



Health & Safety Policy

Approved by:

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Chairwoman

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Revision History

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Abuse Reporting Mechanism

Policy



1. Purpose

This policy establishes a structured and systematic approach to reporting, investigating, and managing cases of abuse within **The Spanish School of Abu Dhabi**. It is designed to safeguard the welfare of students, staff, and all associated individuals while ensuring compliance with the Abu Dhabi Education and Knowledge (ADEK) and the Abu Dhabi Occupational Safety and Health System Framework (ADOSH).

2. Scope

This policy applies to all forms of abuse, including physical, emotional, sexual abuse, and neglect, affecting students, staff, visitors, and school stakeholders. It encompasses incidents occurring on school premises or during school-related activities.

3. Definitions

- **Physical Abuse:** Any non-accidental physical harm inflicted upon a student or staff member.
- **Emotional Abuse:** Actions such as threats, intimidation, or manipulation that negatively impact an individual's emotional health and development.
- **Sexual Abuse:** Any sexual act or conduct directed at a student or staff member without consent.
- **Neglect:** The failure to provide for a student's fundamental needs, including health, education, emotional nurturing, and safety.

4. Reporting Mechanism

- **Immediate Reporting:** Any suspicion or evidence of abuse must be reported immediately to the designated Safeguarding Officer or directly to the School Principal.
- **Anonymous Reporting:** A confidential hotline and a secure online portal are available for anonymous reporting, encouraging individuals to come forward without hesitation.

5. Responsibilities

School Principal / Safeguarding Officer Responsibilities

- **Policy Oversight:** Ensure effective and consistent implementation of the abuse reporting mechanism.
- **Resource Allocation:** Provide necessary resources, including staff training and support services, to facilitate reporting and response efforts.
- **Reporting to Governing Board:** Keep the school's governing board informed about policy implementation and any reported abuse cases or investigations.

OSH Officer Responsibilities

- **Immediate Response Coordination:** Act as the central coordinator for initial responses, ensuring emergency procedures are activated promptly.
- **Risk Assessment and Prevention:** Conduct regular assessments of potential abuse risks and implement preventive strategies.
- **Training and Compliance:** Oversee staff training on identifying, preventing, and reporting abuse, ensuring compliance with ADEK and ADOSH standards.
- **Incident Reporting and Documentation:** Maintain secure records of all incidents, actions taken, and outcomes, ensuring access is restricted to authorized personnel.
- **Liaison with Authorities:** As the primary contact for external agencies in cases requiring law enforcement or child protection services intervention.

Social Workers Responsibilities

- **Initial Assessment and Intervention:** Conduct initial assessments to determine the scope and impact of reported abuse, providing immediate intervention and support.
- **Counselling and Support Services:** Offer ongoing counselling to affected students and coordinate with external agencies for specialized services.
- **Family Liaison:** Engage with families to ensure they receive the necessary support and are informed about the school's response measures.
- **Educational Programs:** Develop and implement educational initiatives to raise awareness of abuse prevention and encourage reporting.
- **Case Management:** Monitor and manage ongoing cases, ensuring students receive continued protection and support while collaborating with the educational team to adjust interventions as needed.



Whistleblowing Policy



Introduction

The **Spanish School of Abu Dhabi (SSAD)** is dedicated to upholding the highest standards of integrity, transparency, and accountability in all aspects of its operations. In alignment with the regulations set by the **Abu Dhabi Department of Education and Knowledge (ADEK)** and the **Abu Dhabi Occupational Safety and Health Center (ADOSH)**, this **Whistleblowing Policy** establishes a clear framework for reporting unethical, illegal, or inappropriate conduct within the school community.

Policy Statement

The Spanish School of Abu Dhabi fosters a culture of openness and ethical responsibility, encouraging all members of the school community—including staff, students, parents, and contractors—to report any suspected misconduct, malpractice, or violations of the school’s policies and values. This policy guarantees a secure and confidential reporting mechanism, ensuring that whistleblowers are protected from retaliation and that all concerns are addressed fairly and effectively.

Scope

This policy applies to all individuals associated with **SSAD**, including but not limited to:

- Employees (full-time, part-time, and temporary)
- Students
- Parents and guardians
- Volunteers
- Contractors and suppliers

Definitions

- **Whistleblowing:** The act of reporting unethical, illegal, or inappropriate activities within the organization.
- **Whistleblower:** Any individual who reports such activities in good faith.
- **Misconduct:** Any behavior that is unlawful, unethical, or in violation of school policies and procedures.

Objectives

- To promote a safe and ethical environment where concerns can be reported without fear.
- To protect whistleblowers from any form of retaliation or disadvantage.
- To ensure that all reported concerns are investigated thoroughly, fairly, and confidentially.
- To reinforce a culture of transparency, accountability, and trust within the **SSAD** community.

Reporting Procedures

To ensure transparency and accountability, **The Spanish School of Abu Dhabi** provides multiple confidential channels for reporting concerns:

1. **Confidential Reporting Channels:**
 - **Telephone:** +971 2 310 1888
 - **In-Person:** Reports can be made directly to the **School Principal** or the **designated Whistleblowing Officer**.
2. **Information to Include in a Report:**
 - A clear description of the concern or issue.

- Relevant dates, times, and locations.
- Names of individuals involved, if known.
- Any supporting evidence, documents, or witness statements.
- Contact details for follow-up (optional but encouraged for a thorough investigation).

3. **Anonymous Reporting:**

- Reports may be submitted anonymously. However, providing contact details is encouraged to facilitate a comprehensive investigation and appropriate follow-up.

Protection for Whistleblowers

- **No Retaliation:** Whistleblowers are protected from retaliation, harassment, discrimination, or any adverse actions resulting from their report.
- **Confidentiality:** The identity of the whistleblower will be kept strictly confidential to the fullest extent possible, in line with the need for a thorough and fair investigation.

Investigation Process

1. **Acknowledgment:**
 - The Whistleblowing Officer will acknowledge receipt of the report within (5) five working days.
2. **Preliminary Review:**
 - A preliminary assessment will determine whether the report falls within the scope of this policy and if further investigation is warranted.
3. **Investigation:**
 - A formal investigation will be conducted by a designated review team, ensuring objectivity, fairness, and impartiality.
 - The process may involve interviews, document reviews, and other necessary investigative procedures.
4. **Outcome and Actions:**
 - Upon completion of the investigation, appropriate actions will be taken based on the findings.
 - Where appropriate and consistent with confidentiality requirements, the whistleblower will be informed of the investigation outcome and any corrective measures implemented.

False Reporting

- **Accountability:** The Spanish School of Abu Dhabi is committed to fostering a culture of integrity and trust.
- **No Tolerance for Malicious Reports:** Any deliberate, false, or malicious reports will not be tolerated and may result in disciplinary action against the individual responsible.

Communication and Training

- **Policy Accessibility:** The Whistleblowing Policy will be publicly available through the school's website, newsletters, and official staff communications.
- **Regular Training:**
 - Staff and students will receive comprehensive training on whistleblowing procedures and their rights and responsibilities.


- **Annual refresher sessions** will be conducted to ensure continued awareness and understanding.


Monitoring and Review

- **Annual Policy Review:** The Whistleblowing Policy will be reviewed annually to ensure its effectiveness and compliance with **ADEK and ADOSH** regulations.
- **Community Feedback:** Input from **staff, students, and stakeholders** will be considered to enhance policy implementation and address any concerns.

Contact Information

The Spanish School of Abu Dhabi

 **Address:** PO Box 63797 King Abdulla Aziz AlSaud st. Al Bateen, AUH, UAE

 **Tel:** +971 2 310 1888

 **Website:** www.spanishschool.com



Security Breach Policy



Policy Statement

The **Spanish School of Abu Dhabi** is committed to maintaining a safe and secure environment for all students, staff, and visitors in strict compliance with ADEK (Abu Dhabi Department of Education and Knowledge) and OSHAD (Abu Dhabi Occupational Safety and Health Center) regulations. This policy establishes comprehensive procedures for preventing, identifying, and responding to security breaches, ensuring the highest standards of school safety.

Objectives

This policy aims to:

- Safeguard the school community from potential security threats.
- Equip all staff with the necessary training to effectively manage security incidents.
- Ensure compliance with ADEK and ADOSH regulations, aligning with best practices in school security.

Scope

This policy applies to all students, staff, parents, volunteers, and visitors at The Spanish School of Abu Dhabi. It ensures that every member of the school community is aware of and adheres to the established security protocols to maintain a safe learning environment.

Roles and Responsibilities

School Principal

The School Principal is responsible for:

- Overseeing the effective implementation of all security procedures.
- Ensuring that all staff receive proper training on security breach protocols in compliance with ADEK and ADOSH requirements.
- Communicating security policies and procedures to the entire school community to foster awareness and compliance.

Safety Officer

The **Safety Officer** is responsible for ensuring a secure school environment by:

- Developing and implementing safety and security protocols in strict compliance with ADEK and ADOSH regulations.

- Conducting regular risk assessments to identify, assess, and mitigate potential security threats and vulnerabilities.
- Coordinating and leading routine safety training and emergency drills for staff and students to enhance preparedness.
- Monitoring compliance with all safety and security policies, ensuring adherence across the school community.
- Investigating and documenting security breaches and incidents, maintaining comprehensive records for review and improvement.
- Liaising with local authorities and emergency services during security incidents, ensuring a coordinated response.
- Providing recommendations for enhancing safety and security measures based on risk assessments and incident reports.
- Ensuring the maintenance and functionality of all safety equipment, including alarms, surveillance systems, and emergency response tools.
- Serving as the primary point of contact for all safety and security-related matters, ensuring prompt communication and resolution of concerns.

Teachers and Staff

- Adhere to the established procedures for responding to security breaches.
- Immediately report any suspicious activity or security incidents to the appropriate authorities.
- Participate in regular security training sessions, as mandated by ADEK and ADOSH regulations.

Security Personnel

- Actively monitor the school premises for potential security threats or vulnerabilities.
- Respond swiftly and effectively to any reported security breaches.
- Conduct routine security drills and assessments in compliance with ADEK and ADOSH guidelines.

Students and Parents

- Comply with the school's security policies and guidelines at all times.
- Report any observed suspicious activity to school officials promptly.
- Participate in security drills and follow instructions as directed by the school.

Security Breach Procedures

1. Identification of a Security Breach

- **Vigilance:** All staff, students, and security personnel are required to remain alert and report any suspicious activities or potential security breaches without delay.
- **Reporting:** Any observed breach must be immediately reported to the nearest teacher, security personnel, safety officer, or school administrator for further action.

2. Immediate Response

- **Alert Security Personnel:** The individual who identifies the breach should immediately notify the school security personnel.
- **Initiate Lockdown:** If the breach presents an immediate danger, initiate lockdown procedures. Lock all doors, secure entry points, and keep students away from windows.
- **Notify Authorities:** Promptly contact local law enforcement, providing clear and concise details about the breach and any immediate risks.

3. Communication

- **Internal Communication:** Use the school's internal communication systems to inform all staff members of the security breach and outline the response actions being taken.
- **Parent Notification:** Inform parents about the security breach, outlining any actions taken and instructions for their children's safety, through the school's communication channels (e.g., email, SMS, phone call).

4. Evacuation Procedures (if necessary)

- **Safe Routes:** Identify and guide staff and students to designated safe evacuation routes, ensuring all pathways remain clear and accessible.
- **Assembly Points:** Direct all students and staff to the designated safe assembly points, ensuring they are far from any potential threat.
- **Roll Call:** Once at the assembly points, conduct a thorough roll call to ensure all individuals are accounted for and verify that no one is missing.

5. Investigation

- **Secure the Area:** Ensure the location of the breach is immediately secured to preserve evidence and prevent any further threats.
- **Gather Information:** Collect statements from witnesses, review security footage, and document all relevant details to build a comprehensive understanding of the incident.
- **Report:** Prepare a thorough report of the breach, including a clear timeline, individuals involved, actions taken during the response, and any immediate resolutions or outcomes.

6. Resolution

- **Address the Breach:** Take prompt and decisive action to mitigate the impact of the breach and address the root cause, implementing measures to prevent future occurrences.

- **Repair Damages:** Evaluate and repair any damages to physical security infrastructure or safety systems, ensuring the school environment is fully secure.
- **Counseling:** Offer counseling and emotional support to any students or staff affected by the breach, ensuring they have access to the necessary resources for recovery.

7. Review and Update

- **Debrief:** Conduct a debriefing session with all key stakeholders to review the incident response, discuss what worked well, and identify areas for improvement.
- **Update Procedures:** Based on insights gained during the review, update the security breach procedures to enhance future responses and prevent similar incidents.
- **Training:** Organize refresher training sessions for staff and students, incorporating lessons learned to strengthen the school's preparedness for future security challenges.



Transportation Policy



Transportation Policy

1. Purpose

This Transportation Policy is established to guarantee the safety, reliability, and efficiency of transportation services provided to students at **The Spanish School of Abu Dhabi**. Our commitment is to uphold the highest standards of operational safety and regulatory compliance as mandated by the **Abu Dhabi Education and Knowledge (ADEK), Department of Transport, and Intergrated Transport Centre**.

2. Scope

This policy applies to all transportation services utilized or provided by **The Spanish School of Abu Dhabi**, including daily student commutes, field trips, and any other transport activities sponsored by the school.

3. Policy Commitment

The Spanish School of Abu Dhabi is dedicated to the rigorous implementation, monitoring, and continuous improvement of its transportation practices. This commitment ensures the welfare and safety of all students and aligns with current laws, regulations, and best practices established by local authorities.

4. Operational Standards

- **Compliance and Licensing:** All transportation services must be operated by providers licensed under UAE law, with up-to-date operational permits and safety compliance certificates.
- **Continuous Policy Updates:** The transportation policy is reviewed and updated annually to integrate new safety protocols, regulatory changes, and community feedback.

5. Student Safety and Behavioral Guidelines

- **Conduct and Safety Training:** Students receive comprehensive orientation and ongoing training on appropriate behavior and safety measures specific to transportation.
- **Emergency Preparedness:** Detailed emergency response strategies, including evacuation procedures, accident response, and emergency communication protocols, are outlined within this policy.

6. Special Requirements

- **Handling of Special Needs and Younger Siblings:** Special protocols are in place to address the needs of younger children and students of determination, ensuring their safety and comfort at all times.
- **Effective Communication Channels:** Robust systems are established to facilitate real-time communication between the vehicle, the school, and parents.

7. Staffing Requirements

- **Professional Training:** All transportation staff are required to complete mandatory professional development and safety training, focusing on child safety, emergency procedures, and legal compliance.
- **Regular Performance Reviews:** Systematic evaluations of staff performance are conducted to ensure the maintenance of high service standards.

8. Vehicle Maintenance and Compliance

- **Regular Inspections and Maintenance:** Every vehicle is subjected to rigorous and routine inspections to ensure they meet or exceed all safety and operational standards.
- **Safety Features:** Vehicles are equipped with essential safety features, such as functional seat belts, GPS tracking systems SALAMA, and first-aid kits.

9. Monitoring and Evaluation

- **Stakeholder Feedback:** A structured feedback mechanism is implemented to gather and address input from students, parents, and staff regarding transportation services.

10. Documentation and Record Keeping

- **Secure Document Management:** All relevant documents—including contracts, driver schedules, and incident reports—are managed in strict adherence to data protection laws.
- **Accessibility and Confidentiality:** Records are maintained securely and made accessible only to authorized personnel, ensuring confidentiality at all times.

11. Traffic and Pedestrian Safety

- **Comprehensive Traffic Management:** Effective strategies are in place to manage traffic flow on and around school premises, especially during peak times.
- **Enhanced Pedestrian Safety:** Clearly defined and secure pedestrian pathways ensure that students remain safe as they arrive at and depart from school.

12. Non-Discrimination and Accessibility

- **Equitable Access:** Transportation services are provided equitably to all students, ensuring no discrimination.
- **Support for Students of Determination:** Vehicles are appropriately equipped and modified to accommodate students of determination, guaranteeing accessible and safe transportation for everyone.