مدرسة المستقبل الدولية
FUTURE INTERNATIONAL SCHOOL

Future International Private School

SAFEGUARDING POLICY 2026-2027

1. **Safeguarding Supervision**
   The FIS school has a duty of care towards its students, being responsible for their well-being, safety, and protection while they are under the school's supervision. The school principal assumes a "loco parentis" role, akin to that of a parent, for all students during their time under the school's supervision.

2. **Safeguard Policy Statement:**
   At FIS, we are committed to the safety and well-being of our students. We have developed safeguarding practices in strict alignment with the core principles of the ADEK wellbeing policies. Our approach is designed to ensure that all safeguarding matters are addressed with sensitivity, professionalism, and a clear focus on supporting the unique needs of every student.

- **2.1. School Safeguarding Practices:**

  We have established comprehensive safeguarding practices that are rooted in the principles set forth by ADEK's wellbeing policies. Our practices encompass a wide range of measures, from preventive strategies to responsive protocols. These practices are crafted to create a safe and secure environment where students can flourish academically, emotionally, and socially. We believe that every student deserves the opportunity to learn and grow in an atmosphere free from harm, maltreatment, and exploitation.

- **2.2Security Policy:**

  The safety of our students is paramount, and our security policy outlines our commitment to protecting them from all forms of harm. This policy encompasses strategies for safeguarding students in both physical and digital spaces. We have established protocols for prevention, early detection, and immediate response in the event of any security breaches. Our goal is to ensure that students are shielded from any potential threats or risks to their well-being.

- **2.3Monitoring and Measurement:**

  We understand the importance of continuous improvement in our safeguarding practices. To this end, we have implemented mechanisms for ongoing monitoring and measurement. These mechanisms allow us to assess the effectiveness of our safeguarding efforts, identify areas for improvement, and take proactive steps to enhance the safety of our students. Our commitment to measurement ensures that we remain vigilant in protecting our students from all types of harm that may affect their health and development.

- 2.4 **Designated Safeguarding Lead and Reporting**
  The school designates [Mohamed Orabi] as the Safeguarding Lead. Any staff member with a safeguarding concern must report it immediately to the Safeguarding Lead. The Safeguarding Lead shall, where appropriate, complete and submit the ADEK Safety Concern Form through the designated online portal. The school maintains a confidential record of all concerns and actions taken.

3. **Safeguarding and Awareness Strategies**

To ensure safety and well-being of all students, we have implemented a comprehensive set of strategies in line with ADEK guidelines. These strategies are designed to create a secure, nurturing, and

supportive environment where every student can flourish. Our safeguarding strategies encompass the following elements:

3.1 Safe and Caring Environment:

We are dedicated to providing a secure and nurturing learning environment where students can freely express themselves. We prioritize students' emotional and physical well-being.

3.2 Zero-Tolerance Approach to Maltreatment:

We uphold a zero-tolerance stance against student maltreatment. All concerns regarding student welfare are treated seriously. Our staff and visitors are well-informed about our safeguarding processes as outlined in the ADEK Student Protection Policy, ensuring a safe and protected environment.

3.3 Monitoring Vulnerable Students:

We actively monitor students at risk of harm, especially those with additional learning needs who may be more vulnerable. Extra support and resources are provided to ensure their safety.

3.4 Responding to Safeguarding Incidents:

Our staff is trained in incident management and reporting to respond effectively to safeguarding incidents. We ensure that victims' concerns are treated with the utmost seriousness, and they receive the necessary support with empathy.

3.5 Transparent Environment:

We promote open communication, empowering students and staff to voice concerns about any behavior. Our Safeguarding Lead is readily available to address these concerns.

3.6 Online Safety:

In line with the ADEK Digital Policy, we prioritize online safety, implementing robust digital security measures to protect students and promote responsible digital citizenship

3.7 Well-being Policy Adherence:

Our policies are crafted in harmony with the ADEK Well-being Policy, ensuring they do not adversely affect students' health or well-being.

3.8 Accessible Support and Counseling:

We offer accessible, judgment-free support and counseling services to all students, fostering a culture of trust and care within the school community.

3.9 Parental Obligations and Reporting:

Parents are educated about their obligation to enroll their children in school and adhere to educational regulations. We emphasize that unexplained student withdrawals may be reported as a safeguarding concern, following the ADEK Student Protection Policy.

4. **Safeguarding and the Curriculum**

At FIS, safeguarding is part of our curriculum to help students succeed academically and build important life skills for their well-being and safety. Our commitment to this is shown in the following objectives:

4.1 . Building Confidence and Self-Control:

This goal focuses on helping students feel good about themselves and manage their feelings. When students have confidence and can control their emotions, they can better protect themselves.

4.2 . Respect and Kindness:

We teach students to be respectful and kind to others. This helps create a safe, welcoming space for everyone. It also encourages students to appreciate differences and care for others.

4.3 . Communication Skills and Consent:

We teach students how to communicate clearly and understand consent. This helps them build healthy relationships and respect boundaries.

4.4 . Understanding Risk, Online Behaviors, and social media:

In today's digital age, understanding and mitigating risks related to online behaviors and social media are essential life skills. Our curriculum provides students with guidance on responsible online conduct, recognizing potential online risks, and responding to cyberbullying.

4.5 Developing Self-Protection Strategies:

We empower students with strategies for self-protection. This includes educating them about personal safety, recognizing unsafe situations, and knowing how to seek help when needed. Students are encouraged to be proactive in safeguarding their own well-being.

4.6 Promoting Responsibility for Safety:

Our curriculum aims to develop in students a strong sense of responsibility for their safety and the safety of others. We encourage them to take an active role in creating a safe and respectful learning environment. Students learn the importance of reporting concerns and seeking assistance when necessary. Safeguarding the School's Security.

5. Safeguarding the School's Security

Our school places the highest priority on safeguarding the security of students, staff, and visitors. We have implemented a multi-layered approach that includes physical security measures, personnel, and technology to prevent and respond to any potential risks. This ensures that all members of our school community can learn and work in a safe environment

5.1 Comprehensive Security System

Our school is committed to ensuring the safety and security of our students, staff, and assets. To achieve this, we have established a comprehensive security system that encompasses various elements, both physical and digital, designed to safeguard against potential risks and threats. This system is integral to our safeguarding policy and includes the following components:

5.1.1 Risk Assessment and Analysis:

- We conduct regular assessments to identify and analyze potential risks and threats to the school, encompassing physical, digital, and human-related risks.

5.1.2 Access Control:

- Strict access control measures are in place to ensure that only authorized individuals can enter the school premises.
- Access points are secured through electronic key cards, biometric scanners, or other reliable authentication methods.
- Access permissions for staff, students, and visitors are regularly reviewed and updated.

5.1.3 Surveillance Systems:

- Security cameras are strategically positioned throughout the school premises to monitor activity.
- These surveillance systems cover critical areas such as entrances, classrooms, hallways, and parking lots.
- High-resolution cameras with remote monitoring capabilities are employed.
- CCTV cameras shall not be installed in lavatories, changing rooms, or any other areas where there is a reasonable expectation of privacy.

5.1.4 Security Personnel:

- Trained security personnel are employed to monitor and respond to security threats.
- A visible security presence is maintained to deter potential intruders.

5.1.5 Visitor Management:

- Strict visitor registration and identification protocols are established.
- Visitor badges are issued, and all non-essential visitors are required to sign in.
- Visitor identities and purposes for being on the premises are verified.

5.1.6 Cybersecurity Measures:

- Robust cybersecurity measures are implemented to protect digital assets and data.
- Firewalls, intrusion detection systems, and regular software updates are in place to prevent cyber threats.
- Staff receive cybersecurity training to recognize and respond to digital threats.

5.1.7 Emergency Response Plans:

- Detailed emergency response plans are developed for various scenarios, including fires, natural disasters, heavy rain or security breaches.
- Staff and students are familiarized with emergency procedures through regular drills. As per the *Emergency management Policy*.

5.1.8 Asset Protection:

- Asset tagging and tracking systems are employed to monitor valuable equipment.
- Sensitive documents and resources are securely stored and locked away.

5.1.9 Communication Systems:

- Reliable communication systems, such as two-way radios or mobile apps, are maintained for security personnel to respond promptly to incidents.

5.1.10 Collaboration with Authorities:

- Communication channels with local law enforcement and emergency services are established to coordinate responses to critical incidents.

5.1.11 Training and Awareness:

- Ongoing security training is provided to staff, students, and visitors to ensure they are well-versed in security protocols and know how to report suspicious activity.

5.1.12 Privacy Considerations:

- Security measures respect individuals' privacy rights and adhere to relevant data protection laws.

Through the implementation of this comprehensive security system, we aim to create and maintain a safe and secure environment for all members of our school community, while safeguarding our assets, data, and overall well-being

5.2 Security Guards

Security personnel are integral to maintaining a safe and secure environment within our school. To uphold effective security protocols, our security guard is required to adhere to the following

5.2.1 Security personnel must be stationed at all entry points and gates at all times. They should not leave their posts unless there is a temporary replacement available.

5.2.2 It is mandatory for security personnel to possess licenses issued by the Abu Dhabi Quality and Conformity Council (QCC), as per the ADEK Staff Eligibility Policy.

5.2.3 Security personnel bear the responsibility of upholding vigilance and ensuring the security of the school premises. They are expected to collaborate effectively with the school's security systems, in alignment with the ADEK Digital Policy.

5.2.4 Detailed visitor logs must be maintained by security personnel, recording visitor information including names, IDs, signatures, telephone numbers, purpose of visit, and entry/exit times.

5.2.5 Access passes for visitors will only be issued after verifying their identity against a valid photo ID.

5.2.6 The school has the authority to issue permanent access passes to registered visitors who are regularly involved in student pick-up and drop-off, such as parents, nannies, and drivers. Security guards will ensure that these passes match the identity of the holder. Anyone with canceled or revoked permanent access cards will not be allowed entry; they must sign in as a general visitor.

5.2.7 Security guards are responsible for maintaining communication between the entry gate and the school reception/administration to authorize the entry of unknown persons.

5.2.8 Adequate handover procedures will be in place to facilitate a smooth transition in case the school changes security providers

5.3 Visitor Protocols

5.3.1 Sign-In and Access Pass:
All visitors to the school must sign in at the security gate and present a valid form of identification. Upon verification, visitors will be issued a visitor access pass in exchange for their ID.

5.3.2 Display of Access Pass:

1. Visitors are required to wear their access passes visibly at all times while on the school premises.
2. Visitors are not permitted to enter classrooms unless they have been specifically invited to do so.

5.3.3 Supervision of Invited Visitors:
Invited visitors, those who have a specific purpose for their visit, must remain under the supervision of a designated member of staff while on the school premises

5.3.4 Sign-Out and Pass Return:
At the conclusion of their visit, all visitors must sign out at the security gate.
Visitors are required to return their access passes before leaving the school premises.

5.3.5 Access for Authorized Personnel:
The school will provide authorized personnel with access to its premises and relevant resources, such as school reports and records.
Prior to granting access, the school will verify the identity of the personnel and ensure they have a valid reason for their visit.
Access granted will be in line with the requirements and purpose of the personnel's visit.

5.3.6 Record Keeping:
School principal will maintain records of personnel granted access, detailing the reports and records accessed and the purpose for providing access.
These records will be preserved in accordance with the requirements for administrative records, as outlined in the ADEK Records Policy.

These visitor protocols are designed to ensure the safety and security of the school environment while facilitating access for authorized personnel in a controlled and accountable manner.

5.4 Departure Procedures:

The school has implemented departure procedures to ensure that student departures are conducted in accordance with parent-authorized methods for transitioning student supervision from the school to the home. These procedures include:

5.4.1 Verification that only persons authorized by parents are allowed to pick up students.

5.4.2 Parents are required to provide advance written notice and the ID of nominated persons who are not pre-registered for student pick-up.

5.4.3 In cases of sudden emergencies or last-minute changes in plans, parents must call the school to inform them of the authorized person picking up their child. The school will record this information, including the name of the authorized person, and promptly communicate it to the security guards and teachers/individuals responsible for the concerned student.

5.4.4 The school staff will verify the identity of the nominated person at the gate by requesting a form of ID before handing over the student from the school's supervision.

5.5 Arrival and Departure Procedures for Unaccompanied Cycle 3 Students:

Students in Cycle 3 may arrive at and depart from school without adult accompaniment only when their parents or legal guardians have granted written consent.

5.5.1 The school established a system to meticulously record and communicate the arrival and departure times of Cycle 3 students to their parents or legal guardians.

5.5.2 Parents or legal guardians are entitled to request notifications regarding the arrival and departure times of students in grades below Cycle 3. The school is responsible for promptly providing these notifications upon request.

5.6 Security Measures for Special Events

Schools will implement enhanced security protocols to safeguard the school premises during special events. This includes ensuring that:

5.6.1 The Special events are exclusively open to the immediate family, which consists of parents and siblings of the student. Parents intending to invite additional guests must pre-register them with the school and provide a copy of a valid ID. Unregistered guests will be required to register at the school gate upon arrival and subsequently present a copy of a valid ID.

5.6.2 Clear signage indicating designated areas f or visitor access within the school premises is prominently displayed.

5.6.3 Additional security personnel are deployed when a larger number of visitors is expected.

5.6.4 All outside service providers and their employees are pre-approved, and contracts stipulates that they have undergone security checks. Service

providers shall submit their trade license and a valid work permit for each employee

5.7 Privacy of the School Community

To safeguard the privacy of the school community in both physical and digital spaces, schools adhere to stringent practices:

5.7.1 Clear Reception areas remain free from individually identifiable elements like timetables, class schedules, or photographs and names of community members.

5.7.2 Personal information, such as emails and mobile numbers of students, parents, or teachers, is not shared without prior consent, in accordance with the ADEK Digital Policy.

5.8 Managing Security Breaches

To prevent dangerous or harmful events and unauthorized access to the school grounds or confidential information, schools establish comprehensive security breach systems:

5.8.1 A robust lockdown system, including a security breach procedure and response plan, is implemented and led by the Safeguarding Lead, with effective reporting mechanisms.

5.8.2 All school staff receive training and are familiar with the security breach procedure.

5.8.3 In accordance with the ADEK Digital Policy, schools have the capability to respond to security breaches by backing up critical data from the school IT system and activating their business continuity plan.

5.8.4 Schools conduct emergency planning and drills in adherence to the ADEK Health and Safety Policy.

5.8.5 Compliance with local regulatory requirements is ensured, and eligible security breaches are promptly reported to the authorities

6. Training and Continuous Professional Development (CPD):

Schools prioritize staff training and CPD to enhance safeguarding:

6.1 Safeguarding training is provided during induction. Staff training covers and we plan also to do the Safeguarding Drill per term

6.1.1 Recognizing signs of student maltreatment or safeguarding concerns and the appropriate steps to take if concerned.

6.1.2 Vigilance regarding the specific needs of at-risk students, including those with additional learning needs.

6.1.3 The importance of addressing behaviors (e.g., banter, practical jokes) that can foster an unsafe culture.

6.1.4 Maintaining secure and confidential records, aligning with the ADEK Digital Policy.

6.1.5 Taking immediate actions during emergencies to prevent harm.

6.1.6 Sharing information on a need-to-know basis and avoiding discussions with colleagues or parents.

6.1.7 Providing support to distressed staff members who may require debriefing.
6.1.8 Understanding the school's security system and security breach protocol.

6.2 Invited visitors are required to read and sign the school's Safeguarding Policy, even though formal training is not mandatory

7. Whistleblowing

- We have established a whistleblowing mechanism that allows any individual to confidentially report concerns or allegations of organizational malpractice
- Concerns may be reported confidentially to [designated email/phone line]. Reports will be handled by [Safeguarding Lead / Principal] and, where necessary, escalated to ADEK.

7.1 Clear For Concerns Raised:

- We protect the identity of those who report concerns, ensuring they face no shame for doing so.
- If their identity becomes known, we take measures to shield them from negative repercussions such as harassment, reprisal, or stigmatization.

7.2 For Concerns Raised Against an Individual:

- We do our best to protect the identity of the accused when possible.
- We safeguard them from negative repercussions until any investigation is completed.

8. Inclusion

8.1 Inclusive Provision:

Our Safeguarding Lead collaborates closely with the Wellbeing Committee, Head of Inclusion, School Counselor, Health & Safety Officer, teachers, parents, and other stakeholders to ensure the safeguarding and security of all students.

8.2 We Ensure:

Our safeguarding practices and policies consider the unique needs, communication and behavior styles, and engagement of students with additional learning needs, aligning with the ADEK Inclusion Policy.

9. Compliance

Failure to comply with this policy shall be subject to legal accountability and the penalties stipulate d in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligation.

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