



*The Apple International School*



# CHILD PROTECTION AND SAFEGUARDING POLICY

## ACADEMIC YEAR 2025-26

Safety and Well-being comes above all

***"It is easier to build strong children than to repair broken adults." ~ F. Douglas***

## Introduction

The Apple International School is committed to providing all students with a safe and nurturing learning environment. The holistic well-being of students is crucial to their academic success and overall development. The safety and protection of children in school are therefore of the utmost importance to us. The Apple International School follows a safe recruitment policy, and all staff members are trained to ensure the safety, security, and welfare of every child during the school year. It is imperative that a clear plan is developed so that concerns, referrals, and monitoring related to child protection can be handled appropriately.

## Aims

This policy ensures that all staff in our school can follow the necessary procedures regarding child protection issues. It aims:

- a. To raise awareness and identify responsibility in reporting possible cases of abuse.
- b. To ensure effective communication between all staff when dealing with child protection issues.
- c. To inform all parties of the correct procedures to use in the case of a child protection issue.

The Apple International School Child Protection Policy is in line with the law and guidance set within the UAE law, which are-

1. UAE Federal Law No. 3 of 2016 on children's rights (Wadeema's Law)
2. UAE Department for Health, School Health Guidelines for Private Schools 2011
3. UAE School Inspection Framework 2016, Section 5 The protection, care, guidance, and support of students.

The Child Protection Policy also aligns with the Behaviour Policy of the school.

## Principle-

Our three-pronged approach to Child Protection includes:

1. Prevention of child abuse and neglect through the creation of a positive school environment. This is ensured through positive teaching practices and support offered to students.

- 2 Protection of child abuse and neglect by following agreed procedures, ensuring staff is trained and supported to respond appropriately and sensitively to child protection concerns.
- 3 Support students who may have been abused or neglected, through personal counseling provisions.

Apple International School strives to work in a culturally sensitive and respectful manner with its students.

### Types of Child Abuse

**Physical Abuse:** Physical abuse means causing physical harm or injury to the child or failing to or being unwilling to prevent physical harm to the child.

**Sexual Abuse:** Sexual abuse means forcing, attracting, or enticing the child to take part in any sexual behavior, whether aware or not. It includes practices that do not involve any physical contact. For example, sharing inappropriate images/pics or showing any inappropriate actions.

**Psychological Abuse:** Psychological abuse means dealing abusively with the child's psychological state, causing severe and or permanent harm and thus affecting the child's psychological growth and development.

**Neglect:** Neglect means the failure of parents or caregivers to take the necessary measures to protect the child's life, provide physical, psychological, mental, and moral safety against danger, and or protect the rights of the child.

**Bullying** – Any persistent and uninvited behavior which insults, hurts or intimidates someone (includes cyber bullying).

**Signs of possible abuse include:** (These are not exhaustive or necessarily indicative of abuse).

**a) Neglect** – Constant hunger or tiredness; frequent lateness or absence, poor personal hygiene, untreated medical problems; running away, stealing, low self-esteem

**b) Physical** – Unexplained injuries/bruises; improbable or evasive excuses, untreated injuries; fear of treatment or medical help, fear of physical contact, fear of going home, over aggressive, or defensive tendencies, fear of removing clothes, bites, lashes, facial injuries.

**c) Sexual** – Tendency to cling, tendency to cry, genital itching, acting ‘like a baby’, distrust of familiar adults, wetting and/or soiling, fear of undressing, throat infections, depression, fearful/panic attacks.

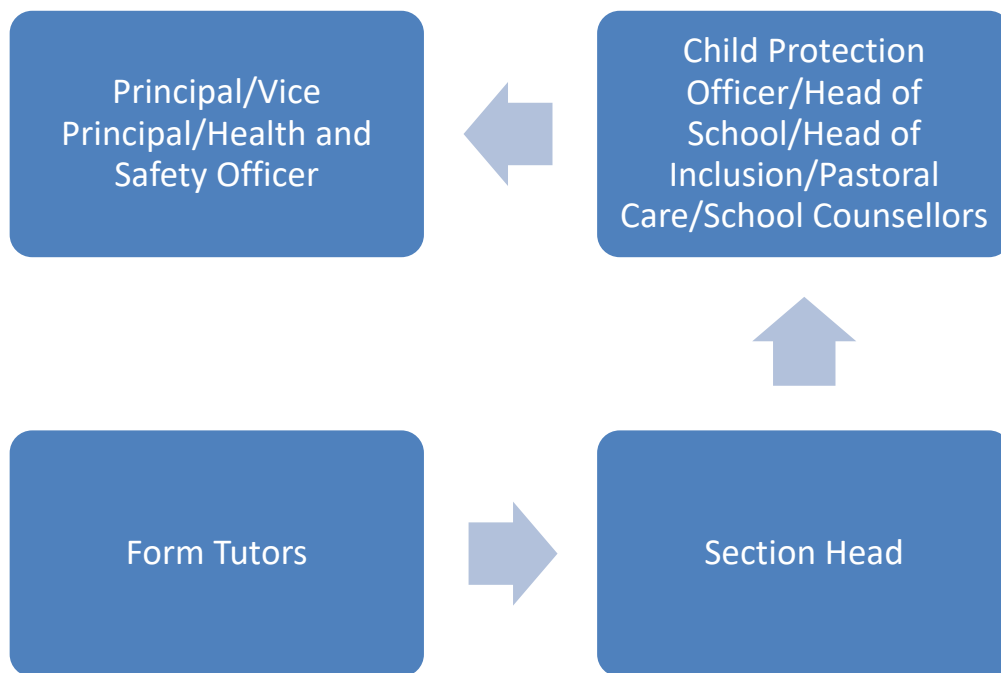
**d) Emotional** – Physical, emotional, developmental delay; over-reaction to mistakes; tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Munchausen Syndrome by proxy (If a parent of a child deliberately fabricates or induces illness in that child). Signs may include perceived illness, doctor shopping, enforced illness, fabricated illness, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, and tampering with vomit/urine. The child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with the mother’s presence, the mother is unusually at ease in a hospital environment, multiple illnesses/similar symptoms in the family, and unexplained death of siblings.

### Reporting

All employees are expected to report the incidents where they have reasonable suspicion to believe that child protection violations have occurred. All reports, whether the allegation is made regarding a student, parent, or employee are to be made to the child protection officer or, if unavailable, to any member of the school administration. Upon becoming aware of a child protection violation, employees must report their concerns immediately during the work week or within 24 hours on a weekend. Child Protection Officer in receipt of a report of potential abuse and/or neglect will immediately inform the Child Protection Governor (Principal) and Assistant Child Protection Officer (Section Head), who open a formal inquiry and may convene the report.

### Roles and Responsibilities

At the Apple International School, all staff is trained to be professional while interacting with the students. However, the following key personnel have specific responsibilities to ensure that the child protection policy is implemented effectively.



**Governor for Child Protection** will ensure the following:

- a. Ensure the cultivation of a safe and happy learning environment for all the students, staff and other personnel related to school.
- b. Identify the child protection officer in school.
- c. Lead the child protection policy and procedures in school by dedicating sufficient time and resources in school.
- d. Respond to any challenges pertaining to child safety.
- e. Updating and reviewing the child protection policy annually.

**The Child Protection Officer** will ensure the following:

- a. Training others for identification of signs of abuse.
- b. Give access to and develop an understanding of the School's Child Protection Policy to each member of the staff, especially new or part-time staff via training.
- c. Have a working knowledge of how child protection agencies operate, the conduct of a child protection case conference, and be able to attend and contribute to these effectively when required to do so.

- d. Be able to keep detailed, accurate, and secure written records of referrals/concerns.
- e. Obtain access to resources and attend any relevant or refresher training courses regarding child protection.
- f. Conducting awareness workshops to build a clear understanding of child protection policy for students, staff, and parents.
- g. Providing training/workshops to teachers, students, and parents around areas pertinent to child abuse and neglect (self-esteem, motivation, parent-child bonding).

**Assistant Child Protection Officer (Section Head)** will ensure the following:

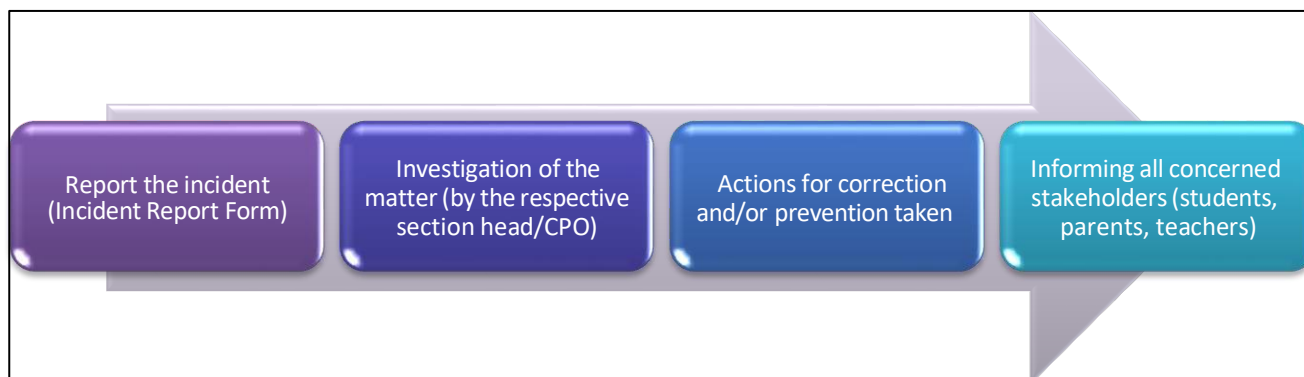
- a. The policies and procedures adopted by the school management are fully implemented and followed by all staff.
- b. They must ensure that there are no physical punishments given to any student in school by any of the staff members.
- c. Sufficient resources and time are allocated to enable the child protection officer and other staff to carry out their duties properly.
- d. Create a conducive environment for teaching and learning on a day-to-day basis.
- e. Address any concerns brought to them sensitively and in a timely manner.
- f. Implementation of behavior management policies.

**Role of Parents:**

- a. To cooperate with the school administration and staff and answer all inquiries related to the student's behavior, academic performance and respond to their feedback and guidance.
- b. To attend all scheduled school parent meetings.
- c. To communicate any concerns, observations, or changes in their child's behavior to the school administration or to the concerned school staff.

The following diagram summarizes the process of response to issues related to child protection.

### Process for CPP implementation



- Incidents must be reported to Section Head by student/teacher/parent
- The Incident Report must be filled in by the teacher on the same day of the incident.
- Section Head will request and receive approval for CCTV footage from the Principal and the section head will review the
- footage along with the counsellor.
- Section Head will call the parent/s for a meeting.
- If the concern is not solved, next level of meeting is with Head of School/VP and Head of Inclusion.
- Section Head will draft the warning/suspension letter and give to counsellor, and counsellor/Head of Inclusion will take
- it forward to Principal with all evidence after consulting with the Head of Inclusion.
- Warning/suspension will be issued by Section Head.
- Section Head will close the concern by contacting and emailing the parent/s and updating them about the action.
- Serious KHDA complaints will be dealt directly by the Head of inclusion with the help of Section heads/counsellors.

### Safety Measures at the Apple International School

- Security personnel are present at major entrances/exits of the school.
- Guided and restricted use of internet at school.
- Separate toilets for different age groups and gender. Designated staff for monitoring the toilets throughout the day.

- Use of mobile phone prohibited on campus.
- Teachers are prohibited from interacting with students except for school-related activities.
- All teachers upon induction into school are made aware of the dos and don'ts regarding child safety.
- Constant monitoring of school corridors by staff.
- Use of Exit & Clinic passes during classroom instruction.
- ID card for bus/own transport/walk home students.
- Permission slips to enter school late or leave school early.
- CCTV surveillance throughout the school premises and buses.

### Confidentiality

The school respects the privacy of those involved in all aspects of child protection cases. The identities of those involved in both the reporting and the incident of suspected child protection violations will be kept confidential to the greatest extent possible. However, those involved must understand that for an inquiry into the incident to proceed, certain information must be shared. Information will be shared strictly on a need-to-know basis and only with those directly involved in incident response. The identities of both the victims of child protection violations and their reporters will be protected, however, the school cannot guarantee absolute confidentiality. Disclosing the identity of the victim to certain individuals or entities may be necessary for the purposes of both internal inquiry and mandatory reporting. All employees are required to sign a CPP declaration form that states they will maintain confidentiality and not discuss any student or family matter unless doing so in a professional situation and only with those individuals necessary to maintain the support and wellbeing of the student.

**The right to appeal:** If any child or parent feels that they have not been heard through the specified people identified in the policy in a satisfactory manner, then they may appeal to the board of directors.



## Key Contacts (Within School)

### **Child Protection Officer (Primary Campus)**

Name: Ms. Annette John – School Counsellor

Email: [counsellor\\_primary@apple.sch.ae](mailto:counsellor_primary@apple.sch.ae)

### **Child Protection Officer (Senior school)**

Name- Ms. Fathima Khamaruddeen – School Counsellor

Email: [fathima.k@apple.sch.ae](mailto:fathima.k@apple.sch.ae)

### **Child Protection Officer (Primary school)**

Name: Ms. Sara Jacob – School Counsellor

Email: [sarajacob@apple.sch.ae](mailto:sarajacob@apple.sch.ae)

### **Governor for Child Protection**

Name: Dr Jinto Sebastian, Executive Principal

Email: [jinto@apple.sch.ae](mailto:jinto@apple.sch.ae)

Note: All concerns/referrals for Child's safety and welfare during school hours should be immediately reported to Child Protection Officer or any accessible Child Protection Team (as mentioned above) at The Apple International School, Dubai.

The policy has the following appendixes attached to it.

- Appendix 1 – Incident report form
- Appendix 2 - Child protection policy teacher and staff declaration form.
- Appendix 3 – Guidelines for teachers for responding to any incidents reported.

Dr Jinto Sebastain

Executive Principal

The Apple International School, Dubai

Reviewed Annually

Last date of Review: August 2025

## Appendix 1



مدرسة التفاحة العالمية  
The Apple International School

### INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, or student behaviour incident. If possible, a report should be within on the same day of the event.

#### BASIC INFORMATION

- Student Involved: \_\_\_\_\_
- Year & Section: \_\_\_\_\_
- Date of Incident: \_\_\_\_\_
- Time of Incident: \_\_\_\_\_
- Location of Incident: \_\_\_\_\_
- Reported By & Name: ☐ Staff ☐ Student ☐ Parent ☐ Other: \_\_\_\_\_

#### INCIDENT DETAILS

- Type of Incident  
☐ Bullying ☐ Physical Fight ☐ Verbal Abuse ☐ Injury ☐ Property Damage  
☐ Behavioural Incidents ☐ Cyberbullying ☐ Harassment ☐ Theft ☐ Vandalism ☐ Bus Incident ☐ Other: \_\_\_\_\_
- Description of Incident: *(Provide a detailed account of what happened, including events leading up to the incident.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# مدرسة التفاحة العالمية The Apple International School

- **Was there any physical injury?** ☐ Yes ☐ No  
(If yes, describe the injury and medical attention given):

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## SECTION HEAD COMMENTS

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## ACTION TAKEN

- **Action Taken**  
☐ First Aid Given ☐ Parents Notified ☐ CCTV Footage Reviewed ☐ Verbal Warning  
☐ Suspension ☐ Police Informed ☐ Counselling Provided ☐ Other: \_\_\_\_\_
- **Follow-up Actions Required?** ☐ Yes ☐ No

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- **Final Status:** ☐ Open ☐ In Progress ☐ Closed
- **Closure Date:** \_\_\_\_\_

## SIGNATURES

- **Section Head:**
- **School Counsellor / Pastoral Care Officer:**
- **Head of School:**
- **Head of Inclusion:**
- **HSO/MSO:**
- **Doctor's Signature (If medical intervention was needed):**
- **Vice Principal:**
- **Principal:**

## Appendix 2



### THE APPLE INTERNATIONAL SCHOOL, DUBAI CHILD PROTECTION POLICY – TEACHER/STAFF TRAINING FORM

*"It is easier to build strong children than to repair broken adults." ~ F. Douglas*

The Apple International School believes in providing a safe and nurturing environment for our students. Students' holistic well-being is critical in their academic success and overall development. Hence, we attach the greatest importance to child protection and safety procedures in school. A clear policy ensures that the child protection concerns, referrals and monitoring may be handled in the best possible manner.

Our three-pronged approach to Child Protection includes:

1. Prevention of child abuse and neglect through the creation of a positive school environment. This is ensured through positive teaching practices and support offered to students.
2. Protection of child abuse and neglect by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
3. Support students who may have been abused or neglected, through personal counseling provisions.

The Apple International School seeks always to work in ways that are culturally sensitive and that respect the diverse nature of the children we work with.

**Declaration:** I have read and understood the child protection policy of this school and I understand that corporal punishment or any form of social/emotional/physical abuse and/or neglect is not permitted in this school.

لقد قرأت وفهمت سياسة حماية الطفل في هذه  
المدرسة وأدركت أن العقوبة البدنية أو أي شكل  
من أشكال الإيذاء الاجتماعي / العاطفي / البدني  
و / أو الإهمال غير مسموح به في هذه المدرسة.

**Name (with signature and date):**

**Specialist Name:**

## Appendix 3



مدرسة التفاحة العالمية  
The Apple International School

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### **Guidelines for responding to any concerns from the students.**

- Understand the sensitivity of the matter and respond to it appropriately and wisely.
- Be reassuring to the child and tell them what measures will be taken to address the issue.
- Document the reported matter in an incident report and immediately inform the section head.
- Maintain all confidentiality of the matter.
- If the matter is very urgent immediately call for the section head and/or the school counselor and resolve the matter. The matter should be immediately reported to the school principal.
- In case of a physical injury or medical emergency, seek help from the school clinic immediately through the medical slip process.

### **Precautionary guidelines for responding to any concerns from the students.**

- Do not announce the problem of the child in front of other students even if they are friends of the child.
- Do not treat the matter lightly and tell the child that we will discuss it later.
- Do not discuss the problem with other members of the staff.
- Do not postpone the response for the sake of completing personally assigned tasks first.
- Do not ask the child to wait until the lesson is over and then allow them to go for aid in the clinic.