

RAHA INTERNATIONAL SCHOOL KHALIFA CITY CAMPUS

POLICIES

Policy Title	Student Protection Policy
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Approving Committee	Name	Signature
Principal	Peter Taylor	

Table of Contents

1. Purpose.....	3
2. Scope.....	3
3. Legal and Regulatory Framework.....	4
4. Key Definitions.....	4
5. Principles.....	5
6. Roles and Responsibilities at KCC.....	6
7. Prevention and Safe Environment.....	9
8. Recognising Maltreatment.....	9
9. Acceptable Adult Behaviour and Professional Boundaries.....	10
10. Reporting Procedures at Raha KCC.....	10
11. Allegations Against Staff, Volunteers or Visitors.....	12
12. Child on Child Abuse and Bullying.....	13
13. Confidentiality and Record Keeping	13
14. Training and Awareness.....	13
15. Monitoring Evaluation and Review.....	14
16. Review Log.....	15
17. Appendices.....	15
• Appendix A: Indicators of different types of maltreatment	
• Appendix B: Student Protection Team membership.	
• Appendix C: Safeguarding Concern Form (internal) and guidance on what to record.	
• Appendix D: Flowchart – “What to do if you are worried about a student.”	
• Appendix E: Staff Code of Conduct summary.	
• Appendix F: Student-friendly summary.	
• Appendix G: Parent/carers information leaflet on Student Protection at Raha KCC	

1. Purpose

Raha International School – Khalifa City Campus (KCC) is committed to providing a safe, caring and respectful environment for all students. It is the right of every student to learn in an environment that protects their dignity and wellbeing and safeguards them from all forms of maltreatment.

The purposes of this policy are to:

1. **Protect all students under the supervision of Raha KCC** from all acts and omissions that constitute maltreatment, including physical, emotional and sexual abuse, neglect, exploitation, bullying and cyberbullying.
2. **Identify and support students who may be at risk of harm**, in line with Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema) and other applicable UAE laws and regulations.
3. **Emphasise that all staff and volunteers are mandated reporters** of alleged or suspected student maltreatment, whether the concern arises inside or outside school.
4. **Define clear roles and responsibilities** for the Principal, CPC/DSL, Child Protection Team (CPT), staff, parents, students and visitors in preventing, identifying, reporting and responding to maltreatment.
5. **Ensure Raha KCC fully complies with ADEK's School Student Protection Policy and Taaleem EDUC-008**, and coordinates actions with ADEK's Child Protection Unit (CPU), the Family Care Authority (FCA), the Ministry of Interior Child Protection Centre (MoI-CPC) and other competent authorities.

2. Scope

This policy applies to:

- All Raha KCC students from Minis (Pre-K) through to Grade 12.
- All Raha KCC staff (academic, support, administrative, operations, bus drivers and nannies, security, cleaners).
- All Taaleem employees working on the Raha KCC campus.
- All volunteers, student teachers, contracted service providers, ECPs/ASA providers and regular visitors who have contact with students.
- All school-organised activities on or off site, including educational visits, sports fixtures, after-school activities and school transport.

This school-level policy is a local application of, and must be read alongside:

- ADEK School Student Protection Policy (Version 1.1, 2024).
- Taaleem Child Protection and Safeguarding Policy (EDUC-008).

- Related Taaleem policies (Safer Recruitment, Behaviour Management, Positive Handling, Acceptable Use of Technology, Educational Visits, Attendance & Punctuality, Anti-Bullying, Whistleblowing).

Where there is any discrepancy, the more protective standard for the child will apply.

3. Legal and Regulatory Framework

Raha KCC operates under the following legal and regulatory frameworks:

- Federal Law No. (3) of 2016 – Child Rights (Wadeema) and its Executive Regulations.
- Federal Decree Law No. (31) of 2021 – Crimes and Penalties and relevant amendments.
- Federal Decree Law No. (18) of 2020 on Private Education and amendments.
- National Child Protection Policy in Educational Institutions in the UAE (2022).
- ADEK School Student Protection Policy (2024).
- Taaleem Child Protection & Safeguarding Policy (EDUC-008) and Safer Recruitment Policy.

All Raha KCC staff are mandated, by law, to report suspected or alleged student maltreatment to the appropriate authorities within the timelines outlined in Section 10 of this policy.

4. Key Definitions (Raha KCC)

Raha KCC adopts the definitions used in ADEK's School Student Protection Policy and Taaleem EDUC-008.

- **Child / Student** – Any person under 18 years of age enrolled or present at Raha KCC.
- **Maltreatment** – Any act or omission that harms a child or places them at risk of harm, including:
 - **Physical abuse** (e.g., hitting, shaking, burning, poisoning, suffocating, inappropriate restraint).
 - **Emotional abuse** (e.g., persistent humiliation, threats, rejection, making a child feel worthless or frightened).
 - **Sexual abuse** (e.g., any sexual activity or exploitation involving a child, including online grooming or exposing them to sexual content).
 - **Neglect** (persistent failure to meet basic physical, emotional, psychological, medical, educational or supervisory needs).

- **Bullying and cyberbullying**, including severe bullying which has or risks significant physical or emotional impact (treated as maltreatment under ADEK policy).
- **Child Protection Coordinator (CPC)** – The senior staff member at Raha KCC trained and appointed to coordinate student protection, act upon concerns, liaise with ADEK’s CPU and FCA, support students and families, and lead the Child Protection Team (CPT).
- **Designated Safeguarding Lead (DSL)** – Taaleem term for the senior leader responsible for safeguarding. At Raha KCC, the DSL is also the ADEK CPC for the purposes of this policy.
- **Deputy Designated Safeguarding Lead (DDSL)** – Member(s) of staff trained to deputise for the DSL/CPC.
- **Child Protection Team (CPT)** – A small multidisciplinary team (typically 3–5 members) including the CPC/DSL, DDSL(s), school counsellor or social worker, nurse and relevant senior leaders, responsible for case management and school-wide student protection actions.
- **ADEK Child Protection Unit (CPU)** – ADEK unit that receives, reviews and triages student maltreatment concerns reported through the Safety Concern Portal, and liaises with FCA and MoI-CPC.
- **Family Care Authority (FCA)** – Authority responsible for case management and follow-up.
- **Digital Safety Concern Portal** – Online portal used to submit the Safety Concern Form to CPU/FCA/MoI-CPC (currently <https://daasafetyconcern.abudhabi/>).

Appendices (to be developed/attached by Raha KCC) will provide additional detail on indicators of each type of maltreatment.

5. Principles

Raha KCC’s student protection work is guided by the following principles, in line with ADEK and Taaleem:

1. **Best interests of the child are paramount** in all decisions and actions.
2. **Zero tolerance** for any form of maltreatment or abuse by adults or students.
3. **Shared responsibility:** every adult in the school community is responsible for safeguarding children and is a mandated reporter.
4. **Early identification and intervention** are essential; staff are expected to “think safeguarding first” and act promptly.
5. **Student voice and participation:** students are listened to, taken seriously and supported when they raise concerns.

6. **Confidentiality with clear limits:** information is shared strictly on a need-to-know basis, but never used to avoid or delay action to protect a student.
7. **Cultural sensitivity and equity:** all Raha KCC students have equal rights to care, protection and safety regardless of nationality, gender, religion, language or ability.

6. Roles and Responsibilities at Raha KCC

6.1 Principal

The Principal is the school-level guardian of students' rights not to be exposed to maltreatment while under the school's supervision.

The Principal will:

- Ensure full implementation of this policy and ADEK's School Student Protection Policy.
- Ensure a trained CPC/DSL, at least one DDSL, and a CPT are appointed and reported annually to ADEK.
- Provide time, training and resources for the CPC/DSL and CPT to perform their roles effectively.
- Oversee supervision and safety of students at all times, including before/after school, on transport and during off-site activities.
- Ensure all staff, parents, contractors and visitors are aware of this policy and their responsibilities.
- Ensure safer recruitment checks and ongoing monitoring of staff suitability in partnership with Taaleem HR.
- Ensure regular safeguarding meetings with the DSL and wider safeguarding team (at least bi-weekly for high-level cases, and monthly for wider trends).

6.2 CPC / DSL

The Raha KCC DSL (who is also the ADEK CPC) will:

- Be fully conversant with this policy, ADEK Student Protection Policy and Taaleem EDUC-008, and ensure consistent implementation.
- Lead and coordinate the work of the Child Protection Team.
- Provide advice and guidance to staff on safeguarding and student protection.
- Receive, review and risk-assess all safeguarding concerns logged via CPOMS or the digital Safety Concern Form.
- Decide, with the Principal and CPT where necessary, on the level of response, including:
 - monitoring and support within school
 - contacting parents/carers (where appropriate)

- submitting Safety Concern Forms via the digital safety concern portal to CPU/FCA/MoI-CPC
 - contacting Police (999) in cases of imminent danger.
- Ensure all high-risk concerns are reported externally within the required timeframe (usually within 24 hours of suspicion).
- Maintain accurate, secure and confidential records of all safeguarding concerns and actions on CPOMS, ensuring cases are reviewed regularly and closed once resolved.
- Coordinate and record staff safeguarding training (Levels 1–3) and ensure refresher cycles are met.
- Liaise with Taaleem CO Safeguarding Lead and Cluster Director on high-level cases, audits and quality assurance.

6.3 Deputy DSL(s)

DDSLs will:

- Act as DSL/CPC in their absence.
- Support monitoring of cases, staff support and training.
- Attend safeguarding meetings and Taaleem 'job-alike' sessions as required.

6.4 Child Protection Team (CPT)

The Raha KCC CPT will typically include:

- CPC/DSL (Chair)
- DDSL(s)
- School Counsellor / Social Worker
- School Nurse
- Head(s) of Phase / Assistant Heads
- OHS / Facilities representative as needed

The CPT will:

- Review and monitor open cases, ensuring timely support and follow-up for each student.
- Coordinate internal and external support plans.
- Lead whole-school prevention initiatives (curriculum, campaigns, parent workshops).

6.5 All Staff (academic, support, operations)

All staff at Raha KCC are mandated reporters and will:

- Read and acknowledge this policy and Taaleem EDUC-008.
- Complete the required level of safeguarding training within 3 working days of contact with students, and annual refreshers thereafter.
- Maintain vigilant supervision and safeguarding awareness in all interactions with students.

- Report any suspicion, disclosure or allegation of maltreatment immediately to the CPC/DSL or a DDSL, and log it the same day on CPOMS or via the agreed Safeguarding Concern Form.
- Never promise absolute confidentiality to a student – they must explain that information will be shared with the Safeguarding Team to keep the student safe.

6.6 Parents / Guardians

Parents/guardians are expected to:

- Provide for their child's physical, emotional and educational needs.
- Work in partnership with Raha KCC and Taaleem in promoting student wellbeing and safety.
- Inform the school of any home circumstances that may affect the child's safety, mental health or behaviour.
- Attend relevant meetings and workshops on safeguarding and online safety.
- Follow the school's procedures if they have concerns about another child's safety.

6.7 Visitors, Contractors, ECP/ASA Providers

All visitors and third-party providers who have contact with students will:

- Be safely recruited and screened, with police checks and approvals recorded in line with ADEK and Taaleem requirements.
- Read and acknowledge the Raha KCC Student Protection Policy (or their own policy where equivalent and agreed).
- Wear visitor lanyards and use designated adult facilities.
- Report concerns immediately to a member of staff or the CPC/DSL.

7. Prevention and Safe Environment

Raha KCC will minimise the risk of maltreatment by:

- Appointing and training DSL/CPC, DDSL(s) and CPT, in line with ADEK training requirements.
- Ensuring safer recruitment of all staff and contractors, including criminal record checks from countries of origin and previous residence.
- Embedding student protection and wellbeing within the curriculum (e.g., PSHE, wellbeing programmes, digital citizenship), teaching students about personal safety, boundaries, consent, online safety and how to seek help.
- Providing clear behaviour, anti-bullying and online safety policies and routines.
- Establishing appropriate supervision arrangements during the school day, on transport and during all activities, ensuring students are not left unsupervised.

- Providing accessible reporting channels for students (trusted adults, worry boxes, email/online forms where appropriate).
- Regularly communicating student protection expectations to parents and students, including a student-friendly version of this policy.

8. Recognising Maltreatment

All staff will be trained to recognise potential indicators of:

- Neglect
- Physical abuse
- Sexual abuse / exploitation
- Emotional abuse
- Bullying and cyberbullying
- Self-harm, suicidal ideation and mental health concerns

Training will be guided by ADEK definitions and Taaleem guidance, with appendices providing checklists and examples for staff reference.

Staff must not investigate or interview extensively; their role is to notice, record and report.

9. Acceptable Adult Behaviour and Professional Boundaries

Raha KCC staff and volunteers must maintain high professional standards and clear boundaries at all times, aligned with ADEK and Taaleem expectations.

This includes:

- Using only age-appropriate, limited and non-secretive physical contact, in response to a student's needs, and never for the adult's gratification.
- Respecting students' privacy when changing, using toilets or showering, while ensuring appropriate supervision.
- Never using corporal punishment or degrading, humiliating treatment.
- Avoiding one-to-one situations in closed or hidden spaces wherever possible; if unavoidable, ensuring they are visible and/or known to colleagues.
- Not communicating with students through personal social media, personal messaging apps or personal email accounts.
- Following Taaleem's Code of Conduct, Positive Handling Policy and Acceptable Use of Technology Policy.

Any breach of these expectations must be reported as a safeguarding concern.

10. Reporting Procedures at Raha KCC

10.1 General Principles

- Every concern, however small it may seem, must be taken seriously and reported.
- Staff are mandated to report suspected maltreatment within 24 hours of suspicion to the ADEK CPU, via the agreed process.
- Reporting in good faith is protected; no staff member may be penalised for raising a genuine concern.

10.2 Internal School Process

1. Immediate safety:

- If a student is in imminent danger (risk of serious harm), staff must immediately inform the CPC/DSL or Principal and contact Police (999).

2. Initial disclosure or concern:

- Staff listen calmly, reassure the student, avoid leading questions, and do not promise confidentiality.
- Staff record the concern as soon as possible, using the student's own words where applicable.

3. Reporting to DSL/CPC:

- Staff must inform the DSL/CPC or DDSL immediately and log the concern on CPOMS (or, if CPOMS is not accessible, via the Safeguarding Concern Form, to be uploaded later).

4. Risk assessment & decision:

- The DSL/CPC reviews the concern, assigns risk level (low, moderate, high) using Taaleem's Incident Management and Escalation guidance, and decides next steps.

10.3 Reporting to ADEK CPU / FCA / MoI-CPC

In line with ADEK's School Student Protection Policy, the DSL/CPC will:

- Submit a Safety Concern Form via the digital safety concern portal (<https://daasafetyconcern.abudhabi/>) for:
 - all high-risk concerns; and
 - all concerns that meet ADEK criteria for maltreatment (inside or outside school).
- Ensure the form is completed accurately and promptly. Once submitted, it is automatically shared with ADEK CPU, FCA and MoI-CPC, who then follow their internal procedures for triage and case management.
- For emergency cases, contact Police (999) first, then submit the Safety Concern Form without delay.

Relevant contacts (to be displayed on posters in school):

- Abu Dhabi Police: 999
- Family Care Authority (FCA): 800 444, icm@adfca.gov.ae

- MoE Child Protection Unit (CPU): 800 85, cpu@moe.gov.ae

10.4 Coordination with Taaleem Central Office

For high-level safeguarding or child protection concerns, the DSL/CPC and Principal will also inform:

- Taaleem CO Safeguarding Lead
- Cluster Director / Director of Education

This is to ensure a coordinated response and does not prevent any staff member from reporting directly to authorities where a child is at immediate risk of harm.

10.5 Out-of-Hours Reporting

Raha KCC will:

- Provide an out-of-hours contact (phone/email) for urgent safeguarding concerns [insert here], published on the website and safeguarding materials.
- Make clear that if this contact is unavailable and a child is at immediate risk, staff/parents must contact 999 and/or the Safety Concern Portal without delay.

11. Allegations Against Staff, Volunteers or Visitors

Any concern or allegation that a member of staff, volunteer, contractor or visitor has:

- harmed a student,
- potentially committed a criminal offence against a student, or
- behaved in a way that indicates they may pose a risk to children

must be treated as a safeguarding allegation and reported immediately to the DSL/CPC and Principal.

Raha KCC will follow:

- ADEK guidance on managing such allegations; and
- Taaleem's procedures as set out in EDUC-008 (including reference to Appendix 11 – Protection Against Allegations of Abuse for Staff).

Staff subject to serious allegations may be removed from direct contact with students or suspended while investigations are underway, in line with due process.

12. Child-on-Child Abuse and Bullying

Raha KCC recognises that students can pose a risk to other students. This includes bullying, cyberbullying, sexual harassment, sexualised behaviour, physical assault and coercive control.

- All bullying will be handled in line with the National Policy for the Prevention of Bullying in Educational Institutions and the school's Anti-Bullying Policy.

- Severe bullying (with significant actual or potential physical or emotional impact) will be treated as maltreatment and reported following student protection procedures.
- Victims and alleged perpetrators will both receive appropriate support; the focus is safety, education and behaviour change, alongside any disciplinary or legal actions required.

13. Confidentiality and Record-Keeping

- All case reports and student data are strictly confidential; the identities of the student, alleged perpetrator and reporter are protected.
- Information is shared only with authorised individuals (DSL/CPC, CPT, Principal, ADEK CPU, FCA, MoI-CPC and judicial authorities as required by law).
- Safeguarding records will be kept securely on CPOMS, with role-based access controls in line with Taaleem's Data Protection Policy.
- When a student transfers to another school, relevant safeguarding information may be shared with the new school in line with legal requirements and only where it is in the child's best interests.

14. Training and Awareness

Raha KCC will meet ADEK and Taaleem expectations by ensuring:

- **Level 1 training** for all staff and regular contractors/volunteers with student contact, within 3 days of starting and refreshed annually.
- **Level 2 training** for key pastoral and inclusion staff, counsellors, nurses and DDSLs at least every two years.
- **Level 3 training** for DSL/CPC, DDSL(s), Principal and Taaleem governance staff at least every two years.
- Termly refreshers / briefings for staff on emerging issues.
- **Parent awareness sessions** on student protection, online safety, and how to raise concerns.
- **Student-facing programmes**, assemblies and resources that teach students how to keep themselves safe and how to report worries.

The DSL/CPC will maintain a training log for all staff.

15. Monitoring, Evaluation and Review

- The Principal, DSL/CPC and CPT will monitor the implementation of this policy through case reviews, safeguarding data, audits and stakeholder feedback.
- Taaleem CO Safeguarding Lead will conduct periodic safeguarding reviews and audits as part of internal reviews.

- This policy will be reviewed annually, or sooner if required by changes in UAE legislation, ADEK requirements or Taaleem policy. Updated versions will be shared with all staff, parents, students and partners.

Date	Changes	Reviewed By
Jan 2026	Principal reviewed and signed	Peter Taylor

16. Appendices

Appendix A – Indicators of Abuse and Neglect

Appendix A: Indicators of Abuse and Neglect (Raha KCC)

These indicators are guidance to help staff recognise possible signs of maltreatment. They do not prove abuse on their own, but they should prompt you to record and report any concerns to the DSL/CPC or a Deputy DSL.

If you notice any combination of the signs below and feel uneasy about a student, you must report it the same day.

A1. Physical Abuse

Physical abuse involves deliberately causing physical harm to a child. It includes hitting, shaking, burning, poisoning, suffocating, inappropriate restraint or any action that causes or risks injury.

Possible physical indicators:

- Unexplained bruises, burns, bite marks, fractures or welts
- Injuries in unusual places (e.g. cheeks, ears, mouth, neck, back, torso, thighs)
- Injuries with a clear pattern (e.g. belt marks, hand prints, loop marks, cigarette burns)
- Multiple injuries at different stages of healing
- Frequent “accidents” or explanations that do not match the injury
- Wearing long sleeves or layers in hot weather to cover marks

Possible behavioural indicators:

- Flinching when approached or touched
- Being afraid of certain adults or reluctant to go home
- Describing themselves as “naughty” or deserving punishment
- Aggressive, disruptive or excessively compliant behaviour
- Running away or regularly arriving very early / leaving very late
- Giving vague, inconsistent or changing explanations for injuries

A2. Emotional Abuse

Emotional abuse is persistent emotional maltreatment that severely and adversely affects a child’s emotional development. It may involve humiliation, rejection, threats, or making the child feel worthless or unloved.

Possible physical/observable indicators:

- Developmental delays not explained medically
- Frequent psychosomatic complaints (headaches, stomach aches) with no clear cause
- Bedwetting, soiling or regression in previously acquired skills

Possible behavioural indicators:

- Low self-esteem, negative self-talk (“I’m stupid”, “I’m useless”)
- Excessive anxiety, fearfulness, clinginess or withdrawal
- Extreme behaviours – very passive or very aggressive
- Difficulty forming friendships, poor social skills, isolation from peers
- Over-compliance and eagerness to please adults
- Frequent outbursts, self-destructive or risk-taking behaviour

A3. Sexual Abuse and Exploitation

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It includes physical contact and non-contact activities (e.g. grooming, exposing a child to sexual acts or images, sexualised online communication).

Possible physical indicators:

- Pain, itching, bruising or bleeding in genital or anal areas
- Sexually transmitted infections or pregnancy, particularly in younger students
- Difficulty walking or sitting
- Frequent urinary tract infections or unexplained genital infections

Possible behavioural indicators:

- Knowledge, language or behaviour about sex that is inappropriate for age
- Sudden change in behaviour – becoming withdrawn, anxious or depressed
- Regressive behaviours (e.g. bedwetting, thumb-sucking)
- Avoidance of specific people or places without obvious reason
- Running away from home or staying away from school
- Sexualised drawings, language, play or behaviour with peers
- Excessive time spent online; secretive use of devices; receiving gifts from unknown/two-older peers or adults

A4. Neglect

Neglect is the persistent failure to meet a child’s basic physical, emotional, educational or medical needs, likely to result in serious harm to health or development.

Possible physical indicators:

- Consistently poor hygiene (body odour, unwashed hair, dirty clothes)
- Inappropriate clothing for weather conditions
- Frequent hunger; hoarding or stealing food
- Untreated medical issues (e.g. dental problems, chronic conditions, repeated infections)
- Tiredness, lethargy or falling asleep in lessons

Possible behavioural indicators:

- Frequent or prolonged absences / lateness

- Staying at school unusually late or not wanting to go home
- Difficulty concentrating, poor academic progress not explained by learning needs
- Caring responsibilities beyond their age (looking after siblings, managing household tasks)
- Appearing withdrawn, anxious or unusually self-reliant

A5. Bullying and Cyberbullying (Including Severe Bullying)

Bullying is repeated, intentional behaviour that hurts another person physically, emotionally or socially, including face-to-face and online.

Possible indicators:

- Unexplained injuries, damaged clothing or belongings
- Frequent "lost" items (lunch money, devices, school supplies)
- Fear or reluctance about coming to school or specific lessons/areas
- Sudden decline in academic performance or participation
- Social withdrawal, loss of friends, isolation
- Changes in online behaviour – fear about checking devices, secrecy, or distress after being online
- Frequent psychosomatic complaints, difficulty sleeping, nightmares

Severe bullying that has a significant physical or emotional impact must be treated and reported as maltreatment.

A6. What To Do if You Notice These Indicators

- **Do not** diagnose or investigate.
- **Do:**
 - Record what you see / hear (facts, not opinions).
 - Note dates, times, and exact words used by the student where relevant.
 - Report your concern to the DSL/CPC or Deputy DSL the same day.
 - Log the concern on CPOMS or, if you cannot access CPOMS, use the Safeguarding Concern Form (Appendix C).

Appendix B – Raha KCC Safeguarding / Student Protection Team




Safeguarding at RIS Khalifa City Campus

At times when you do not feel safe you can speak
to someone you **trust**



**ONE OF YOUR
TEACHERS**



**A TRUSTED ADULT
AT HOME**



**A FAMILIAR FACE FROM
SAFEGUARDING TEAM**



Peter Taylor
Principal



Robert Paler
Child Protection
Coordinator (CPC)



Anna Lacey
Deputy Child
Protection
Coordinator (DCPC)



Michael Brady
Deputy Child
Protection
Coordinator (DCPC)



Monica Woodward
Deputy Child
Protection
Coordinator (DCPC)



Rachel Harlen
Assistant Child
Protection
Coordinator (ACPC)



Greer Edwards
Assistant Child
Protection
Coordinator (ACPC)



Barry Smyth
Assistant Child
Protection
Coordinator (ACPC)



Luke Clarke
Assistant Child
Protection
Coordinator (ACPC)




Raquel Pessoa
Assistant Child
Protection
Coordinator (ACPC)

IF YOU DO NOT FEEL SAFE, SPEAK UP OR WRITE IT DOWN
YOU ARE NOT ALONE

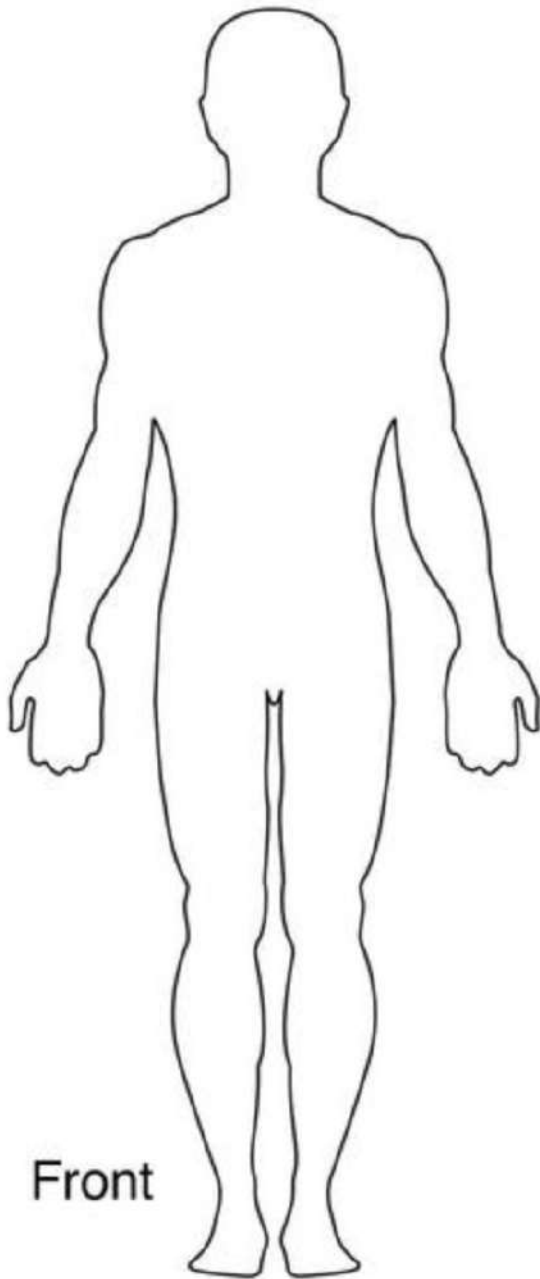
Appendix C – Safeguarding Concern Form

All Raha KCC teaching staff are registered users of CPOMS and must record safeguarding concerns on CPOMS in the first instance. For any adult who does not have CPOMS access (e.g. visitors, external providers, bus staff) or where CPOMS is temporarily unavailable, the Safeguarding Concern Record Form in this appendix must be completed in full and handed to a DSL or deputy DSL the same day; staff with CPOMS access may also be directed by a DSL to complete this form in addition to their CPOMS log. Paper copies of this form are available from all DSL and deputy DSL office spaces and at Reception for visitors.

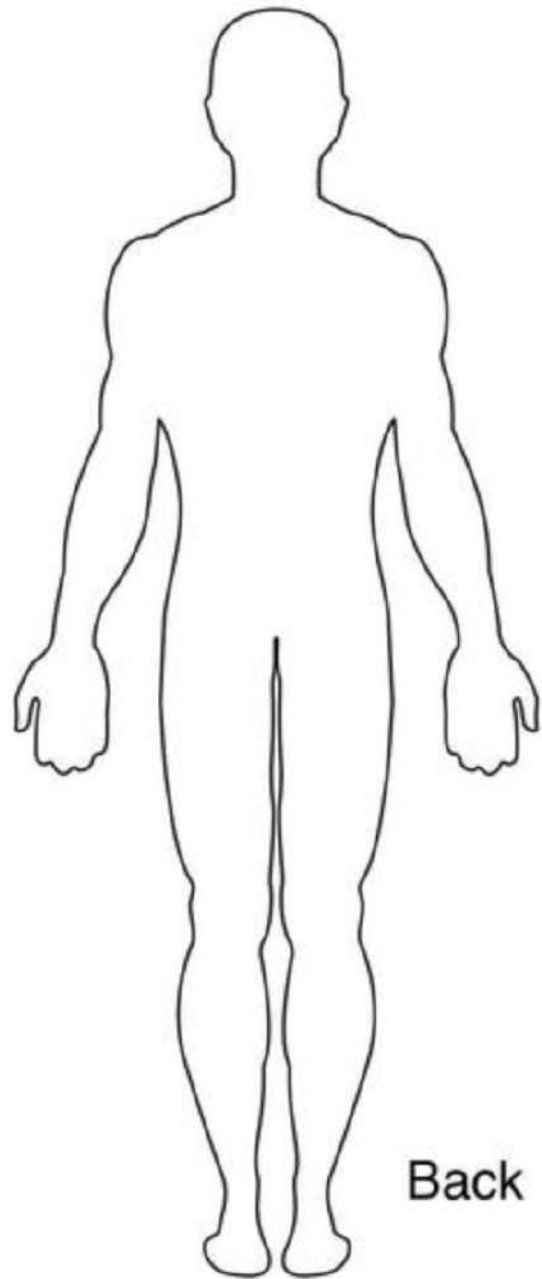
Page 1

 RAHA INTERNATIONAL SCHOOL	
Step 1: Child Protection Record (to be completed member of staff/other adult)	
This form should be completed within 24 hours of the incident/concern/disclosure and given to the DSL/DSO. It is important that only factual/neutral information is recorded. Please avoid opinion, suspicion and subjective statements.	
Year Group/Section:	House/Form:
Date and time of concern:	
Your account of the concern/incident: What was said, observed, reported and by whom?	
Additional Information: Context of concern/disclosure, circumstances, indicators, statements made by the child/young person? Times, dates and factual information only please.	
Your response: What did you do/say following the concern? Who was this concern passed to? Was there any discussion or advice given that should be recorded?	
Your name:	
Your signature:	
Your role in School:	
Date and time of this recording:	

Page 2



Front



Back

Appendix D – “What To Do If You Are Worried About a Student” (Staff & Visitor Guidance)

Appendix D1 – Staff Flowchart (Internal Use)

If you are a member of staff and you are worried about a student:

1. Notice

- You see an injury, behaviour or situation that worries you, **or**
- A student tells you something that suggests they may be unsafe.

2. Immediate Safety Check

- Ask yourself: **Is the student in immediate danger or at risk of serious harm *right now*?**
- If **YES**:
 - Stay with the student (or ensure they are with a trusted adult).
 - Contact the **DSL/CPC or Principal immediately**.
 - Call **999** if there is an immediate risk to life or serious harm.
 - After urgent action, record and log on CPOMS as soon as possible.
- If **NO**, proceed to step 3.

3. Listen and Reassure

- Stay calm, listen carefully without interrupting.
- Use open prompts (e.g. “Tell me more about that”).
- **Do not** ask leading questions or press for details.
- **Do not** promise to keep secrets. Explain: “I may need to share this with other adults who can help keep you safe.”

4. Record

- As soon as possible, write down:
 - What you saw or heard (including date, time, place).
 - The exact words the student used, where you can remember them.
 - Any visible marks or injuries (do not examine or photograph intimate areas).
- Record **facts**, not opinions or labels.

5. Report

- **The same day**, inform the **DSL/CPC or a Deputy DSL** in person or by phone if the situation feels urgent.
- Log the concern using **CPOMS**.
- If CPOMS is unavailable, complete the **Safeguarding Concern Form (Appendix C)** and hand it directly to the DSL/CPC or Principal.

6. DSL/CPC Action

- The DSL/CPC:
 - Reviews the concern and relevant history.
 - Assigns a risk level (low, moderate, high).

- Decides on next steps: internal support, parent meeting (where safe/appropriate), or **external referral** via ADEK's Safety Concern Portal/999.
- For **high-risk cases**, the DSL/CPC will submit a **Safety Concern Form** to ADEK CPU/FCA/MoI-CPC within the required time and liaise with authorities.

7. Follow Up

- Continue to monitor the student's wellbeing and behaviour.
- Share any **new** concerns with the DSL/CPC.
- Understand that outcomes and details may be confidential, but the concern will be taken seriously and managed.

Your responsibility is to notice, record and report – not to investigate.

Appendix D2 – Visitor & Contractor Guidance (One-Page Poster Text)

If a child tells you something worrying, or you see something that concerns you:

1. **Listen calmly**
 - Let the child speak. Do not promise to keep secrets.
2. **Write it down**
 - As soon as you can, write what you saw or heard, using the child's own words if possible.
3. **Report immediately**
 - Give your written notes to **[Name], Designated Safeguarding Lead (DSL)** or to Reception and **say it is a safeguarding concern.**
4. **Do not**
 - Investigate or ask leading questions
 - Discuss the concern with other parents or students
 - Post about it on social media.

If you believe a child is in **immediate danger**, tell a senior staff member at once and ask them to call **999**.

Appendix E – Staff Code of Conduct (Safeguarding Summary)

Appendix E: Safeguarding Code of Conduct – Summary for Staff

This appendix highlights key safeguarding expectations for all staff, volunteers, student teachers and regular contractors at Raha KCC. It does **not** replace the full Taaleem Code of Conduct and Child Protection & Safeguarding Policy.

E1. Professional Relationships

- Treat all students with **respect, fairness and dignity**.
- Maintain professional boundaries at all times – you are the **adult** in the relationship.

- Be aware of the **power imbalance** between adults and students and never misuse it for personal, emotional or sexual gain.

You must not:

- Develop or encourage relationships with students that could be seen as secretive, exclusive or romantic.
- Give personal contact details or engage in private communication with students through personal social media, messaging apps or personal email.
- Favour particular students in ways that could be misinterpreted by others.

E2. Physical Contact

- Some appropriate physical contact may be necessary (e.g. comfort, first aid, support in PE), but it must:
 - Be **in response to the student's needs**, not the adult's.
 - Be **age-appropriate, open and non-secretive**.
 - Avoid intimate or intrusive contact.

You must not:

- Use any form of **corporal punishment** or deliberately inflict pain.
- Touch a student in a sexual or sexualised way.
- Engage in rough, physical or "play fighting" contact.
- Allow a student to sit on your lap (except where developmentally appropriate in Early Years and within clear school guidance).

If a student initiates physical contact (e.g. a hug), respond briefly and appropriately, and be mindful of context.

E3. One-to-One Situations and Supervision

- Where possible, **avoid being alone** with a student in a closed or hidden space.
- If one-to-one work is necessary:
 - Keep doors open or use rooms with glass panels.
 - Make sure another adult knows where you are.
 - Sit in positions that are visible from outside.

You must never:

- Invite a student to your home or visit their home alone.
- Transport a student in your own vehicle unless authorised by the Principal and with prior parental consent (and never alone if it can be avoided).

E4. Communication and Digital Safety

- Use only **school-approved platforms** for communication with students.
- Keep communication professional – no jokes, images or language that could be misunderstood or seen as flirtatious, discriminatory or offensive.

You must not:

- “Friend”, “follow” or privately message students using personal social media accounts.
- Share personal photos, memes or content that blurs professional boundaries.

E5. Safeguarding Responsibilities

- Read, understand and comply with the **Raha KCC Student Protection Policy** and Taaleem **EDUC-008**.
- Complete required safeguarding training and refreshers.
- **Report immediately** any concern you have about a student, another adult’s conduct, or a breach of this Code – including concerns about colleagues, volunteers or visitors.
- Cooperate fully with internal and external safeguarding investigations.

E6. Protection Against Allegations

Following this Code helps to protect **you** as well as students.

To reduce risk of allegations:

- Avoid secret or out-of-hours contact with students.
- Keep clear, factual records of any incidents that may be open to misinterpretation.
- Inform the DSL/CPC and your line manager if:
 - a student appears overly attached to you, or
 - a situation arises that may be misread by others (e.g. accidental injury, student disclosure).

If an allegation is made against you, follow the school and Taaleem procedures; do **not** discuss the matter with students, parents or on social media.

Appendix F – Student-Friendly Summary of the Student Protection Policy

There are **two versions** – one for younger students (EY–G4) and one for G5–G12.

Appendix F1 – For Early Years to Grade 4

Keeping You Safe at Raha KCC

1. Your Rights

- You have the right to feel **safe, happy** and **respected** at school.
- No one is allowed to **hurt you, frighten you** or **make you feel small**.

2. What Is Not OK

- It is **not OK** if someone:
 - hits, kicks or hurts your body
 - calls you nasty names or makes fun of you all the time

- touches you in ways that make you feel uncomfortable or “yucky”
- takes your things or won’t let you join in games
- sends you mean messages on a phone or iPad.

3. Who Can You Talk To?

- You can talk to:
 - your **class teacher**
 - any adult you trust at school
 - the **Safeguarding/Wellbeing Team** (show photos of DSL, counsellors).
- You can tell them in person or ask for help in a note.

4. What Will Adults Do?

- They will:
 - **listen carefully** to you
 - **believe that your feelings are important**
 - try their best to help you and keep you safe.
- They may need to tell other adults who help keep children safe.

5. If You Are Worried Right Now

- Tell an adult in school **today**.
- If you are at home and feel in danger, tell your parents or another trusted adult and ask them for help.

Appendix F2 – For Grades 5–12

Student Guide: Your Safety and Protection at Raha KCC

1. Your Right to Be Safe

- At Raha KCC, every student has the right to:
 - feel **safe and respected**,
 - be **listened to**, and
 - learn without being harmed, bullied or abused.

2. What We Mean by “Abuse”

- **Physical abuse:** someone intentionally hitting, hurting or injuring you.
- **Emotional abuse:** constant put-downs, insults, threats, or being made to feel worthless.
- **Sexual abuse:** any sexual contact or behaviour toward you, including online, that you do not want or cannot understand or consent to.
- **Neglect:** not being given the care, food, clothing, medical attention, safety or support you need.
- **Bullying & cyberbullying:** repeated behaviour to hurt, embarrass or exclude you, face-to-face or online.

3. What We Do to Keep You Safe

- We train staff in safeguarding and student wellbeing.

- We have rules and routines about behaviour, anti-bullying and online safety.
- We supervise students in classrooms, corridors, playgrounds and on buses.
- We take all concerns seriously – no matter how small they might seem.

4. **If You Are Worried About Yourself or a Friend**

- You can talk to:
 - your **class teacher or tutor**,
 - the **DSL/Child Protection Coordinator**,
 - a **school counsellor**,
 - any trusted adult at school.
- You can also ask a friend to come with you if that feels easier.

5. **What Happens When You Tell Us**

- We will:
 - **listen** to you and treat you with respect,
 - take your concern **seriously**,
 - work with you to help you feel safe.
- We may need to share what you tell us with other professionals (inside or outside school) who help keep children safe. We will not share it widely or gossip about it.

6. **Online Safety**

- Think before you share photos or information.
- Keep your passwords private.
- Tell an adult if you receive strange, inappropriate or threatening messages.

7. **You Are Not Alone**

- If something is worrying you, it is **always better to talk about it**.
- Asking for help is a sign of **strength**, not weakness.

Appendix G – Parent / Carer Information Leaflet

Appendix G: Parent / Carer Information – Student Protection at Raha KCC

1. Our Commitment

At Raha International School – Khalifa City Campus (KCC), we are fully committed to protecting all students from harm and promoting their wellbeing.

We believe that:

- Every child has the right to feel safe, respected and listened to.
- All adults share responsibility for the safety of children.
- Concerns should be raised early and taken seriously.

Our Student Protection Policy is aligned with UAE law, ADEK regulations, and

Taaleem's Child Protection & Safeguarding Policy.

2. What Is Safeguarding and Child Protection?

- **Safeguarding** means everything we do to keep children safe and well in school, including safe recruitment of staff, supervision, behaviour and anti-bullying practices, online safety and health & safety.
- **Child protection** is part of safeguarding and refers to the specific actions we take when a child is at risk of harm from abuse, neglect, exploitation or severe bullying, either inside or outside school.

Abuse can be:

- **Physical** – hitting, shaking, physical punishment, causing injury.
- **Emotional** – persistent criticism, humiliation, threats, rejection.
- **Sexual** – any sexual activity or exploitation involving a child, including online.
- **Neglect** – failing to meet a child's basic physical, emotional, medical or educational needs.
- **Bullying/Cyberbullying** – repeated behaviour that deliberately hurts, threatens or excludes a child.

3. How We Keep Children Safe at Raha KCC

We:

- Recruit staff safely, including background and police checks where required.
- Train all staff regularly on safeguarding, child protection and student wellbeing.
- Have clear policies on behaviour, anti-bullying, attendance and punctuality, and online safety.
- Monitor students' wellbeing and behaviour, and provide counselling and support where needed.
- Supervise children during school hours, on trips and on school transport as far as reasonably possible.
- Use secure systems (e.g. CPOMS) to record and manage safeguarding concerns.
- Work with ADEK, the Family Care Authority and other agencies when we are concerned about a child's safety.

4. Our Safeguarding Team

Our key safeguarding contacts at Raha KCC are:

- **Designated Safeguarding Lead (DSL) / Child Protection Coordinator (CPC):**
 - Robert Paler, Vice Principal, rpaler@ris.ae
- **Deputy Designated Safeguarding Leads (DDSLs):**
 - Early Years: Anna Lacey, Head of Early Years, alacey@ris.ae
 - Primary: Michael Brady, Deputy Head of Primary, mbrady@ris.ae

- Secondary: Monica Woodward, Deputy Head of Secondary, mwoodward@ris.ae
- **School Counsellor / Social Worker:**
 - Early Years and Primary (EY – Grade 3): Charmaine Vaz, cvaz@ris.ae
 - Upper Primary and Middle School: Matt Frey, mfrey@ris.ae
 - Secondary: Redah Khan, rkhan@ris.ae

5. If You Are Worried About a Child

If you have concerns that **any child** at Raha KCC may be at risk of harm (including your own child):

- **Contact the school as soon as possible.**
 - Speak to your child's class teacher, Head of Year, Head of Phase, or directly to the DSL/CPC.
- **Share what you know or suspect.**
 - You do not need proof; raising a concern early can prevent harm.
- **We will:**
 - Listen carefully and take your concern seriously,
 - Assess the situation in line with our safeguarding procedures,
 - In some cases, work with external agencies (such as ADEK's Child Protection Unit or the Family Care Authority) to ensure the child's safety.

If you believe a child is in immediate danger, please call 999 and then inform the school.

6. Confidentiality

We treat all safeguarding information confidentially and share it only with:

- Professionals who need to know in order to keep the child safe, and
- External agencies where required by UAE law.

We do not share safeguarding information with other parents or students.

7. How Parents Can Help

You can support our safeguarding work by:

- Ensuring your child attends school regularly and arrives on time.
- Informing us of any significant changes at home that may affect your child (e.g. family illness, separation, bereavement).
- Modelling respectful behaviour and communication in all dealings with children and staff.

- Monitoring your child's use of the internet and social media; encouraging them to talk to you or a trusted adult if something online worries them.
- Following school procedures for dropping off and collecting your child, and for visitors on campus.
- Seeking support early if you are struggling with aspects of parenting or family life – we can signpost you to services.

8. External Contact:

In addition to the school, parents can contact:

- **Abu Dhabi Police:** 999
- **Family Care Authority (FCA):** 800 444, icm@adfca.gov.ae
- **Ministry of Education Child Protection Unit:** 800 85, cpu@moe.gov.ae

9. Working Together

Keeping children safe is a shared responsibility. We greatly value our partnership with parents and carers and invite you to attend our information sessions on safeguarding, wellbeing and online safety.

If you have any questions about this leaflet or our Student Protection Policy, please contact the DSL/CPC or Principal.