

## Student Protection Policy

**Ref. NECC-AD/CLN/POL/2026/020**

**Version 1.0**

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## 1. Overview

The Student Protection Policy establishes mandatory safeguarding requirements at MRC-NECC to protect students from all forms of maltreatment while under school supervision. The policy aligns with Federal Decree Law No. (3) of 2016 Concerning Child Rights and applicable ADEK regulations and sets out prevention, reporting, case management, training, and accountability requirements.

## 2. Purpose

The purpose of this policy is to establish a formal safeguarding framework at MRC-NECC to protect students from all forms of maltreatment while under school supervision, in compliance with applicable UAE laws and ADEK regulatory requirements.

## 3. Objective

The objectives of the policy are to:

- Define safeguarding roles, responsibilities, and accountability across the school.
- Establish clear procedures for identification, documentation, and mandatory reporting of safeguarding concerns.
- Ensure timely referral and coordination with relevant authorities.
- Implement preventive measures including training, supervision, and vetting.
- Provide developmentally appropriate student protection education.
- Maintain confidentiality and secure handling of safeguarding records.

## 4. Scope

This policy applies to:

- All students enrolled in MRC-NECC.
- All staff (including third-party contracted staff).
- Volunteers and invited visitors.
- School leadership, including Executive Director and board members.
- Parents and guardians.

This policy covers:

- Maltreatment occurring both inside and outside school supervision, where concerns are disclosed or identified within the school context.
- On school premises.
- On school transportation.
- Off-campus school-organized activities

## 5. Glossary

MRC-NECC	The Mohammed bin Rashid Center for Special Education operated by the New England Center for Children
ADEK	Abu Dhabi Department of Education and Knowledge
DSL	Designated Safeguarding Lead

DDSL	Deputy Designated Safeguarding Lead
HSE	Health, Safety, and Environment
MOE	Ministry of Education
CPU	Child Protection Unit
FCA	Family Care Authority
CPC	Child Protection Coordinator
CPT	Child Protection Team
HR	Human Resources Division
MOI	Ministry of Interior
IEP	Individualized Education Plan
AAC	Augmentative and Alternative Communication

## 6 Applicable Laws and Regulations

- This policy is aligned with UAE Federal Law.
- ADEK School Student Protection Policy – Version 1.1 (September 2024).

## 7 Responsibilities

### 8.1 Executive Director

- Establish procedures to prevent maltreatment.
- Ensure students are supervised at all times.
- Appoint and report a CPC and CPT annually to ADEK.
- Ensure compliance with mandatory reporting requirements.
- Ensure staff, volunteers, and students know how to report concerns safely.
- Ensure all safeguarding training is completed and documented.
- Conduct parent orientation on student protection annually.
- Maintain confidentiality and secure student records.
- Take appropriate interim safeguarding measures in relation to staff suspected of serious maltreatment, pending investigation.
- Ensure proper vetting, hiring, and continuous monitoring of staff.

## 8.2 Child Protection Coordinator (CPC)

- Act as the primary safeguarding lead in the school.
- Receive and manage internal reports of maltreatment.
- Complete and submit Safety Concern Forms via the digital safety concern portal.
- Report emergency cases immediately to Police (999) and relevant authorities.
- Liaise with ADEK CPU, FCA, and other authorities.

## 8.3 Staff and Volunteers

- Act as mandated reporters.
- Report suspected maltreatment immediately.
- Care for students while under school supervision.
- Attend mandatory safeguarding training.
- Uphold acceptable adult behavior standards.
- Avoid any conduct that may put students at risk.

## 8.4 Parents

- Cooperate with the school regarding student wellbeing.
- Attend meetings and respond to school communications.
- Communicate concerns about changes in student behavior.
- Support safe online practices during distance learning.

# 8 Safeguarding Principles and Legal Obligations

All safeguarding practices within the school are governed by the following principles:

- The best interests and safety of the student shall be the primary consideration in all safeguarding actions.
- MRC-NECC assumes full duty of care while students are under its supervision.
- All staff and volunteers are mandated reporters and shall act in good faith without fear of retaliation.
- All students are entitled to dignity, fairness, and protection from harm.
- The Executive Director acts as guardian of students during school supervision and is accountable for implementation of this policy.
- This policy shall be communicated to all stakeholders, including in developmentally appropriate formats for students.

# 9 Reporting of Concerns of Maltreatment within Schools

## 10.1 Child Protection Team

The Child Protection Team consists of designated senior staff members trained in safeguarding and reported annually to ADEK.

## 9.2 **Reporting**

All staff and volunteers are mandated reporters and must report suspected or alleged student maltreatment without delay.

- All concerns, whether occurring inside or outside school supervision, shall be reported to the Child Protection Coordinator (CPC) immediately and submitted to the ADEK Child Protection Unit (CPU) within 24 hours of suspicion.
- If the CPC cannot be reached, or if it is not in the student's best interest to report internally, the concern shall be reported directly to the ADEK CPU and/or the Family Care Authority (FCA) via the Digital Safety Concern Portal.
- Emergency cases involving imminent danger shall be reported immediately to the Police (999) and relevant authorities, in addition to portal submission.
- Bullying that risks or causes significant physical and/or emotional harm shall be treated as maltreatment and handled in accordance with this policy.

## 10 **Data Confidentiality**

MRC-NECC shall handle all student protection case reports and related data with strict confidentiality and share only in accordance with legal and safeguarding requirements.

- Identities of students, alleged perpetrators, and reporting individuals shall be kept confidential by all parties involved.
- Case information may only be shared with authorized personnel, in accordance with applicable legal and regulatory requirements.
- Authorized individuals are prohibited from discussing active or closed cases with media, third parties, or unauthorized staff, except where required by investigative or judicial authorities.

## 11 **Training**

MRC-NECC shall ensure that all staff, volunteers, and designated safeguarding personnel receive and maintain appropriate training and certification to uphold student protection standards.

## 12 **Vetting, Hiring, and Monitoring of Staff, Volunteers, and Invited Visitors**

MRC-NECC ensures appropriate vetting and safeguarding measures for all staff and volunteers in accordance with regulatory requirements.

## 13 Acceptable Adult Behaviors

All MRC-NECC staff and volunteers, including any individual who has regular or temporary contact with students, are required to uphold the highest standards of professional conduct to ensure the safety and protection of students.

- In line with student behavior management guidelines and MRC-NECC program policies, staff shall uphold appropriate behavior towards and in the presence of students and will avoid engaging in any conduct that may put a student at risk of harm.
- Staff shall immediately report any concerns or incidents of inappropriate conduct in accordance with the school's Safeguarding Policy and Reporting Guidelines procedures.
- Serious allegations of sexual misconduct shall be reported directly to the Police and FCA, and the individual concerned shall be removed from the school premises pending investigation.

## 14 Student Protection and Learning Resources

MRC-NECC shall ensure that student protection education is systematically embedded within lesson delivery to promote students' understanding of personal safety, well-being, and how to seek assistance.

- Age and developmentally appropriate learning targets shall be incorporated into students' IEP goals.
- Content is delivered through IEP implementation, incidental teaching, teacher modeling, and in 1:1 and group contexts.
- Instruction is provided using multi-modal approaches (e.g., visual supports, social narratives, modeling, structured teaching, AAC, and supported choice-making).
- Staff delivering student protection content shall have completed all required safeguarding and student protection training.

## 15 Policy Compliance & Review

- Adherence to this policy is mandatory.
- The policy will be reviewed and updated annually or as necessary within shorter intervals to ensure continued compliance with UAE regulations.
- Failure to comply with this policy may result in appropriate corrective action in accordance with applicable regulations.
- The student protection policy shall be available publicly and on the school's website.

## 16 Final Approval

- This policy is approved by the Management and is effective as of 2-Feb-2026.

**End of Policy**