مدرسة رويال الأمريكية
ROYAL AMERICAN SCHOOL

SAFEGUARDING POLICY

Academic Year 2026-2027

This policy has been read and adopted by the Royal American School Board of Trustees and Principal:

Review date August 2026

Introduction

Royal American School (RAS) is committed to the highest standards of safeguarding and student protection. RAS promotes safe practices and protects students from harm to support the development, growth, and wellbeing of every student, in line with Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema) and the ADEK School Safeguarding Policy. This policy sets out RAS's priorities and processes for safeguarding and promoting the welfare and security of its students.

Purpose

- To set out RAS's requirements and arrangements in relation to safeguarding and the promotion of student welfare.
- To define a clear line of accountability within RAS to ensure safeguarding protocols are fully implemented.
- To outline the security requirements for RAS to ensure effective supervision, the duties of security guards, school visiting and departure procedures, and an established system for managing security breaches.
- To set out RAS's requirements for the use of Closed-Circuit Television (CCTV) cameras across the school.
- To define training requirements to ensure all staff carry out their duties responsibly, effectively, and appropriately, to facilitate a safe environment for students to grow and learn.

Scope

This policy applies to all RAS staff (including third-party, contracted, and volunteer staff), students, parents/legal guardians, visitors, and contractors, across all RAS premises and at all RAS-organized activities, whether onsite or offsite.

Definitions

Term	Definition
Safeguarding	The protection of students from the risks of harm, including maltreatment and other risks that impact their health, development, wellbeing, and safety.
Maltreatment	Abuse (physical, emotional, and sexual), and includes neglect, exploitation, bullying, and cyberbullying of a student.
Duty of Care	The obligation of RAS staff to safeguard students' health, safety, and wellbeing, and to take steps to reduce the risk of reasonably foreseeable harm while students are under the school's supervision.
In Loco Parentis	Meaning “in place of a parent”; the Principal accepts this responsibility for all students while they are under RAS's supervision and their parents are not present.
Safeguarding Lead (or Committee)	The individual(s) at RAS responsible for implementing the Safeguarding Policy and practices, and for ensuring compliance across the school community.
Security Breach	An incident that compromises or results in unauthorized disclosure of, or unlawful access to, protected space, persons, systems, and/or information.

Whistleblowing	Raising a concern about organizational malpractice (e.g., risk of serious harm to a student) taking place at, or near, RAS.
Authorized Personnel	Personnel authorized by ADEK or other relevant government entities to visit RAS and access its premises and resources for a specific purpose (e.g., inspectors).
Visitor	Any temporary visitor to RAS (e.g., a parent, relative, prospective family, inspector, or contractor). An "invited visitor" includes volunteers engaged on a non-remunerated basis to interact with students (e.g., parent chaperones).

Policy Statement

1. Duty of Care and In Loco Parentis: All RAS staff have a duty of care towards students and are responsible for their wellbeing, safety, and protection while under RAS's supervision. The Principal accepts in loco parentis responsibility for all students while under the school's supervision.

2. School-Based Safeguarding Policy: RAS maintains and actively communicates this Safeguarding Policy to the whole school community. The policy sets out RAS's overall safeguarding processes and aspirations; aligns safeguarding practices with ADEK's underpinning wellbeing policies; sets out a security policy to protect students from, and during, physical and digital security breaches; establishes mechanisms to measure and monitor safeguarding delivery; and identifies the resources allocated to safeguarding provision.

3. Safeguarding Committee or Lead: RAS appoints a Safeguarding Committee or Lead to oversee the school's overall safeguarding strategy. The Safeguarding Committee/Lead annually reviews the effectiveness of this policy; ensures the Governing Board's safeguarding procedures are fully implemented; ensures staff, volunteers, and invited visitors are informed of their safeguarding responsibilities; ensures parents can access this policy (e.g., via the school website); develops an induction and training program for all staff and volunteers; and ensures compliance with the ADEK School Student Protection Policy.

4. Safeguarding Awareness: RAS provides a safe and caring environment where students can voice ideas, feelings, and opinions with confidence; applies a zero-tolerance approach to student maltreatment; monitors students known or thought to be at risk of harm, including students with additional learning needs; ensures staff know how to respond to disclosures and reassure students they are being taken seriously; ensures no RAS policy (e.g., limiting washroom breaks) adversely affects student wellbeing; provides accessible, judgment-free counseling support; and reminds parents of their obligation to enroll their child in school and to report unexplained absences or sudden withdrawal as a maltreatment concern.

5. Safeguarding and the Curriculum: RAS's curriculum supports the development of students' self-esteem and self-regulation, respect and civility towards others, communication skills and the expression of consent, understanding of online risk and social media use, strategies for self-protection and responding to peer pressure, and responsibility for their own and others' safety.

Procedures

1. School Security System: RAS is equipped with integrated access and security systems, including CCTV cameras installed and maintained via an MCC-licensed vendor under a valid maintenance contract.

- CCTV coverage includes: all entrances and exits; walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, library); student pick-up/drop-off areas; security and hazardous areas; learning spaces (classrooms, labs, studios); entrances to bathrooms/toilet blocks and changing rooms; blind spots; and the exterior surrounding the school.
- CCTV cameras are never installed inside lavatories, changing rooms, or other areas with a reasonable expectation of privacy, and signage indicating CCTV surveillance is displayed on the premises.
- CCTV functioning is checked daily; any fault is reported to the vendor immediately for prompt rectification.
- Only the vendor-appointed CCTV specialist monitors live footage; the Principal may access live footage from their office; other staff may view recordings only at the Principal's discretion, with a record kept of who was granted access; authorized ADEK personnel are provided access upon request.
- Copying or distributing CCTV recordings is strictly prohibited. CCTV recordings are retained for a minimum of 90 days (or as per the latest MCC requirements), and any incident requiring escalation beyond school level is reported to ADEK immediately.

2. Security Guards: RAS ensures security guards are present at all entry points/gates at all times (not leaving their post unless relieved); hold licenses as per the ADEK School Staff Eligibility Policy; remain alert to safety and security; maintain a visitor's log (name, ID, signature, phone number, purpose, arrival/departure times); issue access passes only after verifying a form of photo ID; and maintain a communication link with reception to authorize entry of unknown persons. Handover procedures are provided if RAS changes security providers.

3. School Visiting Procedures: All visitors sign in at the security gate and obtain a visitor's access pass in exchange for valid ID, which must be visibly worn at all times. Visitors may not enter classrooms unless invited, and remain under the supervision of a designated staff member unless they are authorized personnel. Visitors sign out and return their pass upon leaving. The Principal may deny or allow visitors with good cause. Authorized personnel (e.g., government inspectors) are provided access to RAS's premises and relevant resources, with their identity and purpose verified beforehand, and a record kept of any reports or records accessed.

4. School Departure Procedures: RAS verifies that only parent-authorized persons pick up students. Parents must inform RAS in writing in advance (with the nominated person's ID) for any person not already registered with a permanent access pass. In sudden emergencies, parents call the school, and RAS logs the conversation and informs security guards and supervising staff. Identity is checked at the gate and upon hand-over unless the person is already a known member of the RAS community with ID on record.

5. Drop-Off and Pick-Up Timings: RAS supervises students from 45 minutes before the start of the school day until 90 minutes after school hours, and communicates to parents their responsibility for their children outside of these periods. RAS is not legally responsible for a child dropped off without the school's knowledge.

6. Unaccompanied Cycle 3 Students: With written parental consent, Cycle 3 students may arrive at and depart from RAS unaccompanied. RAS records and notifies parents of arrival and departure times, and provides the same notifications for accompanied students in any grade below Cycle 3 upon parental request.

7. Special Events: RAS increases security measures for special events. Events are open only to immediate family unless additional guests are pre-registered with a valid ID copy (or registered on arrival). Signage

indicates accessible areas, additional security is deployed for larger crowds, and all outside service providers and their employees are pre-approved, security-checked, and hold a valid trade license and work permit.

8. Privacy of the School Community: RAS safeguards the privacy of its community in physical and digital spaces, including keeping reception areas free of individually identifiable elements (e.g., timetables, photos, names) and never sharing personal details (e.g., emails, phone numbers) without consent, except as authorized by law or ADEK policy.

9. Managing Security Breaches: RAS maintains a system to lock down the school (manually or automatically), led by the Safeguarding Committee/Lead, with a security breach procedure, response plan, and reporting mechanism. All staff are trained on the security breach procedure. RAS maintains regular servicing of alert systems (vocal announcements, bells, alarms), backs up important IT data, and activates its business continuity plan when needed. Every digital incident is recorded, signed by the Principal, and stored for audit. RAS conducts emergency planning and drills, and reports security breach incidents to ADEK and/or appropriate authorities as required.

10. Training: RAS provides safeguarding training at induction to the Governing Board, staff, and volunteers, covering: identifying signs of maltreatment and other safeguarding concerns; vigilance for students at risk of harm, including those with additional learning needs; the importance of not disregarding behaviors such as “banter” that can normalize an unsafe culture; accurate and confidential record-keeping; taking necessary action in emergencies; sharing information on a need-to-know basis; supporting staff wellbeing; and understanding RAS's security system and breach protocol. Invited visitors are not required to complete training but must read and sign RAS's Safeguarding Policy.

11. Whistleblowing: RAS implements a whistleblowing mechanism enabling any individual to raise concerns of organizational malpractice in confidence. RAS protects the identity of anyone raising a concern and takes measures to protect them from negative repercussions (e.g., harassment, reprisal, stigmatization). RAS similarly protects, to the best of its ability, the identity of anyone against whom a concern is raised until any investigation is complete.

Responsibilities

Principal: Accepts in loco parentis responsibility for all students; approves RAS's safeguarding and security procedures; retains authority to access live CCTV footage and to permit or deny visitor access.

Safeguarding Committee/Lead: Implements, monitors, and annually reviews this policy; leads the security breach response plan; ensures staff, volunteer, and visitor awareness of safeguarding responsibilities.

Governing Board: Adopts and oversees RAS's safeguarding policies and procedures as the school's senior governing authority.

All Staff and Volunteers: Uphold their duty of care towards students; complete safeguarding training and sign RAS's Safeguarding Policy; follow reporting procedures for any safeguarding concern.

Security Guards: Maintain presence at all entry points; verify visitor identity and issue access passes; maintain the visitor's log; alert reception to unknown persons.

Parents/Legal Guardians: Notify RAS in writing of any authorized persons for student pick-up; ensure their child's regular attendance; provide written consent where required (e.g., for unaccompanied Cycle 3 arrival/departure).

Compliance

This policy is effective as of the start of Academic Year 2024/25 (Fall term). RAS is fully compliant with this policy as of 1 February 2026, in line with ADEK's compliance deadline.

Failure to comply with this policy may result in legal accountability and the penalties stipulated by ADEK's regulations and policies, without prejudice to the penalties provided under Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties (and its amendments), or any other relevant law. ADEK reserves the right to intervene if RAS is found to be in violation of its obligations.

Compliance with this policy is monitored by the Safeguarding Committee/Lead, who reports on its effectiveness to the Principal and the Governing Board on an annual basis, and more frequently as required following any incident.

Related Policies and References

- ADEK School Safeguarding Policy
- ADEK School Student Protection Policy
- ADEK School Digital Policy
- ADEK School Wellbeing Policy
- ADEK School Staff Wellbeing Policy
- ADEK School Health and Safety Policy
- ADEK School Inclusion Policy
- ADEK School Records Policy
- ADEK School Staff Eligibility Policy