

CHILD PROTECTION POLICY

Written by:	Senior Pastoral Coordinator	Reviewed:	November 2025
Approved by:	Principal, EAS	Reviewed:	February 2026

Purpose

Emirates American School is committed to safeguarding and promoting the welfare, dignity, and safety of all students. The welfare of the child is paramount.

This policy establishes clear expectations, procedures, and responsibilities to ensure that all children are protected from harm and that concerns are identified, reported, and managed promptly, effectively, and in compliance with UAE law.

Safeguarding is everyone's responsibility.

Scope

This policy applies to:

- All students from Pre-KG to Grade 12
- All staff, including teaching and non-teaching staff
- Volunteers, contractors, service providers, and visitors
- All school activities, whether on-site, off-site, online, or school-related

Legal & Regulatory Framework

This policy is aligned with:

UAE Federal Law No. 3 of 2016 (Wadeema's Law)

UAE Ministry of Education Child Protection Regulations

MOE Ministerial Decision No. 851 of 2018 (Student Behavior Policy)

Sharjah Private Education Authority (SPEA) Standards

MOE Code of Conduct for Educational Professionals

UAE Cybercrime Law

EAS Code of Conduct and Behavior Policy

Definitions

Safeguarding refers to all measures taken to protect children from harm and to promote their welfare.

Child protection concerns include, but are not limited to:

Physical Abuse: Intentional physical harm or injury

Emotional / Psychological Abuse: Persistent actions that harm emotional wellbeing

Sexual Abuse: Any form of sexual exploitation, grooming, or inappropriate contact

Neglect: Failure to meet a child's basic physical or emotional needs

Exploitation: Use of a child for personal, financial, or other gain

Bullying: Physical, verbal, emotional, social, or cyber bullying

Online / Cyber Harm: Harassment, grooming, or unsafe digital behavior

Safeguarding Leadership & Responsibilities

Designated Safeguarding Lead (DSL)

The Senior Pastoral Coordinator serves as the Designated Safeguarding Lead and is responsible for:

Leading safeguarding and child protection procedures

Conducting initial risk assessments

Ensuring internal and external reporting as required

Maintaining secure safeguarding records

Liaising with MOE, SPEA, medical services, and external authorities

Supporting students and staff throughout safeguarding processes

All Staff Responsibilities

All staff are mandatory reporters and must:

- ★ Act immediately on any concern
- ★ Report concerns directly to the DSL
- ★ Maintain confidentiality and professionalism
- ★ Never investigate independently
- ★ Never promise confidentiality to a student

Failure to report a concern is a serious breach of professional duty.

Child Protection & Safeguarding Team

Name	Role	Contact
Dr. Samiksha Chaturvedi	Principal	samiksha@easuae.com
Dr. Jennifer McGuire	Designated Safeguarding Lead	jennifer.mc@easuae.com
Mr. Athul Kannan	Health & Safety Executive	hse@easuae.com
Dr. Nisha Joseph	School Doctor	doctor@easuae.com
Ms. Thanaa Gamel	Head of Inclusion	thanaa@easuae.com
Mr. Basem Mohamed	Social Worker – Senior Boys	socialworker-boys3@easuae.com
Ms. Fayza Yousry	Social Worker – Senior Girls	socialworker-girls@easuae.com
Mr. Ayman Nassar	Social Worker – Junior Boys	socialworker-boys@easuae.com
Ms. Safaa ElSayed	Social Worker – Phase 1 & 2	socialworker-girls2@easuae.com

Prevention & Safe School Environment

EAS promotes safeguarding through:

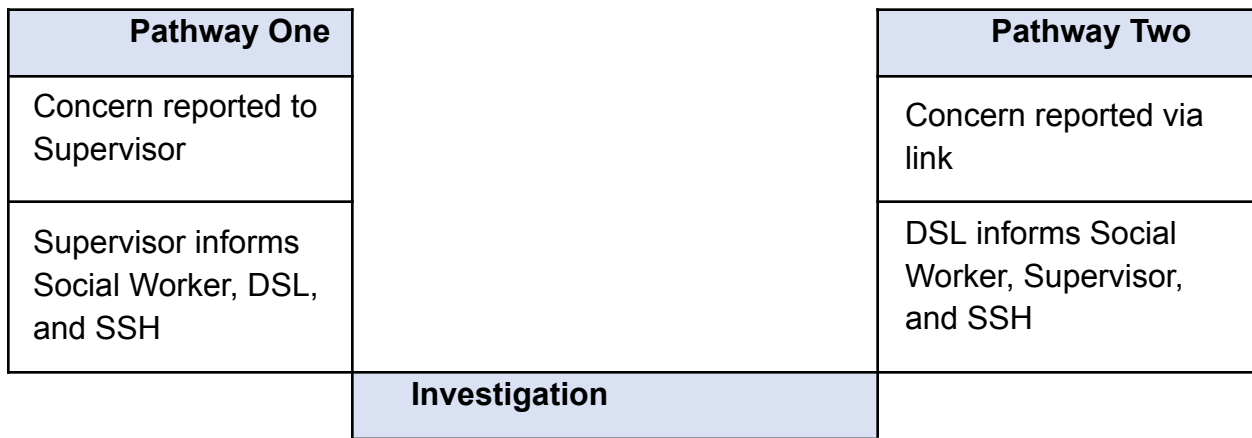
- ✓ A respectful, inclusive, and student-centered school culture
- ✓ Clear supervision procedures across all phases
- ✓ Age-appropriate personal safety, wellbeing, and digital citizenship education
- ✓ Zero tolerance for corporal punishment, humiliation, intimidation, or abuse
- ✓ Consistent application of anti-bullying and behavior policies

Reporting Procedures How to Report

Safeguarding concerns must be reported immediately through one of the following:

1. Section Supervisor → DSL
2. Safeguarding Reporting Link Both pathways are treated equally.

A typical safeguarding investigation is completed within 48 working hours.



	<ol style="list-style-type: none"> 1. Immediate safety assessment Student safety <ul style="list-style-type: none"> Categorize concern <ol style="list-style-type: none"> a. Medical care b. Protective measures c. Parent contact as necessary 2. Initial assessment led by DSL 3. Log case in dashboard with relevant names and identifying information such as section/class 4. Initial Investigation proceeds by Social Worker under guidance of DSL 5. Evidence collection <ul style="list-style-type: none"> ▫ CCTV ▫ Statements ▫ Screenshots 6. Investigation Reportr eview. Behavior and Welfare Committee Meeting 	
	<p>to review recommendations</p> <ol style="list-style-type: none"> 7. Parent Meeting 8. Closure Review dependent on case 9. Student Support Plan 10. Monitoring and On-Going Review 	

What to Report

- Direct disclosures by a student
- Observed behavior or injuries
- Online safety concerns
- Peer-on-peer abuse
- Concerns involving staff, students, or third parties

Response & Investigation Process

Immediate Safety Assessment:

1. Student safety
2. Categorize concern
3. Medical care
4. Protective measures
5. Parent contact for most cases

Initial Assessment led by DSL:

1. Log case in dashboard with relevant names and identifying information
2. Evidence Collection
3. CCTV, Screenshots, Statements
4. Investigation Report Review with Behavior and Welfare Committee
5. Parent Meeting
6. Closure Review (dependent on case)
7. Student Support Plan when necessary
8. Monitoring and on-going review

DSL assesses risk and ensures immediate student safety places the child at further risk.

A typical safeguarding investigation is completed within 48 working hours, where possible.

Confidentiality & Record Keeping:

- ✓ Information is shared strictly on a need-to-know basis
- ✓ Safeguarding records are stored securely and separately from academic file
- ✓ Records are dated, signed, and maintained by the DSL
- ✓ Confidentiality does not override the duty to safeguard

Allegations Against Staff:

Any allegation, concern, or disclosure involving a member of staff, volunteer, contractor, or adult working on behalf of the school shall be reported immediately to the Principal, the Director of Human Resources, and DSL.

Upon receipt of the allegation, leadership will conduct an immediate risk assessment to determine whether the staff member poses a potential or immediate risk to students or the wider school community. If necessary, precautionary measures shall be implemented without delay. These may include temporary removal from duties, supervised duties, restricted access, or administrative leave pending further review. Such measures are neutral and protective in nature and do not imply guilt.

All allegations involving staff shall be handled in strict accordance with child protection legislation, regulatory requirements, and due process. Where required, the matter will be referred to the appropriate external authorities.

To protect the integrity of the investigation and safeguard all parties involved, staff members are strictly prohibited from discussing allegations internally or externally, except with designated investigating authorities. Breach of confidentiality or interference with an investigation may result in disciplinary action.

The school is committed to ensuring that all allegations are managed fairly, transparently, and with the paramount consideration being the safety and wellbeing of students.

Supporting Students at Risk

EAS provides support through:

- ★ Counseling and social work services
- ★ Pastoral monitoring and support plans
- ★ Collaboration with parents when in the child's best interest
- ★ Referral to external specialists where appropriate
- ★ Training & Awareness
- ★ Annual safeguarding training for all staff
- ★ Mandatory safeguarding induction for new staff
- ★ Regular updates aligned with MOE/SPEA guidance

Case Closure Criteria:

1. Risk level reduced
2. Protection measures no longer required
3. External agencies investigations concluded

Once the criteria have been met, the DSL will formally close the case through a summary in the investigation report.

- Documentation of the incident within safeguarding and administrative records
- Referral to external authorities where conduct constitutes a safety risk or potential criminal offense
- All actions will be proportionate and aligned with safeguarding priorities

Safeguarding Priority During Arrival and Dismissal

Arrival and dismissal periods require heightened supervision and strict adherence to procedures.

Parents and guardians must:

- ★ Follow designated access routes and checkpoints.
- ★ Respect staff directions.
- ★ Avoid entering academic or restricted areas.
- ★ Refrain from interfering with supervision processes.

Failure to follow dismissal protocols may result in restricted campus access.

Incident Documentation and Reporting

In cases of aggressive or unsafe behavior, staff shall:

1. Follow established visitor and safeguarding protocols.
2. Record factual accounts of the incident, including witness statements.
3. Notify senior leadership immediately.
4. Contact security or law enforcement where necessary.

The school reserves the right to escalate matters in accordance with UAE law and regulatory guidance.

Policy Status

This addendum forms part of the School Code of Conduct and Safeguarding Framework. It applies equally to all parents, guardians, and visitors.

Failure to comply with this policy may result in sanctions as outlined above.

The school affirms its legal and ethical responsibility to protect staff and students from threats, intimidation, and violence, and will act decisively to maintain a safe educational environment.