

## Policy Information

<b>Policy Title</b>	<b>BWA Safeguarding and Child Protection Addendum</b>
<b>Section</b>	
<b>Policy Number</b>	
<b>Effective Date</b>	1 <sup>st</sup> August 2025
<b>Review Cycle</b>	Annually
<b>Author / Modified</b>	Matthew Smith / Leanne Canham

## Implementation and Exemptions

BWA school is required to observe and implement this policy.

Exceptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption.

## Objective and/or Scope

This policy defines and determines the specific Safeguarding and Child Protection procedures at Bateen World Academy. For further information, please refer to the Aldar Education Safeguarding and Child Protection Manual.

## Policy / Process

### **Distinction Between General Safeguarding and Child Protection**

Bateen World Academy (BWA) recognizes that safeguarding encompasses the protection and well-being of all individuals within our community, regardless of age. Safeguarding refers to the proactive measures we take to ensure the safety, welfare, and dignity of every person, which includes staff, students, and visitors. Child Protection, specifically focused on children and young people under 18, addresses our response to any harm or potential harm, whether disclosed or suspected, related to this age group. Both safeguarding and child protection policies work in tandem to create a safe environment for everyone associated with BWA.

### **Risk Management in Safeguarding**

BWA undertakes a proactive approach to managing safeguarding risks. All staff undergo regular training on safeguarding procedures, ensuring awareness and responsiveness to potential risks. This includes maintaining secure campus access, implementing a comprehensive attendance monitoring system, and employing a robust reporting framework through CPOMS. Furthermore, BWA collaborates with local

agencies and partners to strengthen safeguarding protocols, particularly around online safety and visitor management.

### **Lanyards, Visitors and External Agencies**

- All staff are required to wear their lanyards with ID at all times, if staff forget their ID they must inform security so they can issue you a temporary one upon arrival. Security will challenge all adults and non Bateen World Academy students who present without appropriate identification.
- When staff encounter any adult or non Bateen World Academy student in the premises that is not wearing a lanyard/ID, (whether he/she is an employee or not) it is their responsibility to politely challenge them and escort them back to the security area so the situation can be resolved.

BWA Lanyard Colours	
White	School Staff
Orange	Visitors
Red	VIP Visitors
Black	Aldar Education HQ
Green	Contractors
Yellow	Parents

### **Safeguarding and Attendance:**

The register should be taken for each lesson and completed as per the attendance policy guidance. If a student is in school, but not in your lesson and you don't know why, please do not send a whole school email, but instead email the following designations via [Unaccounted@albateenacademy.sch.ae](mailto:Unaccounted@albateenacademy.sch.ae) (Plus Head of Year in Secondary) Including the students full name and homeroom/Tutor group.

The email will then be sent to... Director of Student Affairs [msmith1@albateenacademy.sch.ae](mailto:msmith1@albateenacademy.sch.ae) , Primary [tdonnelly@albateenacademy.sch.ae](mailto:tdonnelly@albateenacademy.sch.ae) /Secondary Director of Student Affairs [lcanham@albateenacademy.sch.ae](mailto:lcanham@albateenacademy.sch.ae) , Reception [reception@albateen.sch.ae](mailto:reception@albateen.sch.ae) , Clinic [abaclinic@albateenacademy.sch.ae](mailto:abaclinic@albateenacademy.sch.ae) and security [security@albateenacademy.sch.ae](mailto:security@albateenacademy.sch.ae) and the students location will then be confirmed.

### **Staff and Training:**

- Child Protection Team to provide SG/CP training to all members of staff, including administration, security, and facilities teams on an annual basis which covers BWA specific information.
- All staff to complete identified annual training through ATA.

### **Parent Communication:**

- BWA Child Protection Team to provide workshops to parents on BWA CP and safeguarding matters via regular coffee mornings.
- BWA Child Protection Team to hold coffee mornings with parents to listen to and discuss any concerns.
- BWA Child Protection Team to send out communication to parents about student well-being over the summer, including strategies and resources and other important information.

### **Raising awareness at BWA:**

Visibility of the Child Protection Team- Banners and posters on display to identify the team to aid staff, students, parents, and visitors.

**Designated Child Protection Team consists of...**



**Matthew Smith**  
CPT (Lead)



**Theresa O' Donnell**  
CPT (Primary)



**Leanne Canham**  
CPT (Secondary)



**Isolde Wänegård**  
School Counsellor

**Reporting:**

Staff with concerns about students are required to report to the Child Protection Team via CPOMS. You are required to report even if you THINK or SUSPECT neglect or abuse.

All professionals have a legal duty in the UAE to refer cases where abuse is known to have occurred or is suspected. Anyone who breaks the law faces a fine of up to Dh50,000, and up to 10 years in prison for criminal negligence of children. Please refer to Wadeema's law

**No professional has the right or responsibility to withhold information or to respect a child's/young person's wish for confidentiality.**

Bateen World Academy has a Designated Child Protection Team. All referrals should be sent via the online platform CPOMS

**BWA STAFF CPOMS Guidance:**

Also see guidance video in training PPT in CPOMS library

*Step 1: Log in <https://albateenacademy.cpoms.net>*

*Step 2: To add an incident, go to the top right corner of the dashboard. There is a button that says, 'ADD INCIDENT'. Click on it.*

*Step 3: You will now be taken to the 'ADD INCIDENT' form for you to complete. Complete the necessary information required on the form.*

*Step 4: In the student section, type in the student's name and select the student.*

*Step 5: Write a summary of the incident in the box provided.*

*Step 6: Just below the incident box, you will need to identify what category this incident falls under. Choose **Safeguarding** and check the box.*

*Step 7: Assign to Safeguarding*

*Step 8: Submit the incident.*

Before referral to an external agency, the CPT will always seek advice and guidance. Staff referrals will remain confidential – if contact with authorities are made the name of the CPT Leader is provided.

**Recruitment:**

BWA conducts regular training on safer recruitment with staff. During recruitment process, candidates are given questions and scenarios to assess their suitability to work in the school.

Prior to appointment, BWA HR will ensure all staff present a police clearance certificate and references are cross checked. Staff names are also cross referenced against international databases.

**Online Safety:**

BWA will liaise with outside agencies to deliver and develop strategies to support online safety for the community. Students and parents will sign a home school agreement that identifies the ICT Acceptable Use Agreement and the Mobile Phone Usage Policy.

**Due Diligence for Funders and Partners**

To safeguard the integrity of BWA's environment, due diligence processes are in place for all external funders and partners. This includes vetting each organization through background checks, reviewing their safeguarding policies, and confirming compliance with UAE legal standards and ADEK guidelines. BWA reserves the right to terminate partnerships with any entity that fails to uphold these safeguarding standards.

**References**

- 1. ADEK Safeguarding and Child Protection Policy & Aldar Education Safeguarding Policy and Manual.**
- 2. Aldar Education Safeguarding Policy**
- 3. Internal Guidance  
BWA Attendance/Behaviour/Antibullying Policies**

**Definitions / Responsibility**

**Safeguarding:** Safeguarding is what we do to prevent harm, across all dimensions of safety and welfare

**CP / Child Protection:** Child Protection is when we respond to harm, actual or potential, disclosed or suspected

**CPT:** Child Protection Team

**Policy History**

- 1. Adopted – 1<sup>st</sup> August 2024**
- 2. SLT Ratified – 22<sup>nd</sup> August 2024**
- 3. Revised 22<sup>nd</sup> August 2025**
- 4. Updated N/A**

