

Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude We ensure that the entire SSIS family follows these values.

Child Protection and Safeguarding Policy	
Date of Publishing	11/3/2025
Review date	10/3/2026
Policy Type	Health and Safety
Date of Authorization	15/2/2025
Policy number	SSIS/Policy/37/V.2
Authorized by	School Principal
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1. Purpose & Objectives

Shining Star International School (SSIS) is fully committed to safeguarding and promoting the safety, wellbeing, dignity, and rights of all students. This policy establishes a robust framework aligned with Abu Dhabi Department of Education and Knowledge (ADEK) requirements and UAE Federal Laws to ensure students are protected from all forms of harm, abuse, neglect, and exploitation.

Objectives

- Establish clear accountability and governance for safeguarding implementation
- Ensure early identification, reporting, and response to safeguarding concerns
- Maintain a secure, well-supervised school environment
- Ensure lawful, ethical, and responsible use of surveillance systems
- Build a strong safeguarding culture through training, awareness, and vigilance

2. Scope

This policy applies to:

- All students enrolled at SSIS
- All staff members (teaching, administrative, support, outsourced staff)
- Volunteers, contractors, service providers, and invited visitors
- School leadership, governing bodies, and management
- Parents, guardians, and caregivers while on school premises or involved in school activities



3. Definitions

Key safeguarding terms are aligned with ADEK Child Protection and Safeguarding Policy:

- **Child/Student:** Any person under the age of 18 enrolled in the school
 - **Maltreatment:** Physical, emotional, or sexual abuse, neglect, exploitation, bullying, or cyberbullying
 - **Duty of Care:** Legal obligation to ensure students' safety and wellbeing
 - **Child Protection Coordinator (CPC):** ADEK-designated safeguarding lead
 - **Child Protection Team (CPT):** Trained safeguarding committee supporting the CPC
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4. Policy Statement

SSIS adopts a **zero-tolerance approach** to all forms of maltreatment. Every student has the right to learn in a safe, respectful, and inclusive environment. Safeguarding concerns are taken seriously and addressed promptly, transparently, and in accordance with ADEK and UAE legal requirements.

5. Guiding Principles

- Best interests of the child at all times
 - Duty of care and proactive prevention
 - Zero tolerance for abuse, neglect, or exploitation
 - Inclusion, equity, and accessibility
 - Confidentiality balanced with mandatory reporting
 - Shared responsibility among school, family, and authorities
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6. Roles & Responsibilities

Governing Board

- Approves and monitors safeguarding policy implementation

Principal

- Overall accountability for safeguarding and compliance

Child Protection Coordinator (CPC)

- Leads safeguarding implementation and case management
- Reports concerns to ADEK Child Protection Unit (CPU)

Child Protection Team (CPT)

- Supports monitoring, training, and reviews

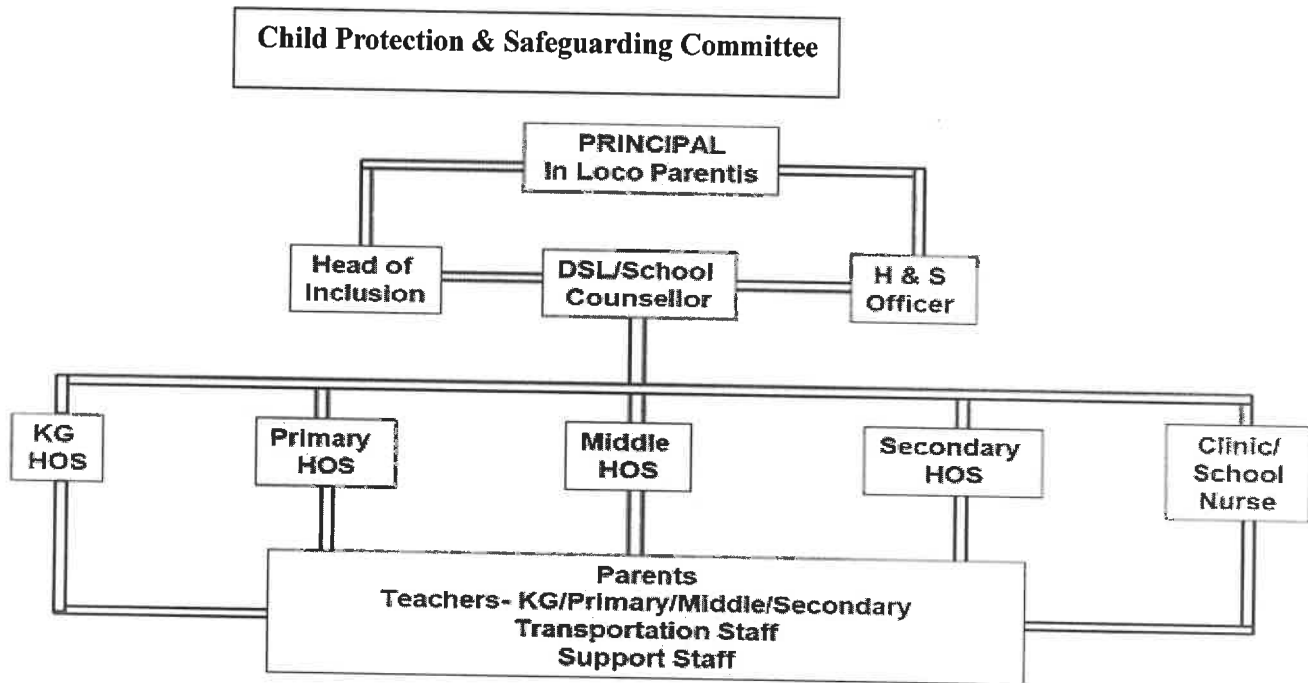
Staff & Volunteers

- Mandated reporters of safeguarding concerns

Parents & Guardians

- Partners in safeguarding and student wellbeing
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- Clear internal reporting pathways
- Mandatory reporting to ADEK CPU within 24 hours
- Immediate police notification for imminent risk (999)
- Secure documentation and record keeping
- Cooperation with ADEK, FCA, and judicial authorities

8. Safeguarding Awareness and Safe Environment

SSIS ensures:

- Safe physical and emotional learning environments
- Student voice and trusted adults
- Monitoring of vulnerable and at-risk students
- Online safety and digital safeguarding
- Access to counselling and wellbeing services

9. School Security, Surveillance & Visitor Management

CCTV

- Installed in public and vulnerable areas only
- No surveillance in private areas
- Restricted access to authorized personnel

Visitor Management

- Mandatory ID verification and visitor badges
- Controlled access and supervision at all times

Student Pick-Up & Drop-Off

- Authorized individuals only
- Clear procedures and documentation



- Lockdown and evacuation procedures
 - Emergency drills conducted regularly
 - Digital and physical security breach protocols
 - Incident reporting and post-incident review
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11. Staff Training and Professional Development

- Mandatory safeguarding training for all staff
 - ADEK-mandated CPC and CPT certification
 - Annual refresher training
 - Induction safeguarding briefing for new staff and volunteers
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12. Whistleblowing Policy & Procedures

SSIS maintains a confidential whistleblowing mechanism enabling safe reporting of:

- Safeguarding violations
- Ethical misconduct
- Policy breaches

Protection from retaliation is guaranteed. All reports are logged, investigated, and resolved confidentially.

13. Inclusion and Support for All Learners

Safeguarding practices reflect the needs of:

- Students of determination
 - Students with medical, emotional, or behavioural needs
 - Individual Risk Assessments and PEEPs
 - Collaboration between Inclusion, Wellbeing, Health & Safety teams
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14. Confidentiality & Data Protection

- Compliance with UAE Personal Data Protection Law
 - Secure handling of safeguarding records
 - Restricted access to sensitive information
 - Parental consent for media and digital use
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15. Compliance & Enforcement

Non-compliance may result in:

- Disciplinary action
 - Suspension or termination
 - Reporting to ADEK or legal authorities
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16. Review & Revision

This policy is reviewed annually or earlier if:

- ADEK regulations change
 - A safeguarding incident necessitates review
 - School risk assessments identify gaps
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17. References

- ADEK Child Protection and Safeguarding Policy (2024)
- Federal Decree Law No. (3) of 2016 – Wadeema Law
- Federal Decree Law No. (31) of 2021 – Crimes and Penalties
- Federal Decree Law No. (45) of 2021 – Personal Data Protection
- Dama Al Aman Handbook (2024)
- ADEK Digital Safety and Inclusion Policies

