



Learning Resource Procedure

Academic Year 2026 – 2027

1. General Statement

This procedure ensures Belvedere British School meets the expectations laid out by ADEK while maintaining academic rigour in a culturally respectful environment.

2. Purpose

To ensure that all teaching and learning resources used at Belvedere British School are age-appropriate, respect the cultural, moral, and national identity values of the UAE, and are compliant with the requirements of ADEK's Cultural Consideration Policy.

3. Scope

This procedure applies to all educational content, including but not limited to:

- Textbooks
- Supplementary materials
- Digital content (e.g., websites, videos, software)
- Classroom visuals
- Library resources
- Assessment materials

4. Committee Structure

- **Name:** Resource Selection Committee (RSC)
- **Chair:** Head Librarian
- **Members:** At a minimum:
 - ◆ SLT
 - ◆ Head of Departments
 - ◆ Key Stage Leaders/Subject Coordinators
 - ◆ Emirati Cultural Advisor/My Identity Coordinator
 - ◆ ICT/IT Coordinator (for digital content)
 - ◆ Operations (budget allocation)
 - ◆ Principal (for final approval)

5. Roles and Responsibilities

The Principal

- Forms the Resource Selection Committee (RSC).
- Oversees and approves the final selection of resources.
- Ensures compliance reporting to ADEK when necessary.

The Resource Selection Committee (RSC)

- Conducts comprehensive vetting of all proposed resources.

Our Head Librarian

- Conducts the initial screening.
- Maintains vetting records and documentation.
- Submits resources to the RSC for further evaluation.

Our Teachers

- Submit resource requests using the approved form.
- Ensure initial content review aligns with school values.
- Report inappropriate content discovered post-approval.

6. Procedure for Vetting Teaching and Learning Resources

Step 1: Submission

- Staff submit new teaching and learning resource proposals to the Head Librarian using a standardised form, indicating purpose, age group, and alignment with curriculum outcomes.

Step 2: Initial Screening

- The Head Librarian performs an initial review based on:
 - ✓ Age appropriateness
 - ✓ Cultural suitability (content, imagery, terminology)
 - ✓ Alignment with UAE values and national identity

Step 3: Full Review by RSC

- The RSC meets bi-weekly or as needed to:
 - ✓ Evaluates resources using ADEK's Cultural Consideration standards (Section 2.3):
 1. Suitability for the age group
 2. Cultural sensitivity in topics, language, and visuals
 3. Adherence to UAE laws and values
 4. Alignment with approved Social Studies and other curriculum frameworks

Step 4: Final Approval

- Following the RSC's positive recommendation, the Principal signs off to authorise the use of the resource.
- A record of all decisions is logged in a secure, accessible vetting database for ADEK audit purposes.

7. Special Procedures for Controversial Content

- If content covers **biological reproduction, evolution, or sex education**, parental notification and opt-out options are offered as per Section 2.4.1 of ADEK policy.
- High-stakes exam preparation content containing controversial topics will be submitted for prior **ADEK approval**.

8. Training and Monitoring

- All new and returning staff, parents, and students will receive annual **cultural consideration awareness training**.
- Digital and printed materials are regularly monitored to ensure ongoing compliance.
- RSC submits quarterly compliance reports to the Principal.

9. Incident Response

- Any identified breach must be reported immediately to the Principal and removed from circulation.

- The school must report serious breaches to ADEK and cooperate fully with investigations, in line with the policy's compliance requirements.

10. Documentation

The following are maintained:

- Vetting logs with decision rationale
- Signed checklists from the Head Librarian, RSC, and Principal
- Parent opt-out forms (if applicable)
- Correspondence for ADEK approvals (if applicable)

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp