



COMPLIANCE POLICY

Academic Year 2026 – 2027

1. Purpose

This policy ensures that Belvedere British School (BBS) operates in full compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations, policies, circulars, and applicable UAE laws. It establishes the framework for ensuring compliance, managing complaints, addressing non-compliance, and maintaining accountability across all aspects of school operations.

2. Scope

This policy applies to:

- All **staff members, students, and stakeholders** of Belvedere British School.
- All areas of operation, including academic, administrative, financial, health and safety, data protection, and governance.
- All **ADEK-mandated visits, inspections, and reports** related to school compliance.

It applies to all BBS employees, students, contractors, and service providers.

3. Policy Statement

Belvedere British School is committed to:

- Complying with **ADEK's regulatory framework** and all UAE laws governing private education.
- Promoting a **culture of integrity, accountability, and transparency** within the school community.
- Taking **timely corrective actions** in response to any identified instances of non-compliance.
- Maintaining readiness for ADEK compliance visits, inspections, and audits.

4. Definitions

BBS adopts ADEK's official definitions for the following terms:

- **Compliance:** Adherence to ADEK's requirements and applicable UAE laws.
- **Non-Compliance:** Any failure to adhere to ADEK or BBS requirements.
- **Corrective Action Plan (CAP):** A plan outlining steps to resolve non-compliance.
- **Compliance Visit:** ADEK evaluation to determine adherence to regulatory standards.
- **Enforcement Action:** Measures imposed by ADEK for non-compliance, ranging from letters of concern to license suspension or cancellation.

5. Roles and Responsibilities

5.1 Principal

- Ensures full compliance with ADEK regulations and school policies.

- Chairs the **School Compliance Committee** and oversees implementation of corrective actions.
- Reports compliance status and issues to the Governing Board and ADEK when required.

5.2 Compliance Coordinator

- Coordinates compliance activities, inspections, and documentation.
- Maintains a **Compliance Register** of ADEK circulars, reports, and corrective action plans.
- Supports the Principal in preparing self-evaluation reports and audit responses.

5.3 Staff Members

- Follow all BBS and ADEK policies.
- Report any compliance breaches immediately to the Compliance Coordinator.
- Participate in regular training on ADEK regulations, health and safety, and safeguarding.

6. Complaints Management

BBS shall maintain a **School Complaints Committee** to address all stakeholder complaints and compliance concerns, chaired by the Principal (or delegated representative).

Procedures:

1. Complaints shall be acknowledged in writing within **24 hours**.
2. The Complaints Committee shall investigate and respond in writing within **10 working days**.
3. If the complaint involves the Principal, a **Governing Board member** will replace them in the committee.
4. Records of all complaints shall be maintained per the **ADEK School Records Policy**.
5. If unresolved, complainants may escalate the matter directly to **ADEK** for review.

7. Compliance Visits

BBS shall cooperate with all ADEK-authorized visits, which may include:

- **Annual Compliance Visits** – to verify full adherence to ADEK and MoE standards.
- **School Readiness Visits** – prior to licensing, expansion, or structural modification.
- **Ad-Hoc Visits** – conducted at ADEK's discretion in response to reports, complaints, or incidents.

The school shall grant **unhindered access** to ADEK-authorized personnel to review documentation, premises, and systems.

8. Actions Against Non-Compliance/Escalation Procedure

BBS acknowledges ADEK's escalation framework for enforcement actions:

1. **Letter of Concern** – specifying required corrective actions and timelines.
2. **Warnings and/or Fines** – issued for unresolved or repeated non-compliance.
3. **Temporary Suspension of Activities** – until corrective measures are complete.
4. **License Restriction** – limitations on enrolment, fee changes, or expansion.
5. **Supervision** – ADEK may appoint a supervisory body for oversight.
6. **License Suspension or Cancellation** – in cases of severe or repeated non-compliance.

Failure to comply may also result in **legal accountability** under **Federal Decree Law No. (31) of 2021**.

9. Corrective Actions and Monitoring

- BBS shall take prompt corrective action following any ADEK findings.
- A Corrective Action Plan (CAP) shall be submitted to ADEK within the stipulated timeframe.
- ADEK may conduct unannounced Progress Monitoring Visits to verify compliance.
- Records of all corrective measures shall be kept by the Compliance Coordinator.

10. Staff Accountability

- Any BBS staff found engaging in misconduct or violating ADEK requirements shall be investigated, and if necessary, suspended or dismissed per Federal Law No. (33) of 2021 and the ADEK School Employment Policy.
- In serious cases, ADEK may ban staff from employment in any school across Abu Dhabi.

11. Appeals

BBS may appeal any enforcement action taken by ADEK by submitting a formal written appeal:

- Within 5 working days for supervision or license-related actions.
 - Within 60 calendar days for other enforcement actions.
- ADEK will acknowledge appeals within 3 working days and issue a decision within 90 calendar days.

Corrective actions must still be implemented during the appeal period.

12. Monitoring, Reporting, and Review

- The Compliance Committee will meet quarterly to review school-wide compliance.
- The Compliance Register will be updated after every ADEK circular or inspection.
- This policy will be reviewed annually or upon ADEK's release of new compliance requirements.

13. Legal Accountability

Failure to adhere to ADEK or BBS compliance obligations will result in disciplinary action and may lead to legal penalties as stipulated under Federal Decree Law No. (31) of 2021 and other applicable UAE laws.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp