



BELVEDERE
British School

SAFEGUARDING POLICY

2024 - 2025

What is 'Safeguarding'?

Safeguarding in the context of our school refers to the protection of our young people from harm, abuse, neglect, and exploitation. It involves creating a safe and supportive environment where young people can learn and grow without fear.

Definitions

<p>Additional Learning Needs</p>	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
<p>At Risk of Harm</p>	<p>The inability to safeguard one's own wellbeing.</p>
<p>Authorized Personnel</p>	<p>Personnel who are authorized by ADEK or other relevant government entities to visit a school and access its premises and resources for a specific purpose.</p>
<p>Behaviours of Concern</p>	<p>Any pattern of behaviour, or perception of behaviour, that interferes with or is at risk of interfering with optimal learning, wellbeing, physical safety, and/or engagement in pro-social interaction with peers and adults (Smith & Fox, 2003).</p>
<p>Duty of Care</p>	<p>The obligation to safeguard stakeholders, to maintain their health, safety, and wellbeing, and to take steps to reduce the risk of reasonably foreseeable harm while under the school's supervision (on its premises, utilizing its systems, or engaging in school-organized activities of campus).</p>
<p>Governing Board</p>	<p>The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The governing board is the senior authority of the school, with responsibility for the overall governance of its activities.</p>
<p>In Loco Parentis</p>	<p>Meaning "in place of a parent" designating the responsible person(s) for a child in situations when parents are absent.</p>
<p>Maltreatment</p>	<p>Refers to abuse (physical, emotional, and sexual), and includes neglect, exploitation, bullying, and cyberbullying of a student.</p>
<p>Parent</p>	<p>The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights.</p>

Safeguarding	The protection of students from the risks of harm, including maltreatment and other types of risks that impact their overall health and development, wellbeing, and safety.
Safeguarding Lead (or Committee)	An individual (or group of individuals) responsible for the implementation of the safeguarding policy and practices and ensures compliance by the school community. This position can be filled by any relevant position in the school such as the Child Protection Coordinator, School Counselor, Social Worker, Head of Wellbeing, etc.
Security Breach	An incident that compromises or results in an unauthorised disclosure of or unlawful access to protected space, persons, systems, and/or information. Security breaches stemming from accidental or deliberate action have the potential to cause damage (financial, legal, or school wide consequences, etc.) to school assets or reputation and include both confirmed and suspected incidents.
Staff	An individual employed by a school on a remunerated contractual basis regardless of employment mode (internal/external/third-party, etc.).
Student	A resident who is enrolled in an educational institution in Abu Dhabi.
Student Protection	Synonymous with child protection, all measures, steps, and actions that must be taken to prevent, protect, and support students from risk of maltreatment while they are under the supervision of the educational institution.
Supervision	The state of being responsible, having the duty of care, and keeping watch over an individual in the interest of their and others' security while under the care of the school or an individual employed at the school, whether onsite, while utilizing its systems, and/or taking part in all activities organized by the school onsite. .
Visitor	For the purpose of this policy, a visitor is any temporary visitor (e.g., a parent or a relative of a student, prospective student and their parents, inspectors, contractors, etc.) entering the school premises. An invited visitor is anyone visiting the school on a temporary basis to interact with students (i.e., a speaker, career fair representative, etc.) and includes volunteers, who are engaged by an educational institution on a non-remunerated basis to interact with students (e.g., parent chaperones, etc.).
Whistleblowing	An instance where an individual passes on information about organizational malpractice (e.g., fraud, corruption, miscarriage of justice, risk of serious harm to an individual, risks or damage to the environment and other actions against public interest) taking place at, or near, their place of employment or education.

1. Safeguarding Supervision

1.1 Duty of Care and *In Loco Parentis*: All members of staff in Belvedere British School have the duty of care specifically if they see a student in distress or unsupervised, they should act *in loco parentis* and care for that child too. The School Principal is the Belvedere British School designated person, the Designated Safeguarding Lead (DSL) and shall accept *in loco parentis* responsibility for all students whilst under the school's supervision.

2. School-Based Safeguarding Policy

Belvedere British School developed and implemented a Safeguarding Policy and communicated this actively to the whole school community. The school includes the following elements in Safeguarding Policy:

2.1.1 The Belvedere British School ("the School") is committed to safeguarding and promoting the welfare of children and believes that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. This Safeguarding Policy forms a fundamental part of our approach to providing excellent pastoral care to all students, including young people who may be over the age of 18 years.

2.1.2 The School is fully responsible for the care and protection of students whilst they are in the School's care or travelling to and from the School using school-provided transportation means, and while moving between all activities organised by the School. The School recognises and acts upon its legal duties set out in the above statutes, regulations and guidance, to protect its students (and staff) from harm, and to cooperate with other agencies in carrying out those duties and responding to abuse.

2.1.3 The Belvedere British School, on behalf of the proprietor of the school, will undertake an annual review of all schools' safeguarding policies and procedures together with a review of the safeguarding incidents that have arisen and how they were managed. The policies will also be reviewed to reflect changes in legislation, guidance and practice. This process is carried out to ensure that Belvedere British School is continuing to provide the very highest standard of safeguarding possible.

2.1.4 The School recognises that Safeguarding covers much more than child protection and so this policy will operate in conjunction with other related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Management, Data Protection, and ICT Codes of Conduct.

2.2 A Safeguarding Committee or Lead:

Belvedere British School Safeguarding Committee or Lead, oversees the school's overall safeguarding strategy.

2.2.1 Annually monitor and review the effectiveness of the school's Safeguarding Policy to ensure it is known, understood, and practised appropriately by the school community.

2.2.2 Ensure the safeguarding policies and procedures adopted by the school's governing board are fully implemented and observed.

2.2.3 With the Principal, ensure that all staff, volunteers, and invited visitors are informed of their responsibilities in relation to safeguarding procedures.

2.2.4 Ensure parents have access to the school's Safeguarding Policy and all supporting documents, through all appropriate means (school website and MIS-iSAMS).

2.2.5. Develop an induction and training strategy to ensure all staff and volunteers receive information on the school's safeguarding arrangements.

2.2.6 Ensure compliance with relevant processes set out in the *ADEK Student Protection Policy*.

3. Safeguarding Awareness

3.1 Safeguarding Awareness Strategies: Belvedere British School adopts strategies for safeguarding including the following elements, at a minimum:

3.1.1 Ensure the provision of a safe and caring environment in which all students can learn, thrive, and develop the confidence to voice ideas, feelings, and opinions in an atmosphere that prioritises their best interests, in line with the guiding principles stipulated in the *Dama Alaman in Schools and Nurseries Handbook*.

3.1.2 Guarantee adherence to a zero-tolerance approach to student maltreatment and ensure that any visitor or member of the school community who has any maltreatment concerns about a student is aware and able to easily follow the processes set out in the *ADEK Student Protection Policy*.

3.1.3 Monitor students known or thought to be at risk from harm, including students with additional learning needs, who could experience heightened vulnerability.

3.1.4 Ensure staff know how to respond to safeguarding incidents and reassure victims and/or witnesses who make a disclosure that they are being taken seriously and supported.

3.1.5 Ensure students and staff feel part of a positive and transparent environment where they can freely liaise with members of the

Safeguarding Committee or Lead in instances where a concern or worry is raised about the behaviour of a student, staff, or visitor.

3.1.6 Be vigilant of student safety in online spaces as per the *ADEK Digital Policy*.

3.1.7 Ensure that no policy within the school shall adversely harm or jeopardise the health or wellbeing of a student (e.g., placing limitations on washroom breaks) in line with the *ADEK Wellbeing Policy*.

3.1.8 Provide support and counselling that is accessible, free of judgement, and available to all students, so that students know whom to turn to for advice and support within the school.

3.1.9 Ensure every parent understands that they are obligated to enrol their child in school as per Federal Law No. (39) of 2022 Concerning Compulsory Education, and that sudden unexplained withdrawal of a student from school may be reported as a maltreatment concern, as per the *ADEK Student Protection Policy*.

4. Safeguarding and the Curriculum

4.1 The School Curriculum: Belvedere British School ensures that their applied curriculum addresses safeguarding measures by:

4.1.1 Focusing on the development of students' self-esteem and self-regulation.

4.1.2 Fostering a sense of respect and civility towards people and other living things.

4.1.3 Enabling the development and improvement of communication skills and expression of consent.

4.1.4 Developing an understanding of all aspects of risk including online behaviours and usage of social media.

4.1.5 Assisting students in developing strategies for their self-protection and responses to peer pressure.

4.1.6 Developing an understanding of how to best be responsible for their own and others' safety.

5. Safeguarding the School's Security

5.1 Implementing a School Security System: Belvedere British School implements a comprehensive security system to safeguard the school's assets, data, and people against any risk of harm.

1. Policy Requirement: Belvedere British School is equipped with integrated and fully functioning access and security systems, including security video surveillance cameras (CCTV systems).

2. CCTV Systems: BBS installed and maintained a CCTV system via an MCC

licensed vendor, in compliance with the Manual of Surveillance Devices (MCC, 2022).

- a. **Contract Validity:** BBS maintains a valid maintenance contract at all times with an MCC-licensed vendor.
- b. **Coverage:** The school ensure that CCTV cameras provide coverage/ restrictions of the following areas:
 - 01. All entrances and exits of the school buildings and grounds.
 - 02. All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
 - 03. Student pickup and drop-off areas for private vehicles and buses.
 - 04. Security areas (e.g., control room) and hazardous areas.
 - 05. Exterior areas surrounding the school grounds.
 - 06. Learning spaces (e.g., classrooms, labs, studios, maker spaces).
 - 07. Entrances to lavatories and changing rooms.
 - 08. All blind spots within the school premises.
 - 09. CCTV cameras shall not be installed inside lavatories, changing rooms, or any other areas where there is a reasonable expectation of privacy.
 - 10. BBS places signs within the school premises indicating to the public that the area is under CCTV surveillance.

c. Regular Monitoring and Maintenance: Belvedere British School monitors the functioning of their CCTV cameras on a daily basis and ensures they are working and providing appropriate coverage. In case any issues are identified that affect their functionality, the school informs the vendor immediately and ensures prompt action is taken to rectify the issue in line with the terms of their contract.

d. Access to Footage and Recordings: Belvedere British School restricts access to CCTV footage and recordings as follows:

- 01. **Monitoring of CCTV Footage:** BBS have a monitoring and control room for the purpose of monitoring CCTV footage. BBS ensures that only the vendor-appointed CCTV specialist(s) monitor the footage.
- 02. The Principal is authorised to access live CCTV footage of the school premises from their office.
- 03. **Access Permission for Staff:** The principal and vendor-appointed CCTV specialist(s) are authorised to retrieve and view CCTV recordings. The Principal is authorised to permit other staff members to view CCTV footage on a need-basis at the Principal's discretion. BBS maintains a record of all individuals granted permission to view the footage, where applicable.
- 04. **Access Permission for ADEK Personnel:** Belvedere British School provides access to CCTV footage and recordings to authorised ADEK personnel upon request.

05. Copying and Distribution: The copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in line with the Federal Decree Law No. (5) of 2012 on Combating Cybercrimes.

e. Escalation: Where an incident captured in a CCTV recording requires clarification beyond the school level, the school immediately notify ADEK in order to deal with the incident.

f. Deletion: Belvedere British School retains CCTV recordings for a minimum of 180 days.

5.2 Security Guards: Belvedere British School ensure that security guards:

1. Are present at any given time at all entry points/ gates. They shall not leave their posts unless there is someone to replace them temporarily.
2. Hold authorised licences, as per the *ADEK Staf Eligibility Policy*.
3. Remain alert and ensure safety and security on the school premises, supported by the school's security system.
4. Maintain a visitor's log by recording the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival, and time of departure.
5. Issue visitors access passes only upon collection of a form of photo ID and verifying that it matches the identity of the physical person.

BBS are authorised to issue permanent access passes to registered visitors involved in the routine pick-up and drop-off of students i.e., parents, nannies, drivers, etc. Security guards shall verify that each access pass matches the identity of the physical person and ensure that anyone whose permanent access pass has been cancelled/ revoked cannot enter the school with the invalid access card (they would need to sign in as would a general visitor).

6. Maintains a communication link between the security guard at the entry gate and the school reception/ administration to authorise the entry of unknown persons.
7. Are provided with the appropriate handover procedures to facilitate the transition in the event of the school changing security providers.

5.3 School Visiting Procedures: Belvedere British School develops procedures for visiting the school. The Principal has the right to deny or allow visitors in their school with good cause. The school's procedure for visitors shall include the following as a minimum:

1. All visitors to the school shall sign in at the security gate and obtain a visitor's access pass in exchange for a valid form of ID.
2. Visitors shall display their access passes, which are to be visibly worn at all times whilst on the school premises. Visitors are not authorised to enter classrooms unless invited.
3. Invited visitors shall remain under the supervision of a designated member of staff unless they are authorised personnel (see Section 5.3.5) whilst on the school premises.
4. Upon completion of the school visit, visitors must sign out at the security gate and return their visitor access passes upon leaving the school premises.
5. Granting Access to Authorised Personnel: BBS provide authorised personnel (e.g., government inspectors) with access to their full premises and relevant resources (e.g., school reports, records, access to keys for locked areas, etc.), as per Federal Decree Law No. (18) of 2020 Concerning Private Education. Where required, schools shall enable such personnel to monitor and interact with staff, students, and parents.
 - a. Belvedere British School verifies the identity of the personnel and ensures they have a valid purpose for their requests, prior to providing access to the school's premises or resources.
 - b. BBS ensures that any access granted is in line with the requirements and purpose of the personnel's visit.
 - c. Where access is provided to any school reports and records, Principals shall keep a record of the personnel to whom the access was provided, the reports and records accessed by them, and the purpose for providing access. Schools shall preserve these records in line with the requirements for administrative records, as per the *ADEK Records Policy*.
 - d. Authorised personnel are authorised to be present on school premises without being accompanied by a member of staff.

5.4 School Departure Procedures: Belvedere British School establish school departure procedures to verify that student departures follow the parent-authorized methods for transitioning student supervision from the school to the home, such as ensuring that:

1. Only parent-authorized persons are picking up students.
2. For persons who are not pre-registered and have permanent access passes, parents shall inform the school in advance in writing and provide the ID of the nominated person.
3. In sudden emergencies or late notice change of plans, parents shall call to inform the school of the name of the person picking up their child and the school shall log the conversation including the name of the authorised person and forward the names to the security guards and teachers/ individual(s)

supervising the concerned student.

4. BBS checks the identity of the nominated person at the gate (via presentation of a form of ID) and when handing over the student from the school's supervision.

5. IDs are not required if the person is already a member of the school community (e.g., another parent), and the school already has their ID on record.

5.5 Acceptable School Drop-Of and Pick-Up Timings: Belvedere British School communicates to parents acceptable drop-off and pick-up timings.

1. BBS ensures the supervision of students 45 minutes before the start of the school day and 90 minutes after school hours and must notify parents of their responsibility toward their children outside of these two periods.

2. In instances where parents drop off children at the school without the school's knowledge, the school shall not be legally responsible for the safety of the child.

5.6 School Arrival and Departure Notification for Unaccompanied Cycle 3 Students: Upon written consent by parents, students in Cycle 3 are authorised to arrive at and depart from school unaccompanied.

1. The school has established a system to record and notify parents of their arrival and departure times.

2. Parents are authorised to request notification of arrival and departure times for accompanied students in any grade below Cycle 3, and schools shall provide such notifications.

5.7 Special Events: Belvedere British School ensures that there is increased security measures in place for safeguarding the school during special events. The school ensures that:

1. Events are only open to the immediate family (parents and siblings of the student). Parents who wish to invite other guests must pre-register them with the school by providing a copy of a valid ID. Guests who are not pre-registered are required to register on arrival at the school gate and subsequently provide a copy of a valid ID.

2. Signage indicating accessible areas for visitors within the school premises is clearly displayed.

3. Increased security is present when a larger number of visitors are expected.

4. All outside service providers and their employees are pre-approved, and contracts stipulate that they have undergone security checks. Service providers shall submit their trade licence and a valid work permit for each employee.

5.8 Safeguarding the Privacy of the School Community: Belvedere British School ensures measures are in place to safeguard the privacy and identities of the school community in physical spaces (e.g., the reception area) and in digital spaces, (e.g., email lists, WhatsApp groups) as per the ADEK Digital Policy. The school practises discretion with regard to the following:

1. Keeping reception areas free of individually identifiable elements such as displaying timetables/ class schedules, or photographs and names of members of the school community.
2. Avoiding sharing personal details i.e., emails and mobile numbers of students, parents, or teachers without consent, except as authorised by applicable laws and ADEK policies.

5.9 Managing Security Breaches: Belvedere British School establishes systems for managing security breaches to prevent the occurrence of dangerous or harmful events, including intruders from gaining unauthorised access to the school grounds or confidential information.

The following applies to the school as a minimum:

1. BBS establishes a system to lock down the school (manually or automatically) which includes a security breach procedure and a response plan, led by the Safeguarding Committee or Lead, with appropriate reporting mechanisms in place.
2. Ensure all school staff are aware of and have received training on the security breach procedure.
3. The designated Safeguarding Committee or Lead (including deputies in their absence) shall fulfil requirements as stipulated in this policy (see Section 2.2) including being of sound physical health.
4. The school maintains regular service of alert systems, if applicable, for vocal announcements and timed bells or alarms in line with local regular requirements.
5. In line with the *ADEK Digital Policy*, all schools shall have the ability to respond to security breaches by backing up important data from the school IT system and activating their business continuity plan.

BBS shall ensure that every digital incident is recorded, documented, and signed by the Principal and stored for auditing purposes, in line with the ADEK Records Policy.

6. Conduct school emergency planning and subsequent drills, in line with the *ADEK Health and Safety Policy*.
7. Comply with local regulatory requirements and report any security breach incidents to ADEK and/or appropriate authorities.

6. Training

6.1 *Training and Continuous Professional Development (CPD): Belvedere British School provides the following training and CPD to staff, at a minimum:*

1. Safeguarding training at induction, including for the governing board, staff, and volunteers. The staff training should include the following:
 - a. Identifying signs of student maltreatment or other safeguarding issues including what to do if the staff or volunteer or someone else is worried about a student.
 - b. Alerting staff to be vigilant to the specific requirements of students at risk of harm, including students with additional learning needs.
 - c. Understanding the importance of not disregarding certain behaviours (e.g., banter, practical jokes), which can lead to a culture of unacceptable behaviours in an unsafe environment, preventing students from coming forward to report them.
 - d. Detailing written records of events in a secure and accurate manner and respecting confidentiality as per the *ADEK Digital Policy*.
 - e. Taking necessary actions in emergency situations, to prevent harm and danger.
 - f. Sharing information on a need-to-know basis only and not discussing the issue with colleagues or the parent community.
 - g. Making support available for individual staff members who may be suffering from wellbeing-related concerns, as per the *ADEK Staff Wellbeing Policy*.
 - h. Understanding of the school's security system and security breach protocol.

2. While training is not required for invited visitors, BBS ensures that they have read and signed the school's Safeguarding Policy.

7. Whistleblowing

7.1 *Whistleblowing Mechanism:*

PURPOSE

Belvedere British School aims to implement a whistleblowing mechanism to enable any individual to raise concerns or allegations of organizational malpractice in confidence. This is to allow employees, contractors, or other stakeholders to report unethical, illegal, or inappropriate behavior within an organization. This mechanism ensures that reports can be made confidentially or anonymously and provides protection for the whistleblower against retaliation.

1. For anyone who raises a concern, the school shall protect their identity and ensure that they should not be made to feel ashamed for reporting the concern. In case their identity becomes known, BBS shall take measures to protect the individual from any negative repercussions such as harassment, reprisal, and stigmatization.

2. For anyone who has a concern raised against them, Belvedere British School to the best of its ability, protect their identity where possible and protect them from any negative repercussions until any investigation process is completed.

Here's the key aspects of a whistleblowing mechanism:

1. Reporting Channels:

- **Hotlines:** Dedicated phone extensions, often monitored by the Designated Safeguarding Lead/Committee, where individuals can report concerns anonymously.

(Phone: 02-5090000 - Ext. 105/128/112/124)

- **Online Portals/Chat box:** Secure chat box where reports can be submitted confidentially.
- **Email:** A specific email address designated for receiving whistleblower reports.
- **In-person Reports:** Direct reporting to designated officials/safeguarding committee or compliance officers within the organisation.

2. Confidentiality and Anonymity:

- Whistleblowing mechanisms often provide the option to report anonymously to protect the identity of the whistleblower.
- Even when reports are not anonymous, strict confidentiality is maintained to protect the whistleblower's identity.

3. Investigation Process:

- Reports are typically reviewed by a designated safeguarding committee with the support of the governing body.
- A thorough investigation is conducted, which may involve interviewing witnesses, reviewing documents, and gathering evidence.

4. Protection from Retaliation:

- Legal and organisational policies are put in place to protect whistleblowers from retaliation, such as termination, demotion, or harassment.
- Organisations may also provide legal support to whistleblowers if necessary.

5. Legal and Regulatory Compliance:

- Compliance with this policy is essential to avoid fines and ensure the credibility of the organisation.

6. Awareness and Training:

- Employees and stakeholders are educated about the whistleblowing mechanism through training sessions, company handbooks, and regular communication.
- This ensures that everyone is aware of how to report concerns and the protections in place.

7. Follow-Up and Feedback:

- After an investigation, the whistleblower may be informed of the outcome if they provided contact information.

- The organisation may also take corrective actions based on the findings to prevent future occurrences.

8. Monitoring and Evaluation:

- The effectiveness of the whistleblowing mechanism is regularly evaluated to ensure it functions as intended.
- Feedback from users may be collected to make improvements to the system.

Whistleblowing mechanisms are crucial for maintaining transparency, accountability, and ethical behavior within organisations. This empowers individuals to speak up about wrongdoing without fear, which can help prevent fraud, corruption, and other forms of misconduct.

8. Inclusion

8.1 Inclusive Provision:

Belvedere British School ensures that the Safeguarding Committee or Lead works closely with the Wellbeing Committee or Lead, Head of Inclusion, School Counselor, Social Worker, Health & Safety Officer as well as other relevant stakeholders (e.g., teachers, parents) to promote the safeguarding and security of all students. Schools shall ensure that the safeguarding practices and associated policies and initiatives take into account the individual needs, communication and behaviour styles, and engagement of students with additional learning needs, in line with the *ADEK Inclusion Policy*.



SAFEGUARDING COMMITTEE



MR. ROBERT
DESIGNATED SAFEGUARDING
LEAD



MS. MOUZA
SOCIAL WORKER



MS. LEAH
HEAD OF INCLUSION



MS. MARYAN
HEALTH & SAFETY



MS. WEJDAN
PARENT RELATION/
DEPUTY VICE PRINCIPAL



MS. RENA
PASTORAL



MS. MARIA
OPERATIONS

Review Date: August 2024	Next Review Date: August 2025
Principal:	Date:

