dignity, respect, and care, and in which the values of honesty, professionalism, and accountability are lived every day.

This Code of Conduct must be circulated to and signed by all school staff members as part of the selection and recruitment process and must be reinforced and re-acknowledged during staff induction and at the commencement of each academic year.

2- Purpose

The purpose of the Staff Code of Conduct Policy is to:

- **Define Clear Professional Standards:** Establish a transparent and comprehensive framework of professional conduct expectations that applies to all members of staff at NDPS, ensuring consistency, clarity, and fairness across the institution.
- **Protect Students and the School Community:** Ensure that the safety, dignity, and wellbeing of every student, colleague, and stakeholder are protected at all times through the principled and ethical conduct of all staff.
- **Uphold UAE Values and Cultural Expectations:** Ensure that all staff conduct themselves in a manner that reflects the values, traditions, and cultural norms of the United Arab Emirates, demonstrating due regard for Emirati culture, Islamic values, and the laws of the country.
- **Ensure Regulatory Compliance:** Ensure that the conduct of all staff is fully aligned with the requirements of the KHDA Code of Conduct for School Employees (September 2022), the Ministry of Education, and all applicable UAE federal and local laws.
- **Promote Integrity and Accountability:** Foster a culture of personal and professional accountability in which all staff take ownership of their conduct, both within the school and in their public and online lives and understand the consequences of any breach of this Code.
- **Safeguard Confidentiality and Trust:** Protect the confidentiality of student, family, and institutional information, and ensure that the trust placed in NDPS by its community is never compromised by the conduct of any staff member.
- **Support a Positive and Inclusive Culture:** Promote a working environment that celebrates diversity, respects difference, and is free from discrimination, harassment, and conduct that is offensive or contrary to the values of the school and the UAE.

3- Scope

This Staff Code of Conduct Policy applies to all members of staff employed at New Dawn Private School, including teaching staff, learning support assistants, administrative and office staff, and operational and facilities staff, regardless of their role, nationality, grade, or length of service. It also applies to any external contractors, volunteers, or visiting professionals who are present on the school premises or who act on behalf of NDPS in any capacity.

The Code of Conduct always applies during which a staff member is representing NDPS, including during school hours, on school premises, during educational visits and off-site activities, at school events, and in any public or online context in which the individual's association with the school is known or could reasonably be inferred.

All staff are required to read, understand, and formally acknowledge this Code of Conduct upon appointment, during induction, and at the commencement of each new academic year. The signed Code of Conduct Acknowledgement Form will be retained in each staff member's personal file by the HR Manager.

4- Terms and Definitions

Term	Definition
Code of Conduct:	A formally documented set of professional and ethical standards that define the behaviour expected of all staff members at NDPS. The Code of Conduct is based on the UAE published Code of Conduct for School Employees (KHDA, September 2022) and is a mandatory requirement for all school employees.
Professional Conduct	Behaviour that reflects the values, standards, and expectations of a professional educator or school employee, including appropriate communication, ethical decision-making, respect for colleagues and students, and adherence to all school policies and UAE regulatory requirements.
Due Regard	The active and genuine respect shown by all staff towards the UAE's national development, Emirati culture and heritage, Islamic values, and the laws and traditions of the country in which the school operates.
Confidentiality	The obligation of all staff to protect and not disclose sensitive information relating to students, families, colleagues, or the institution, except where disclosure is required by law or by the school's safeguarding procedures.
Safeguarding	The collective responsibility of all staff to protect children and young people from all forms of harm, neglect, exploitation, bullying, and abuse, in accordance with the school's Safeguarding and Child Protection Policy and UAE law.
Integrity	The commitment of all staff to act honestly, transparently, and ethically in all professional interactions, both in person and online, and to always uphold the reputation and values of NDPS.
Decorum	The standard of appropriate and culturally sensitive behaviour expected of all staff in the UAE context,

	including the avoidance of discussions or conduct that is contrary to the social, cultural, and legal norms of the country.
Sobriety	The requirement that all staff refrain from using, possessing, or being under the influence of alcohol, illegal substances, or any unauthorised substances, including tobacco and smoking products, on the school premises or during any school activity.
Breach of Conduct	Any action, behaviour, communication, or omission by a staff member that is inconsistent with the standards set out in this Code of Conduct. Breaches of conduct will be addressed in accordance with the school's disciplinary procedures.
Social Media	Any online platform, application, or digital communication channel used to share, publish, or distribute content, including but not limited to WhatsApp, Instagram, Facebook, X (formerly Twitter), TikTok, LinkedIn, and any other public or semi-public digital platform.
Artificial Intelligence	Technology tools and systems that use machine learning and automated processes to perform tasks. In the context of this Code of Conduct, AI must be used legally, ethically, and transparently in the workplace, with full respect for privacy rights, and must never be used to replace human professional judgement in matters relating to students.

5- Responsibilities

I. Board of Governors (BOG)

The Board of Governors will:

- Ensure that the Staff Code of Conduct Policy is robust, fully compliant with the KHDA Code of Conduct for School Employees (September 2022), MOE requirements, and UAE law.
- Hold school leaders rigorously accountable for the consistent communication, implementation, and enforcement of the Code of Conduct across all areas of the school.

- Ensure that the Code of Conduct is reviewed annually and updated in response to any changes in KHDA requirements, UAE law, or school priorities.
- Ensure that all breaches of the Code of Conduct are addressed promptly, fairly, and in full accordance with the school's disciplinary procedures.

II. Quality Assurance Representative

The Quality Assurance Representative is responsible for:

- Ensuring that the Staff Code of Conduct Policy and all associated procedures are fully documented, controlled, and aligned with KHDA and MOE quality standards.
- Monitoring adherence to the Code of Conduct through quality assurance processes and reporting findings to the Senior Leadership Team and BOG.

III. Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for:

- Setting the strategic and cultural tone for professional conduct across the school, modelling the highest standards of ethical leadership and personal integrity in all interactions with staff, students, and families.
- Ensuring that the Code of Conduct is embedded in the school's culture from recruitment through to exit, and that all staff at every level are held to the same standards of conduct without exception.
- Making final decisions regarding serious or repeated breaches of the Code of Conduct in accordance with the school's disciplinary procedures.

IV. Senior Leadership Team (SLT)

Senior Leadership Team members are responsible for:

- Modelling exemplary professional conduct in all aspects of their leadership role, setting the standard for all staff through their own behaviour and decision-making.
- Ensuring that the Code of Conduct is communicated clearly and thoroughly to all staff at the commencement of each academic year and upon the appointment of new staff members.
- Monitoring the professional conduct of staff within their areas of responsibility and addressing any concerns promptly, sensitively, and in accordance with the school's disciplinary procedures.
- Creating a culture in which all staff feel empowered to uphold the Code of Conduct and to raise concerns about conduct that falls below the expected standards.

V. HR Manager

The HR Manager is responsible for:

- Ensuring that the Code of Conduct is circulated to all staff as part of the recruitment and selection process, and that a signed Code of Conduct Acknowledgement Form is obtained from every staff member prior to their commencement of duties.

- Ensuring that the Code of Conduct is formally re-acknowledged by all staff during induction and at the start of each academic year, and that signed acknowledgement forms are retained in each staff member's personal file.
- Maintaining accurate records of all conduct-related communications, warnings, and disciplinary actions in staff personal files.
- Supporting the SLT in the fair and consistent application of disciplinary procedures in response to any breach of the Code of Conduct.
- Advising line managers on appropriate procedures when addressing conduct concerns with individual staff members.

VI. All Staff Members

All members of staff are responsible for:

- Reading, understanding, and committing fully to the standards set out in this Code of Conduct upon appointment, during induction, and at the commencement of each academic year.
- Conducting themselves in a manner that reflects the values, expectations, and professional standards of NDPS and the UAE at all times, both within the school and in any public or online context in which their association with the school is known.
- Raising any concerns about conduct that falls below the standards set out in this Code with their line manager or the HR Manager in a timely, honest, and professional manner.
- Cooperating fully and honestly with any investigation into an alleged breach of the Code of Conduct.

6- Procedures

The following conduct standards always apply to all members of staff at New Dawn Private School. Each category is drawn directly from the UAE published Code of Conduct for School Employees (KHDA, September 2022) and has been further elaborated to reflect the specific context and expectations of NDPS. A summary reference table of all nine conduct categories is provided at the end of this section for ease of reference.

A – Values

All staff at NDPS are expected to actively encourage and model positive values in their interactions with students, colleagues, and the wider school community. Specifically, all staff must:

- Actively promote and reinforce positive values in students, including honesty, kindness, respect, resilience, and a commitment to learning, as an integral part of their daily professional practice.
- Safeguard students against exposure to unacceptable, harmful, or extremist ideas, including any content or communication that promotes violence, intolerance, or discrimination in any form.

- Promote a culture of tolerance, empathy, and acceptance within the school community, celebrating the diversity of students' backgrounds, cultures, and abilities.
- Serve as positive role models for students in all aspects of their professional conduct, demonstrating through their own behaviour the values they seek to instil.
- Refrain from expressing or promoting personal opinions, beliefs, or political views in the classroom or in any professional interaction that may undermine the school's values or the wellbeing of students.

B – Due Regard

All staff are required to demonstrate sincere and active respect for the UAE's national identity, culture, and values. This includes:

- Respecting and honouring the UAE's national development achievements, its leadership, its Emirati culture, and its rich heritage and traditions in all professional interactions and communications.
- Actively participating in and supporting national activities, events, and commemorations, including UAE National Day, Flag Day, and other officially recognised national occasions, as directed by the school.
- Upholding and respecting Islamic values in all aspects of professional conduct, in recognition of the UAE's identity as an Islamic country, while remaining respectful and inclusive of all faiths and backgrounds represented within the school community.
- Refraining from any conduct, communication, or expression — whether verbal, written, or online — that is disrespectful of the UAE, its leadership, its culture, its laws, or its values.
- Familiarising themselves with the cultural norms, legal expectations, and social standards of the UAE and conducting themselves accordingly at all times, both within and outside the school environment.

C – Protection

The protection of children is the paramount responsibility of every member of staff at NDPS. All staff must:

- Commit unconditionally to protecting every child in their care from all forms of neglect, exploitation, bullying, emotional abuse, physical abuse, and sexual abuse, in full accordance with the school's Safeguarding and Child Protection Policy and UAE Federal Law No. 3 of 2016 on Child Rights (Wadeema's Law).
- Report any safeguarding concerns, disclosures, or observations of potential harm to the Head of Safeguarding immediately and without delay, using the school's designated Safeguarding Report Form.
- Refrain from any behaviour, communication, or relationship with a student that could be construed as inappropriate, exploitative, or contrary to their best interests and safety.

- Maintain professional boundaries with all students at all times, including in online and digital communications, and never use personal social media accounts or personal contact details to communicate with students.
- Attend all mandatory safeguarding training provided by the school and ensure that their knowledge of safeguarding responsibilities and procedures is current and up to date at all times.
- Never place a child in a situation where they are alone with a single adult without the knowledge and consent of the school, in accordance with the school's safeguarding protocols.

D – Confidentiality

All staff are bound by a strict duty of confidentiality in relation to all information concerning students, families, colleagues, and the institution. Specifically, all staff must:

- Treat all information relating to students and their families — including academic performance, personal circumstances, medical information, and family background — as strictly confidential and not disclose such information to any unauthorised party under any circumstances.
- Only share confidential information about a student or family in the context of a safeguarding concern, and only with the appropriate designated person, in accordance with the school's Safeguarding and Child Protection Policy.
- Refrain from discussing confidential student or school information in public spaces, on personal social media accounts, in personal conversations, or in any context in which such information could be overheard or shared without authorisation.
- Refrain from spreading, sharing, or engaging with false news, rumours, or unverified information about students, families, colleagues, or the school through any channel, including WhatsApp groups and other digital platforms.
- Adhere to the terms of the Non-Disclosure Agreement (NDA) signed as part of their employment contract, which governs the confidentiality of all school-related information throughout and beyond their period of employment at NDPS.
- Handle all student data, records, and personal information in full compliance with the applicable data protection laws and the school's data management policies.

E – Demeanour

All staff are expected to demonstrate the highest standards of professional demeanour in all interactions with students, parents, colleagues, and the wider community. This includes:

- Engaging with parents, guardians, and members of the community in a manner that is courteous, respectful, professional, and solution-focused at all times, reflecting positively on the school and fostering trust and confidence in NDPS.
- Maintaining composure, patience, and professionalism in all interactions with students, even in challenging situations, and never responding to a student's

behaviour with conduct that is disrespectful, demeaning, or contrary to the school's values.

- Communicating with colleagues at all levels of the organisation in a manner that is respectful, collegial, and constructive, and raising any professional disagreements through the appropriate channels rather than in an unprofessional or public manner.
- Representing the school with pride and professionalism in all external interactions, including at educational visits, community events, and any other occasions where staff are acting on behalf of NDPS.
- Refraining from any verbal or written communication — including on social media, in emails, or in person — that is aggressive, abusive, defamatory, or contrary to the professional standards expected of an employee of an educational institution in the UAE.

F – Diversity

NDPS is a diverse and inclusive community, and all staff are required to actively respect, value, and celebrate that diversity in all aspects of their professional conduct. Specifically:

- All staff must treat every colleague, student, and family member with equal respect and dignity, regardless of their cultural background, nationality, religion, language, gender, age, or any other personal characteristic.
- All staff must refrain from making any offensive, discriminatory, or derogatory remarks or gestures — whether in person, in writing, or online — directed at any individual or group on the basis of their culture, religion, ethnicity, nationality, or any other characteristic.
- All staff must avoid any behaviour that constitutes bullying, harassment, or discrimination towards colleagues, students, or members of the school community, and must report any such behaviour observed in others to the appropriate member of the SLT or HR.
- All staff are encouraged to actively promote a culture of inclusion and mutual respect within their classrooms, departments, and the broader school community, ensuring that all individuals feel welcome, valued, and safe.
- All staff must be mindful of cultural sensitivities in all aspects of their practice, including in the selection of teaching materials, the use of language, and the conduct of interactions with students and families from diverse backgrounds.

G – Sobriety

All staff at NDPS are required to maintain complete sobriety in the workplace and during all school-related activities. This requirement is absolute and admits of no exceptions.

Specifically:

- All staff are strictly prohibited from using, possessing, being under the influence of, or facilitating access to alcohol, illegal substances, controlled drugs, or any other

unauthorised substances on the school premises or during any school activity or event, in full compliance with UAE law.

- Smoking and the use of all tobacco products, including cigarettes, shisha, and electronic vaping devices, are strictly prohibited on the school premises and during all school activities and events. NDPS operates as a fully smoke-free environment in accordance with UAE public health regulations.
- Any staff member who arrives at school or at a school event whilst under the influence of any prohibited substance will be subject to immediate disciplinary action, which may include suspension and termination of employment.
- Staff are reminded that the use, possession, or supply of illegal substances in the UAE carries severe legal penalties under UAE Federal Law, and that compliance with this requirement is not only a condition of employment at NDPS but an obligation under UAE law.

H – Decorum

All staff are required to conduct themselves with decorum and cultural sensitivity at all times, in full respect of the social, cultural, and legal norms of the United Arab Emirates. Specifically:

- All staff must refrain from discussing, promoting, or expressing support for behaviours, lifestyles, or topics that are considered socially unacceptable, legally prohibited, or contrary to the cultural and religious values of the UAE within the school environment or in any professional capacity.
- All staff must avoid any conduct, language, or communication — whether in person, in the classroom, or online — that relates to or promotes gender identity issues contrary to UAE law, inebriation, premarital relationships, or same-sex relationships, in recognition of the legal and cultural framework of the UAE.
- All staff are expected to be fully aware of and to comply with all applicable UAE federal and local laws governing public conduct, expression, and behaviour, and to ensure that their conduct both within and outside the school is consistent with those legal requirements.
- Any concerns regarding matters of decorum should be raised confidentially with the HR Manager or a member of the SLT.

I – Integrity

All staff at NDPS are required to uphold the highest standards of personal and professional integrity in all aspects of their conduct. Integrity encompasses the following specific obligations:

- **Professional Conduct in Real Life and Online:** All staff must maintain appropriate and professional conduct both in their daily professional lives and on social media and other digital platforms. Any conduct online that is illegal, discriminatory,

defamatory, or contrary to the values of NDPS or the UAE will be treated as a breach of this Code, regardless of whether it occurs during or outside school hours.

- **Political Neutrality:** All staff must maintain strict political neutrality in all professional interactions, communications, and public conduct. Staff must not express, promote, or advocate for any political opinion, affiliation, or ideology in the classroom, on school premises, or in any capacity associated with their role at NDPS.
- **Upholding UAE Professional Standards:** All staff must conduct themselves in a manner consistent with the expectations of an education setting employee in the UAE, as defined by KHDA, MOE, and applicable UAE law, at all times and in all professional and public contexts.
- **Dress Code Compliance:** All staff must adhere to the school's Staff Dress Code Policy and any institutional dress code requirements that meet UAE and Dubai standards of professional and cultural appropriateness, as set out in the school's policies.
- **Ethical Use of Technology and Artificial Intelligence:** All staff must use technology, including artificial intelligence (AI) tools, legally, ethically, and transparently in the workplace. Staff must ensure that the use of technology respects the privacy and rights of all individuals, including students and families. Notably, AI must never be used to replace human professional judgement in any matter relating to students, their learning, their wellbeing, or their personal circumstances.
- **Honesty and Transparency:** All staff are expected to act with complete honesty and transparency in all professional dealings, including in their communications with the SLT, HR, parents, and students, and in the completion of any school documentation or records.

J – Breaches of the Code of Conduct

Any conduct that falls below the standards set out in this Code of Conduct will be treated as a serious professional matter and addressed in accordance with the school's disciplinary procedures. The following provisions apply:

- All staff are required to report any observed or suspected breach of this Code of Conduct to their line manager or the HR Manager promptly and in good faith.
- Any breach of the Code of Conduct will be investigated thoroughly, impartially, and in a manner that is fair to all parties involved.
- **Minor breaches** may result in a verbal or written warning, additional training, or other appropriate measures as determined by the HR Manager and SLT.
- **Serious or repeated breaches** will be subject to formal disciplinary action, which may include suspension, a formal written warning, or termination of employment, based on the final decision of the CEO.
- **Breaches involving criminal conduct** or conduct that poses an immediate risk to the safety of students will result in immediate suspension pending investigation, and may be referred to the relevant UAE authorities.

- Staff who raise genuine and good-faith concerns about a colleague's conduct will be fully protected from any form of retaliation or victimisation.

Code of Conduct – Summary Reference Table

The following table provides a summary reference of the nine conduct categories applicable to all staff at New Dawn Private School, as aligned with the UAE Code of Conduct for School Employees (KHDA, September 2022).

Category	Description
Values	Encourage positive values in students, safeguarding against unacceptable ideas, promoting tolerance and acceptance of others.
Due Regard	Respect the UAE's development, Emirati culture, and traditions; participate in national activities; and uphold Islamic values.
Protection	Commit to protecting children from neglect, exploitation, bullying, and abuse.
Confidentiality	Avoid disclosing confidential information about students and families outside of safeguarding policy contexts; refrain from spreading false news or rumours.
Demeanour	Demonstrate exemplary behaviour when dealing with parents and the community.
Diversity	Respect cultural, religious, and ethnic diversity; avoid offensive behaviour or remarks against colleagues and the institution.
Sobriety	Refrain from using, possessing, or being under the influence of unauthorised substances, including smoking, in the workplace.
Decorum	Avoid discussing or promoting socially unacceptable behaviours in the UAE, such as gender identity, inebriation, and premarital or same-sex relationships.
Integrity	Maintain appropriate conduct in real life and on social media; ensure political neutrality; uphold the expected behaviour of an education setting employee in the UAE; follow any institutional dress code that meets UAE/Dubai standards; and use technology (including AI) legally, ethically and transparently in the workplace, respecting privacy and rights, and notably, not using AI to replace human judgment in student-related matters.

7- Accountability

Accountability for the effective implementation and upholding of the Staff Code of Conduct Policy at New Dawn Private School is clearly defined at every level of the organisation.

- **Board of Governors (BOG):** Holds overall strategic accountability for the effectiveness of this policy and its alignment with KHDA, MOE, and UAE legal requirements.
- **Quality Assurance Representative (QAR):** Provides independent oversight of conduct compliance and ensures that quality assurance processes reflect the standards set out in this Code.
- **Chief Executive Officer (CEO):** Models exemplary conduct and holds final decision-making authority in cases of serious or repeated breaches of the Code.
- **Senior Leadership Team (SLT):** Champions and models the standards set out in this Code and ensures they are consistently communicated, monitored, and upheld across all areas of the school.
- **HR Manager:** Ensures that the Code is formally acknowledged by all staff, maintains accurate conduct records, and supports the fair application of disciplinary procedures.
- **All Staff Members:** Are individually and unconditionally accountable for their own conduct and for upholding the standards set out in this Code at all times.

Failure to adhere to this Code of Conduct will result in **disciplinary action** in accordance with the school's disciplinary procedures, up to and including **termination of employment** and, where applicable, referral to the relevant UAE regulatory and legal authorities.

8- Review and Update

This policy will be reviewed annually to ensure it remains fully aligned with the KHDA Code of Conduct for School Employees, the regulatory requirements of MOE, UAE Labour Law, and the evolving needs and values of the NDPS school community. Adjustments will be made as necessary to ensure the Code continues to reflect the highest standards of professional conduct expected of all employees. The Quality Assurance Representative will oversee the annual review process and ensure that any revisions are communicated to all staff and re-acknowledged in writing at the commencement of the relevant academic year.

9- Related Forms and Documents

- Staff Handbook
- Safeguarding and Child Protection Policy
- Staff Dress Code Policy
- Staff Absenteeism Policy

- Staff Resignation and Termination Policy
- Safer Recruitment Policy
- Staff Retention and Wellbeing Policy
- Code of Conduct Acknowledgement Form

10- References

- UAE Code of Conduct for School Employees – Knowledge and Human Development Authority (KHDA), September 2022
- KHDA School Inspection Framework – Knowledge and Human Development Authority, UAE
- Ministry of Education (MOE) – UAE Federal Regulations and Guidelines for Private Schools
- UAE Labour Law – Federal Decree-Law No. 33 of 2021 on the Regulation of Labour Relations
- UAE Federal Law No. 3 of 2016 on Child Rights (Wadeema's Law)
- UAE Federal Law No. 2 of 2015 on Combating Discrimination and Hatred
- UAE Cybercrime Law – Federal Decree-Law No. 34 of 2021 on Combating Rumours and Cybercrime
- Dubai Municipality Workplace Health and Safety Guidelines
- New Dawn Private School – Safeguarding and Child Protection Policy
- New Dawn Private School – Staff Handbook