



CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة



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CHILDPROTECTION & SAFEGUARDING POLICY

AY 2025/2026



Child Protection and Safeguarding Policy

Policy Details

Policy	Child Protection and Safeguarding Policy
Function	Physical Safety & Security of All Students
Audience	Students
Implementation	Child Protection Team
Issued for	Students & Staff
Last Review	Aug, 2025
Next Review	Dec, 2025
Responsible SLT	School Principal \ Vice Principal

Our Vision

At CAPS, we aim to be an exceptional international school which inspires students to discover their unique talents and prepare them to become responsible, innovative and creative leaders of the global community.

Our Mission

Our mission at CAPS is to provide a challenging, progressive, and inclusive American and International educational program that empowers all students by promoting intellectual curiosity, independence, and critical thinking.

CAPS Motto



Core Values

Loyalty | Creativity | Respect | Integrity | Inclusion



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SAFEGUARDING & CHILD PROTECTION TEAM AY 2025 - 2026



Mr. Imran Shaikh
Principal



Mr. Zaid Raddad
Vice Principal



Ms. Hebatallah Alsayed
Psychologist and
Child Protection Officer



Amira Abdelhamed Mohamed
Social worker



Ahmad Sobhy
Social worker



Mr. Basem Abdelfattah
Boys Supervisor 5 - 12



Ms. Reem Rashid
Girls supervisor 5 - 12



Ms. Shahina Latheef
SENCO



Ms. Eman Rizk
School Nurse



Ms. Amal Ayyad
Student Affairs



Ms. Dina Elwan
Happiness Officer



Mr. Karim
Health & safety Officer



Mr. Mhd Shafer
IT In charge



Child Protection and Safeguarding Policy

Introduction

The health, safety, and well-being of all our students are of paramount importance to all adults working in our school. Every child, without discrimination based on age, gender, nationality, ethnicity, culture, or abilities, has the right to full protection from all forms of abuse, neglect, or exploitation, whether occurring inside or outside the school.

(CAPS) is committed to providing a safe and inclusive educational environment that respects and upholds children's rights and ensures their protection, in accordance with Federal Law No. 3 of 2016 concerning Child Rights (Wadeema's Law) and Ministerial Resolution No. 659 of 2020 regarding the Child Protection Policy in educational institutions.

Child protection is a shared responsibility of all school staff and includes the immediate reporting of any act or omission that may constitute abuse or neglect against a student enrolled in the school to the Designated Child Protection Officer (DCPO), who will, in turn, notify the competent authorities in the United Arab Emirates through the official reporting channels, including the Child Protection Helpline (80085), to ensure swift intervention, safeguard the child, and uphold their best interests.

Purpose

This policy aims to establish a comprehensive and clear framework to protect all students in the school from all forms of abuse, neglect, or exploitation, whether occurring inside or outside the school, and to ensure immediate intervention in accordance with the laws and regulations in force in the United Arab Emirates.

The policy defines the roles and responsibilities of all staff members and sets out the mechanisms for the immediate reporting of any case or suspicion of abuse through official channels, ensuring that cases are handled with sensitivity and professionalism, and in a manner that serves the best interests of the child.

The policy also affirms the school's commitment to developing preventive practices and procedures, raising awareness among students, staff, and parents about children's rights, and ensuring a safe educational environment that respects their dignity and supports their physical, psychological, and social development.

Definition of Child Abuse

Child abuse refers to any act or omission committed by any person that results in physical, psychological, emotional, or sexual harm to a child, or deprives the child of their fundamental rights to care and protection, whether it occurs inside or outside the school, and in a manner that contradicts the best interests of the child.

For the purposes of this policy, a child is defined as any person under the age of 18, in accordance with Federal Law No. 3 of 2016 concerning Child Rights (Wadeema's Law).



CATEGORIES OF ABUSE

PHYSICAL ABUSE:

Any deliberate act that causes physical harm to a child or exposes them to the risk of injury, or the failure to protect them from physical harm.

Examples:

- Hitting, kicking, punching, burning, or any form of physical harm.
- Unexplained or recurrent injuries, bruises, or burns.
- Excessive fear of adults or of returning home.

EMOTIONAL ABUSE:

Any behavior that harms a child's mental or emotional health or diminishes their dignity and self-esteem.

Examples:

- Repeated ridicule, humiliation, or belittlement.
- Continuous threats or intimidation.
- Social isolation, rejection, or emotional neglect.

SEXUAL ABUSE:

Any sexual behavior or act imposed on a child or in which the child is exploited, whether or not physical contact occurs, and whether or not the child understands the nature of the act. This includes any form of sexual exploitation or exposing the child to content or practices inappropriate for their age.

Examples:

- Forcing the child to engage in sexual behavior or acts.
- Exposing the child to content that is inappropriate for their age or contrary to moral values.
- Exploiting the child in the production or distribution of materials that violate public morals or laws.
- Any form of luring or inappropriate communication with the child through any means.

Neglect

Failure to meet a child's basic needs, placing their health, safety, or development at risk.

Examples:

- Failure to provide adequate food, shelter, or clothing.
- Failure to provide medical care or education.
- Leaving the child without proper supervision or care.



Aims

1. Implement effective procedures to protect all students in accordance with UAE laws And approved international standards
2. Define the roles and responsibilities of all school staff, parents, and partners to ensure child protection
3. Provide a safe and supportive learning environment that safeguards the child's physical, psychological, intellectual, and moral well-being.
4. Empower students to fully exercise their rights, especially the right to education and protection, in line with their best interests.
5. Establish a safe and confidential system for reporting any case or suspicion of abuse or violation of a child's rights, whether inside the school or during school-related activities and events outside the premises.
6. Provide social and psychological support, as well as follow-up care, to any child who Has experienced abuse, ensuring continued monitoring until recovery.
7. Promote students' overall well-being by addressing their health, psychological, and social needs.
8. Encourage positive behavior and foster respectful and cooperative relationships within the school community.
9. Instill values of tolerance and acceptance within the school environment.
10. Develop staff skills in child protection, abuse prevention, and anti-bullying through ongoing training.
11. Build effective partnerships with relevant authorities and community organizations to support child protection.
12. Coordinate with concerned entities to ensure that all students, without exception, receive protection and care

When to be concerned

All school staff must remain alert and take immediate action to report any of the following signs observed in a student, whether they appear individually or in combination:

1. Physical Indicators

- Repeated or unexplained injuries, such as bruises, burns, or cuts.
- Injury marks with unusual shapes or patterns (e.g., belt or hand marks).
- Contradictory or illogical explanations for injuries.
- Sudden or unexplained weight loss, or clear signs of malnutrition.



2. Psychological and Emotional Indicators

- Sudden withdrawal or isolation from friends.
- Persistent sadness, depression, or anxiety.
- Low self-esteem or continuous feelings of fear.
- Exaggerated or inappropriate emotional reactions to situations.

3. Behavioral Indicators

- Sudden or noticeable changes in academic performance or motivation to learn.
- Frequent displays of anger or aggressive behavior without a clear reason.
- Excessive attachment to, or fear of, a particular adult.
- Repeated behaviors that violate school rules or instructions, requiring observation and follow-up.

4. Social Indicators

- Avoidance of social activities or isolation from peers.
- Difficulty forming or maintaining friendships.
- Frequent complaints of bullying or refusal to attend school.

5. Neglect Indicators

- Frequently appearing untidy, or wearing clothing that may not be suitable for the weather.
- Showing signs of frequent hunger, asking others for food, or searching for food during the school day.
- Persistent signs of fatigue or tendency to sleep during lessons.

6. Sexual Indicators

- Knowledge or behaviors of a sexual nature that are inappropriate for the child's age.
- Talking about, or exposure to, practices or content that are unsuitable.
- Fear or discomfort when certain parts of the body are touched.

Handling a Child's Disclosure of Abuse

A child may choose to disclose abuse to any staff member in the school whom they feel safe with, whether a teacher, counselor, administrator, or any other member of staff. In such cases:

1. Role of any school staff member (non-specialist):

- Listen calmly without showing shock or disbelief.
- Allow the child to speak freely without interruption.
- Avoid asking leading or suggestive questions; use open-ended questions only when necessary for clarification.
- Record the child's words verbatim as soon as possible, including the date, time, and any relevant details.
- Immediately report the disclosure to the designated Child Protection Officer in the school,



without discussing the matter with anyone else.

2. Role of qualified and trained staff (Child Protection Officer, school psychologist or social worker):

- Continue collecting initial information in a manner consistent with safe child interview standards.
- Conduct an immediate assessment of the child's safety and take preventive measures if there is direct risk.
- Contact the Ministry of Education or other competent authorities when necessary, following approved procedures.

3. Principle of confidentiality and protection:

- All disclosures must be handled with strict confidentiality, sharing information only with those officially authorized to handle the case.
- Ensure the child is protected from further harm during and after the reporting process.



Procedures

1. Immediate Reporting

- If any staff member notices or becomes aware of the possibility that a child has been subjected to abuse or neglect, or receives a disclosure from the child, they must immediately report to the designated Child Protection Officer in the school, verbally and in writing, using the approved incident documentation form.
- The documentation must include the child's own words as much as possible, without Alteration or rephrasing.

2. Role of the Child Protection Officer

- The Child Protection Officer evaluates the initial report and determines the level of risk, in consultation with the School Principal and Vice Principal when necessary.
- They collect only the essential information (from the reporting teacher or staff member, and any directly relevant sources), in cooperation with the directly concerned members of the school Child Protection team, adhering to the "need-to-know" principle to ensure confidentiality, and avoiding extensive interrogations or repeated interviews with the child.

3. Confidentiality and Information Sharing

- Information is shared only with those directly involved in child protection, following the "need-to-know" principle.
- All records are kept in a secure and locked location.

4. Contacting the Relevant Authorities

- If there is an indication of suspected abuse or neglect, the Child Protection Officer shall immediately notify the relevant authorities, such as:
- The Ministry of Education via the number 80085 or email: cpu@moe.gov.ae.

5. Intervention and Follow-Up Plan

- In coordination with the school administration, the Child Protection Officer develops a plan to support the child within the school, including necessary psychological and social interventions, with continuous monitoring and periodic evaluation.

Handling complaints

- Complaints of child abuse will be dealt with by the DCPO and Social worker.
- and a report will be submitted to the principal.
- Any complaint of child abuse by school staff should be referred to the principal.
- Complaints and concerns of a child protection nature must be dealt with in accordance with school child protection procedures. For example, evidence of: inappropriate online relationships; a child watching pornography or any '18' films on a regular basis; online/digital bullying, harassment or inappropriate image sharing etc.
- Upon receiving any complaints regarding child abuse, whether reported by students, parents, or school staff, the complaint shall be recorded and kept in confidential records, and handled professionally by the specialists.



Responsibilities of the whole school staff

- There is a named person in our school who is the DCPO (Designated Child Protection Officer),
- All members of the school staff have a responsibility to identify and report suspected abuse and to ensure the safety and wellbeing of the students in the school. In doing so, they should seek advice and support as necessary from the DCPO.
- All school staff members are strictly prohibited from leaving students unsupervised under any circumstances, in order to ensure the highest standards of child well-being and protection. Any negligence in this regard by any staff member will directly expose the child to risk and will result in legal accountability and the necessary disciplinary actions. This stems from CAPS' full commitment to the safety, security, and protection of children within the school community.
- All staff are expected to attend regular and relevant professional development sessions.
- All staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behavior.

All staff are expected to

- be aware of symptoms of abuse.
- report concerns to DCPO as appropriate.
- keep clear, dated, factual and confidential records of child protection concerns.

Role and Responsibilities of the School in Preventing Drugs and Psychoactive Substances

The school, in cooperation with the relevant authorities in the country, is committed to taking all necessary preventive measures to protect students from exposure to or involvement in the use of narcotic, intoxicating, stimulating, or any mind-altering substances, as well as preventing their participation in the production, trafficking, or promotion of such substances, in accordance with the regulations and provisions in force in educational institutions in the United Arab Emirates.

1. Awareness and Education

Organizing awareness programs and lectures for students, parents, and school staff about the dangers of drugs and their health, psychological, and social harms, in cooperation with the competent health and security authorities.

2. Supervision and Monitoring

Ensuring a safe school environment free from any prohibited substances by strengthening the role of school supervision in monitoring suspicious or prohibited behaviors, taking necessary preventive measures, and cooperating with the relevant authorities when any case is suspected.



3. Guidance and Psychological Support

Providing psychological and social counseling services to students to enhance their ability to cope with psychological and social pressures that may lead to risky behaviors, while offering safe channels for students to seek help.

4. Coordination with Competent Authorities

Maintaining ongoing cooperation with the police, health authorities, and relevant entities to exchange information and conduct preventive or treatment interventions when necessary.

Stay calm.

(Don't over-react, however shocked you may be)



Listen, hear and believe.

(Listen carefully, take it seriously)



Give time for the person to say what they want.

(Don't make assumptions and don't offer alternative explanations, ask questions beginning with Tell me about... Explain... Describe... Avoid 'who, what, when, where' questions)

Reassure and explain that they have done the right thing in telling.

(Do not promise confidentiality; explain that only those professionals who need to know will be informed)



Record in writing as near verbatim as possible and as soon as possible on a Disclosure Form.

(Use the child's own words, make your record as soon as possible after the event, so that you don't forget anything, and include information about what action was taken afterwards)



Report to the DCPO and Social workers .



نموذج توثيق إفصاح أو ملاحظة عن حالة إهمال أو إساءة للطفل

Child Abuse/Neglect Disclosure or Concern Reporting Form

1. Staff Member Details Name: Position: Date: / / Time: Location:	1. بيانات الموظف الاسم: الوظيفة: التاريخ: / / الوقت: المكان:
2. Child Details Name: Class: Age: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	2. بيانات الطفل الاسم: الصف: العمر: الجنس: <input type="checkbox"/> ذكر <input type="checkbox"/> أنثى
3. Nature of Concern <input type="checkbox"/> Direct Disclosure <input type="checkbox"/> Observed Injury/Behavior <input type="checkbox"/> Reported by Someone Else:	3. طبيعة الحالة <input type="checkbox"/> إفصاح مباشر <input type="checkbox"/> ملاحظة إصابة/سلوك <input type="checkbox"/> إبلاغ من طرف آخر:
4. Type of Abuse or Issue <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Psychological / Emotional Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Safety Risk <input type="checkbox"/> Other (please specify):	4. نوع الإساءة <input type="checkbox"/> إساءة جسدية <input type="checkbox"/> إساءة نفسية / عاطفية <input type="checkbox"/> أساءة جنسية <input type="checkbox"/> تنمر <input type="checkbox"/> خطر على السلامة <input type="checkbox"/> أخرى (يرجى التوضيح)
Witnesses Names (if any):	أسماء الشهود (إن وجد):
4. Description of Incident	4. وصف ما حدث
5. Additional Notes	5. ملاحظات إضافية
6. Immediate Actions Taken <input type="checkbox"/> Reported to Child Protection Officer <input type="checkbox"/> Ensured Child Safety <input type="checkbox"/> Notified Administration <input type="checkbox"/> Other:.....	6. الإجراءات الفورية <input type="checkbox"/> تم إبلاغ مسؤول حماية الطفل <input type="checkbox"/> حماية الطفل من الخطر <input type="checkbox"/> إخطار الإدارة <input type="checkbox"/> أخرى:.....
Staff Signature: Date of Signature: __/__/__	توقيع الموظف : تاريخ التوقيع: __/__/__



Specific responsibilities of the school doctor/nurse

- Be fully familiar with the school's approved Child Protection Policy and understand the reporting procedures and official communication channels.
- Observe any physical or behavioral signs that may indicate a student has been subjected to abuse or neglect during routine medical examinations or any professional interaction with the student.
- If an injury or concerning indicators are noticed, conduct an initial assessment and accurately document observations in the approved forms, with immediate referral to the designated Child Protection Officer.
- Cooperate with the Child Protection Officer and the school support team in following up on the case, ensuring that all actions taken safeguard the student's safety and privacy.
- Avoid direct communication with the family regarding suspected cases unless coordinated with the Child Protection Officer and in accordance with approved procedures.

Roles and Responsibilities

This policy applies to all staff, volunteers and visitors to CAPS including school administration, bus drivers, cleaners and classroom assistants and security.

The staff at CAPS have a responsibility to promote the safety and well-being of our students. All staff must report any suspected incidents of child abuse to the Designated Child Protection Officer (DCPO).

The DCPO:

- Know how to identify the signs and symptoms of abuse
- Provide advice and support to staff
- Maintain relevant records of incident reports
- Keep all information confidentially and safe in a locked cabinet
- Know when and how to submit a referral to outside agencies

Role and Responsibilities of Parents in Child Protection

In accordance with Federal Law No. (3) of 2016 concerning the rights of the child (Wadeema's Law) and Ministerial Resolution No. (659) of 2020 regarding the Child Protection Policy in educational institutions, parents are committed to the following:

1. Assume full responsibility towards the child

Fulfill all duties assigned to the parent in raising, caring for, guiding, and directing the child, ensuring their physical, psychological, and moral development in the best possible manner, in accordance with the laws and regulations in force in the UAE.

2. Cooperate with the school

Fully cooperate with the school and the educational institution to ensure a safe and supportive school environment for the child, enhancing their sense of protection from any danger that may threaten their physical or psychological well-being.



3. Cooperate in handling cases of abuse

Engage positively and work with the school or the Child Protection Unit in all stages of dealing with any case of violence or abuse in which the child is involved, to ensure their protection and provide the necessary support.

4. Collecting the child from the bus or school

Ensure that the child is collected from the school bus or directly from the school on time. In cases where the parent or their representative is not available to collect the child from the bus at home, they must collect the child from the school administration and sign Form No. 28 of the Student Behavior Management Regulations. Parents must also avoid any delay in collecting the child after school hours.

5. Informing the school of family status updates

Notify the school promptly of any changes regarding the student's family or social status, and provide the school with the details of the child's legal guardian in the event of any change.

Relevant legislation or authorities

This policy complies with the provisions of Federal Law No. (3) of 2016 concerning Child Rights (Wadeema's Law) and Ministerial Resolution No. (659) of 2020 regarding the Child Protection Policy in educational institutions, in addition to any applicable local legislation and regulations in the United Arab Emirates.

It is also based on the core principles of the United Nations Convention on the Rights of the Child (1989), which the UAE ratified on 3 January 1997, as well as the national systems and procedures in force in the field of child protection.

The Student Behavior Management Policy issued by the UAE Ministry of Education is implemented to protect children and guide student behavior, ensuring a safe school environment.

School Commitment-Recruitment, Training and Selection

The school safer recruitment procedures will be followed for all staff employed by the school. All staff (both teaching and non-teaching), including volunteers who apply to work at the school, will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children and eligibility to work in the UAE. They will be required to give evidence of their qualifications. At least one person on an interviewing panel must have completed safer recruitment training

staff will be provided with a copy of the Child Protection and Safeguarding Policy and code of behavior and will be required to sign a document certifying that they have read it and agree to abide by its contents.

Policy Review

This policy is to be reviewed annually, though any deficiencies or weaknesses in children protection arrangements will be remedied without delay. The SLTs & support team will undertake an annual review of the school's Child Protection/ safeguarding policies and procedures and of the efficiency with which the related duties have been discharged.



SCHOOL CONTACT DETAILS:

Sr no	Designation	Name	Phone no	Email Id
1	Principal	Mr. Imran Shaikh	-	principal@crownamerican.ae
	Vice Principal	Mr. Zaid Raddad	-	curriculum@crownamerican.ae
2	Psychologist	MS. Hebatalla Alsayed	054 586 5834	hebatallah@crownamerican.ae
3	Social worker	Ms. Amira Abdelhamed	0545865831	socialworker@crownamerican.ae
4	Social worker	Mr. Ahmad Sobhy	0565089623	ahmedsobhy@crownamerican.ae
5	SENCO	Ms. Shahina	056 410 0927	senco@crownamerican.ae
6	Happiness officer	Ms. Dina	050 744 2860	accountant@crownamerican.ae
7	Supervisor – Grade 5-12 Boys section	Mr. Basem	054 586 5651	supervisor.boys@crownamerican.ae
8	Supervisor – Grade 5-12 Girls section	Ms. Reem Rashid	0564100923	supervisor.girls@crownamerican.ae
9	School Nurse	Ms. Iman Rizk	06 743 1168	clinic@crownamerican.ae
10	Registrar	Ms. Amal Ayyad	056 410 0933	registrar@crownamerican.ae
11	Reception	Ms. Mai	050 744 2925	reception@crownamerican.ae
12	School hotlinenumber	Land line Phone number	06 743 1168 050 744 2925	info@crownamerican.ae

APPENDIX C

Crown American Private School

All forms from MOE should include:

-Name of Person Making
Allegation/Disclosure

-Time and Date

-Parent(s)' Name and
Contact Information

-Details of Disclosur



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