



Child protection & Safeguarding

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| PROCESS NAME: | Child protection & safeguarding | CREATION DATE: | 22/09/2025 |
| PROCESS MANAGER: | Social Work Department | LAST REVISION: | 03-07-2025 |
| APPLIES TO: | Students, employees, parents, volunteers, contractor and consultants | RELATED DOCUMENT(S): | Child Protection Policy |

1. Introduction

- 1.Crown Private School fully recognizes its responsibilities for child protection and safeguarding. This policy complies with UAE Federal Law No. 3 of 2016 (Wadeema Law), UAE Penal Code, the UN Convention on the Rights of the Child, and relevant Ministry of Education (MOE) and local regulator requirements.

2. Scope

This policy applies to all:

- Students (on-campus and online learners).
- Employees, volunteers, contractors, and consultants.
- Parents/guardians and external service providers engaged with the school.

3. Our Vision

- Provide a safe, supportive environment where every child is protected, respected, and able to thrive.

4. Objectives

- Prevent all forms of abuse, neglect, and exploitation.
- Ensure early reporting and rapid action.
- Build awareness and training for staff, students, and parents.
- Align practice with UAE national child protection policy.

5. Legal & Policy Framework

- This policy is guided by:
 - UAE Federal Law No. 3 of 2016 (Wadeema Law).
 - UAE Federal Law No. 3 of 1987 (Penal Code).
 - Ministry of Education Child Protection Policy.



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- KHDA and ADEK regulations.
- UN Convention on the Rights of the Child.

6. Definitions

- Child: anyone under 18.
- Abuse: physical, emotional, sexual harm or neglect.
- Neglect: failure to meet a child's basic needs.

7. Roles & Responsibilities

- **Designated Safeguarding Lead (DSL):** [Sahar Samy]
- **Deputy DSLs:** [Moshera Moez]
- **Child Protection Team:** includes School Nurses Ms Shiny and Ms Amrutha.
- They implement the policy, manage cases, liaise with agencies, and keep secure records.

8. Managing Allegations Against Staff

- Staff members suspended immediately pending investigation.
- DSL (or Deputy DSL) leads the process and informs the principal.
- Report to MOE/regulator/MOI within 24 hours.
- All actions documented; confidentiality maintained with child's welfare as priority.

9. Reporting & Escalation Matrix

- **Staff → DSL:** Concerns must be reported immediately (same day).
- **DSL → Regulator/MOE/MOI:** Referral made within 24 hours.
- **Records:** All actions and decisions documented, including reasons for referral or non-referral.
- **Reporting options:** Worry Box, online form on school website, phone/email to DSL.

Contacts:

- MOI Hotline: **116111** [UAE+1](#)
- MOE Child Protection Unit: **80085** [UAE+1](#)
- KHDA (Dubai): **Toll-Free: 800 KHDA (800 5432), Tel: +971-4-3640000** [KHDA](#)
- ADEK (Abu Dhabi): **Phone: 800 555 - 02 615 0000, Email: contact@tamm.abudhabi**
[Adek](#)
- Sharjah Child Protection: **800700** (Sharjah child protection helpline) [UAE](#)



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10. Safer Recruitment

Checklist includes:

- ID/Passport verification.
- Police clearance (home + UAE).
- Two references (one recent employer).
- Verified employment history.
- Right-to-work check.
- Signed disqualification statement.

11. Training & Induction

- **All staff:** Child protection induction at appointment.
- **Annual refresher:** Mandatory for all employees.
- **DSL & Senior Leaders:** Advanced safeguarding training.
- **Governors/Board:** Oversight-level safeguarding training.

12. Online & Remote Learning Safeguarding

- Two-adult rule for 1:1 session.
- Parental consent for recording.
- Clear camera on/off policy.
- Session logging and secure platforms

13. Photography, Media & Consent

- Written parental consent required for all photos/videos.
- Consent forms stored securely.
- Media used only for school-approved purposes.

14. Record Retention & Confidentiality

- Records kept securely (encrypted, restricted access).
- Retention: minimum 7 years after child leaves school.
- Student confidentiality respected at all times.

15. Whistleblowing & Low-Level Concerns

- Staff can report concerns about colleagues confidentially.
- Whistleblower identity protected.
- Reports addressed separately from formal allegations.



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16. Trips, Transport & Supervision

- Ratios in line with MOE/regulator guidelines.
 - External providers vetted and approved.
 - Daily safety checks for vehicles and seatbelts.
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- **17. CCTV, Search & Physical Restraint**

- CCTV used for safety/security; access limited.
 - Search & seizure in line with UAE law by authorized staff.
 - Physical restraint as last resort by trained staff only.
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18. Monitoring, Review & Evaluation

- This policy will be reviewed annually and updated in line with new MOE or regulatory requirements
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19. Categories of Abuse

- Physical: hitting, shaking, burning, poisoning.
 - Emotional: persistent humiliation, isolation.
 - Sexual: involving a child in sexual acts or exploitation (including online).
 - Neglect: failure to meet basic needs.
 - Bullying: physical, verbal, or emotional harassment.
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20. Appendices

- Appendix A: Key Contacts by Emirate.
 - Appendix B: Safer Recruitment Checklist.
 - Appendix C: Consent Form Templates.
 - Appendix D: Incident/Reporting Form.
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