



مدرسة برستين الخاصة  
PRISTINE PRIVATE SCHOOL

P.O. BOX 60830

Al Nahda 2

Dubai, UAE

Phone: +971-4-267-4299/5822/5844

Email: [info@pristineschool.com](mailto:info@pristineschool.com)

Website: [www.pristineschool.com](http://www.pristineschool.com)

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## Child Protection and Safeguarding Policy

### Rationale

This Child Protection and Safeguarding Policy sets out the school's commitment to safeguarding and promoting the welfare, safety, and wellbeing of all students. It establishes a clear framework for the prevention, identification, reporting, and management of safeguarding concerns, and provides guidance to all staff on their responsibilities for protecting children from harm.

The policy is intended to ensure that safeguarding practice across the school is consistent, effective, and child centred. It supports the early identification of concerns, the timely and appropriate response to disclosures or suspicions of harm, and the maintenance of a culture in which the best interests of the child remain paramount at all times.

The policy is written in accordance with the *National Child Protection Policy in Educational Institutions in United Arab Emirates (2022)* **"Protecting and enhancing children's welfare is the collective responsibility of everyone; every person who deals with children and their family has a role to play"**.

### Aims

This policy applies to all staff, trainees, and cover staff working in the school. It aims to:

- set out the school's unified commitment to safeguarding and promoting the welfare of all students and staff;
- provide a clear whole-school framework for safeguarding and child protection practice, including procedures for all staff to follow;
- support the early recognition of safeguarding concerns and ensure that they are responded to appropriately and consistently;
- promote a culture in which students feel safe, supported, and able to raise concerns;
- set clear expectations for safe practice, and professional conduct when working with students;
- promote safer recruitment practices to help ensure that all staff working with students are suitable to do so;
- ensure that all new and existing staff receive appropriate child protection and safeguarding training;



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- ensure that all children are protected against all forms of negligence, exploitation, physical and psychological abuse as per Federal Law No. 3. 2016 on Child's Rights (Wadeema's Law).

#### Our Commitment to Students

The school is committed to maintaining a safe, secure, and supportive environment in which all students feel valued, respected, and protected.

To support this commitment, the school will:

- encourage students to speak openly about any worries or concerns and ensure that they are listened to and taken seriously;
- make clear that, where a safeguarding concern arises, confidentiality cannot always be guaranteed and information may need to be shared in order to protect the child;
- ensure that all students know which adults in school they can approach for help, support, or guidance;
- provide opportunities throughout the curriculum for students to develop the knowledge and skills needed to recognise risk and keep themselves safe, including online.

#### Categories of Abuses

<b>Physical Abuse</b>	Is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
<b>Corporal Punishment</b>	A physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as Physical Abuse.
<b>Emotional Abuse</b>	Is the persistent emotional ill-treatment of a child, such as to cause severe and persistent adverse effects to the child's emotional development. It may involve conveying to children they are worthless, unloved, and inadequate or valued only in so far as they meet the needs of another person. It may cause the child to feel frightened, in danger, or to be exploited or corrupted.



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<b>Sexual Abuse</b>	Involves but not limited to forcing or enticing a child to take part in sexual activities, whether they are aware of what is happening or not. It may involve physical contact, penetrative or non-penetrative acts and also includes children in looking at, or in the production of, sexual online images, watching sexual images, or encouraging children to behave in sexually inappropriate ways.
<b>Neglect</b>	This is the persistent failure to meet a child's basic physical and/or psychological needs which is likely to result in serious impairment to their health and development. May involve a parent or carer failing to provide adequate food, shelter, clothing or a failure to protect from physical and emotional harm or danger, or allow access to medical care or treatment, provide education and regular school attendance and maintain personal hygiene. It may also include the neglect of, or unresponsiveness to a child's basic emotional needs.

## Data Confidentiality

Case reports and student data are strictly confidential. The identities of the student subject to alleged abuse or neglect, the alleged perpetrator and person reporting the case must be kept confidential and will only be shared with authorised individuals/authorities.

## Roles and Responsibilities

All Staff in the school are well placed to observe possible signs of abuse in children. It is the responsibility of all staff members to be aware of the need to report any concerns about a child to the Designated Member of the school as a matter of priority.

## The Role of School Principal:

- Ensure that the school has a child protection policy and procedures in place, and the policy is made available to Parents on request.
- Ensure all staff who work with children undertake appropriate training as part of their induction of the school's arrangements for child protection and their responsibilities.
- Ensure DSL / DDSL / DSP receive enhanced training appropriate to their roles.
- Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all staff and leaders
- Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate actions where there is suspicion of cases of student abuse or neglect.
- Ensure that the students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment



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- Ensure that the staff and others can safely report their concern about the potential exposure of any student to abuse and/or neglect
- Ensure that all staff and administrators in the school's safeguarding team undergo the required training sessions.
- Ensure that the school operates safe recruitment practices, including appropriate use of References and checks on new staff.
- Ensure policies and procedures are reviewed annually.

### The Role of Designated Safeguarding Leads:

- Oversee and are responsible for Child Protection in their respective phases
- Ensure all staff read and understand all school policies related to safeguarding.
- Conduct Child protection and safeguarding training/workshop regularly.
- Make sure all staff are well aware of the procedures relating to child protection.
- Ensure that there are procedures for dealing with allegations of abuse against members of staff.
- Ensure that students know who the designated safeguarding adults are, how to seek help and where they can go for support within the school.

### The Role of Designated Deputy Safeguarding Leads:

- Be visible and accessible as trusted adults to whom concerns can be reported.
- Ensure that all staff members are clear about their responsibilities regarding child protection procedures.
- Make sure that all staff know that the designated safeguarding person/child protection officer, should be informed about any suspicions or allegations of abuse.
- Advise staff in cases of uncertainty and give informed advice and guidance to new staff.
- Consider, in conjunction with other stakeholders, at what point to involve parents.
- Contact and liaise with other relevant agencies.
- Be supportive to those members of staff to whom students have made disclosures.
- Be active in supporting the Child Protection Plan.
- Keep all records up to date.



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## The Role of Designated Safeguarding Persons

Designated Safeguarding Persons support DSL and DDSL in the day-to-day operational implementation of safeguarding arrangements. DSPs include relevant non-academic and support staff whose roles contribute to student welfare, health, administration, compliance, or operational safeguarding processes.

## The Role of Parents/Legal Guardians

- Cooperate with the school administration and staff, answer all queries related to the student's behaviour, and academic performance and respond to the school's feedback guidance.
- Attend all scheduled meetings and communicate any concerns in their child's behaviour.
- Comply with all general safeguarding guidelines with respect to school visit protocols and attendance at school events

## Good Practice Guidelines and Staff Code of Conduct

- Ensure that students are treated with respect.
- Involve students in decisions that affect them.
- Keep an appropriate distance between yourself and the student for safety and professional purposes.
- Refrain from physical contact, except when necessary to prevent harm or as specifically advised.
- Ask the student's permission before initiating physical contact, such as physical support during PE or administering first aid.
- Maintain appropriate standards of conversation and interaction with students as outlined in the KHDA School Code of Conduct.
- Adhere to the school's guidelines regarding communication and relationships with students, especially via social media platforms.

## School Safeguarding Team



2024-2027



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Safeguarding Governor	Mr. Fahd Salam	fahd.salam@pristinegroup.ae
Principal	Shagufa Kidwai	shagufa@pristineschool.com

### Designated Safeguarding Leads (DSL)

Head of Junior	Salma Kapadia	salma.kapadia@pristineschool.com
Head of Primary	Zeenat Munir	zeenat.munir@pristineschool.com
Head of Secondary	Tasneem Usman	tasneem.usman@pristineschool.com

### Deputy Designated Safeguarding Leads (DDSL)

Child Protection Officer	Ms. Ashwika Ashwinikumar	Amrita.Ashwinikumar@pristineschool.com
EYFS	Ms. Faryal Amir	faryal.amir@pristineschool.com
KS1	Ms. Parveen Kausar	parveen.kausar@pristineschool.com
KS2	Ms. Nilam Jamil	Nilam.Siddiqui@pristineschool.com
KS3,4,5	Ms. Padma Unnam	padma@pristineschool.com

### Designated Safeguarding Persons (DSP)

SENDSCO	Nina Kristi	N_Kristi.Auxtero@pristineschool.com
EYFS	Ms. Jeanie Valmores	Jeanie.Perez@pristineschool.com
KS1	Ms. Cecilia Mangalindan	cecilia.mangalindan@pristineschool.com
KS2	Ms. Talat Amin	talat.amin@pristineschool.com
KS3,4	Ms. Brikhna Afsar	Brikhna.Afsar@pristineschool.com
KS4,5	Ms. Parul Verma	Parul.Verma@pristineschool.com
School Doctor	Syeddah Fatima	Syeddah.Fatima@pristineschool.com
School HR Officer	Ms. Farah Zeeshan	Farah.Zeeshan@pristineschool.com
Safety Officers (Academic)	Mr. Mathew	linsu.mathew@pristineschool.com
Safety Officers (non-Academic)	Ms. Shalini	Shalini.Khatvani@pristineschool.com

### Designated E-Safety safeguarding person (Digital & Online)

Junior	Mr. Aldwin Sumalinog	Aldwin.Sumalinog@pristineschool.com
Primary	Mr. Kenneth Garcia	Kenneth.Garcia@pristineschool.com
Secondary	Ms. Priyadarshini Peter	Priyadarshini.Peter@pristineschool.com
Non-academic	Mr. Iftikhar Lodhi	iftikhar.lodhi@pristineschool.com

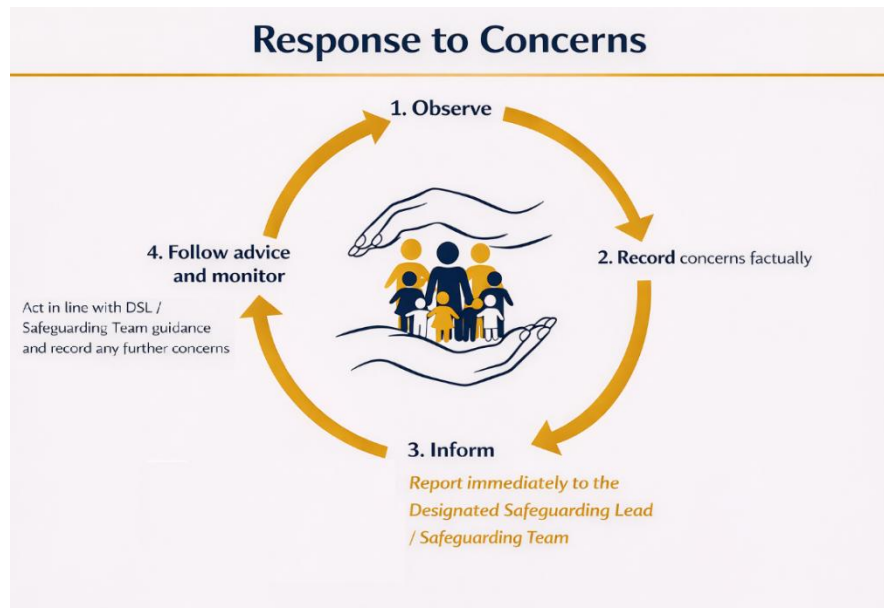
Although there is a dedicated safeguarding team as highlighted above, every adult at PPS has a duty to safeguard students in their presence at all times.



## Important Guidelines for all staff

- Read and understand all policies and procedures around safeguarding and child protection.
- Communicate with children in a clear, respectful, and age-appropriate manner.
- Recognise factors that may increase a child's vulnerability.
- Identify and respond appropriately to potential signs of abuse.
- Act promptly and responsibly when addressing safeguarding concerns.
- Understand what information needs to be shared, how to share it, and with whom.
- Remain alert to circumstances that may place certain children at greater risk.
- Be informed about specific safeguarding risks and proactively identify children who may require early support or intervention.

## Process of response to concerns



- **Always stop and listen** to someone who wants to inform about incidents or suspicions of abuse.
- **Record brief notes** of the incident.
- **Never promise confidentiality**, as the information must be forwarded to the school safeguarding team.
- **Immediate** communication of information to the Safeguarding Team.
- **Take advice** from the Safeguarding Team and follow accordingly.



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## RELATED DOCUMENTS

This policy should be read and applied alongside all relevant policies within the school and related reference documents.

Policies
Anti-Bullying Policy
Mental Health and Wellbeing Policy
Positive Behaviour and Relationship Policy
Health and Safety Policy
Anti-Drug and Anti-Smoking Policy
Cyber Security Policy
AI Policy
Social Media and Cyber Addiction
Disaster and Emergency Preparedness Policy
Acceptable Internet Usage Policy
Inclusive Education Policy
Recruitment Policy
Complaint Policy

Forms
Student Escort Authorisation Form
Risk Assessment Form (Field trips, Events, Activities)
KHDA Code of Conduct
Student Leave or Absence Request Form
Student Out Pass

## References

- National Child Protection Policy in Educational Institutions in United Arab Emirates, 2022
- Federal Law No. 3 of 2016 on Child's Rights (Wadeema's Law), 2016



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## **Important Contact Details**

### **Community Development Authority**

Block C, 5th & 4th Floor and of December Street, Jumeirah 1 - Dubai - United Arab Emirates Phone +9714 429 9888

Email: [child@cda.gov.ae](mailto:child@cda.gov.ae) Website: [www.cda.gov.ae](http://www.cda.gov.ae)

### **Dubai Foundation for Women and Children Al Awir**

Dubai United Arab Emirates Phone +9714 6060300

Email: [help@dfcwac.ae](mailto:help@dfcwac.ae)

Website: [www.dfwac.ae](http://www.dfwac.ae); Email: [info@dfwac.ae](mailto:info@dfwac.ae)

### **Ministry of Education's Child Protection Unit**

80085

### **Child Protection Centre**

110 22 St – Dubai United Arab Emirates Phone: + 971 800988

### **Dubai Police**

Phone: 999

Email: [mail@dubaipolice.gov.ae](mailto:mail@dubaipolice.gov.ae)

<b>Policy Details</b>	<b>Child Protection and Safeguarding Policy</b>
<b>Version Date</b>	<b>August 2025</b>
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