

## SAFE LEARNING ENVIRONMENT POLICY

### PURPOSE AND SCOPE

Amity English School Dubai (AESD) is committed to creating and sustaining a learning environment in which every student, member of staff, and visitor feels genuinely safe, valued, and respected. This policy establishes the standards of conduct, the responsibilities of all stakeholders, and the school's response framework for situations in which those standards are not met.

This policy applies to:

- All students enrolled at AESD
- All teaching and non-teaching staff
- Parents, guardians, and family members in all interactions with the school
- Contractors, volunteers, and visitors on school premises or engaged in school-related activities
- All digital and social media interactions involving the school community

### OUR VISION FOR A SAFE LEARNING ENVIRONMENT

At AESD, a safe learning environment is not merely the absence of harm — it is the active, daily creation of conditions in which all learners can thrive intellectually, socially, emotionally, and physically. We believe that safety is a shared responsibility, and that excellence in education is only possible where every individual feels secure, included, and respected.

Our safe learning environment is built on four pillars:

| Physical Safety                                                                                                                                             | Emotional & Psychological Safety                                                             | Inclusive Belonging                                                                                                                 | Digital Safety                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Secure premises, risk-assessed spaces, and safe transportation and activity protocols. All stakeholders must wear their school lanyard on site at all times | A culture of respect in which students are free from bullying, harassment, and intimidation. | Every student welcomed regardless of nationality, faith, ability, or background, in line with KHDA's inclusive education framework. | Responsible and safe use of technology, with clear expectations for conduct online and in digital communications. |

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### **The School's Commitment**

AESD commits to maintaining a safe learning environment through the following:

### **Safeguarding and Child Protection**

The school maintains a robust Child Protection and Safeguarding Policy aligned with KHDA requirements and international best practice. A Designated Safeguarding Lead (DSL) is identified and trained, and all staff receive annual safeguarding induction and refresher training prior to taking up any role at the school. Safeguarding concerns are recorded and acted upon in accordance with KHDA protocols.

### **Anti-Bullying and Harassment**

AESD does not tolerate bullying, harassment, or discrimination in any form — whether physical, verbal, relational, or cyber. The school maintains a clear Anti-Bullying Policy with defined reporting routes, investigation timelines, and support mechanisms for both those affected and those whose behaviour has caused harm.

### **Inclusive Education**

In accordance with the Dubai Inclusive Education Policy Framework (2017), AESD is committed to an inclusive learning environment that removes barriers to participation. Students of determination and those with additional learning needs are supported through appropriately differentiated provision, with their safety, dignity, and wellbeing central to all decisions.

### **Staff Conduct and Professional Integrity**

All staff are required to uphold the highest standards of professional conduct at all times. Prior to appointment, all staff undergo thorough pre-employment checks. Mandatory induction training encompasses safeguarding, UAE values, inclusion, and professional ethics. A signed Code of Conduct is required of every member of staff, consistent with KHDA requirements. Any allegation of staff misconduct is investigated through the school's formal disciplinary procedures, with KHDA notified where required.

### **Physical Safety and Risk Management**

The school conducts formal risk assessments for all premises, activities, and off-site events. Health and Safety protocols are reviewed regularly and are aligned with the school's Risk Assessment Policy. Any identified hazard is documented and addressed within a defined timescale.

### **Digital Safety and Online Conduct**

AESD recognises that the safety of students and staff extends to the digital environment. The school maintains an Online Safety framework that sets clear expectations for responsible use of school technology, social media, and digital communication. Cyberbullying, unauthorised sharing of school community members' images or personal information, and conduct that brings the school into disrepute online are all treated as serious conduct matters. Parents and guardians are expected to model and reinforce safe digital practices at home.

## MUTUAL RESPONSIBILITIES

A safe learning environment is a shared covenant. The school and all members of its community carry responsibilities to uphold it.

### The School Commits To:

- Providing clear, accessible policies and communicating them to the whole school community
- Ensuring all staff are trained, supported, and held to consistent standards of conduct
- Responding promptly, fairly, and proportionately to any safety concern or incident
- Maintaining confidentiality appropriately and in the best interests of students
- Engaging openly with parents and guardians where safety concerns affect their child
- Reviewing this policy in response to any significant incident or regulatory change

### Students Are Expected To:

- Treat all members of the school community with dignity and respect
- Report concerns about their own safety or the safety of others to a trusted adult
- Engage responsibly with school technology and digital platforms
- Follow school rules and behaviour expectations at all times, including on school transport and at off-site events

### Parents and Guardians Are Expected To:

- Communicate with the school professionally and respectfully at all times, whether in person, by phone, by email, or on social media
- Use appropriate school channels to raise concerns, and allow the school reasonable time to respond (typically five working days for non-urgent matters)
- Refrain from making unsubstantiated, defamatory, or inflammatory statements about staff, students, or the school — in person or online
- Avoid any behaviour on or near school premises that may cause distress to students, staff, or other families
- Support the school's behaviour and safety expectations at home, including responsible digital use
- Notify the school promptly of any change in circumstance that may affect the safety or wellbeing of their child

## RESPONDING TO CONDUCT CONCERNS

Where the conduct of any member of the school community falls below the standards set out in this policy, the school will respond in a staged, proportionate, and documented manner. At every stage, the school's primary consideration is the wellbeing and safety of students and staff.

| Stage                            | Trigger                                                                                                              | School Response                                                                                                                                                                                                                                                                                                               |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stage 1<br>Formal<br>Warning     | A pattern of communication or behaviour that does not meet the expectations set out in this policy.                  | <p>A formal written warning is issued, clearly identifying the behaviour of concern.</p> <p>A Parent Conduct Agreement is provided, setting expectations for future engagement.</p> <p>The school will offer a structured meeting to facilitate resolution.</p> <p>All correspondence is documented and retained on file.</p> |
| Stage 2<br>Escalation            | Non-compliance with the Parent Conduct Agreement, or a further breach of expected conduct following Stage 1.         | <p>A second formal written warning is issued.</p> <p>Access to school premises may be restricted or suspended pending resolution.</p> <p>Communication may be limited to formal written channels only.</p> <p>The matter is escalated to the Principal and recorded formally.</p>                                             |
| Stage 3<br>Further<br>Escalation | Continued or serious breach of conduct; behaviour that poses a risk to the safety or wellbeing of students or staff. | <p>The matter is referred to KHDA and/or relevant UAE authorities.</p> <p>The school reserves the right to take further action in line with applicable UAE law and KHDA regulations, including review of the student's enrolment.</p>                                                                                         |

Throughout all stages, the school will act fairly, consistently, and in accordance with KHDA guidance. The school is committed to resolution at the earliest possible stage. Escalation is always a last resort.

## REPORTING A SAFETY CONCERN

Any member of the school community who has a concern about the safety or wellbeing of a student or staff member is encouraged to report this promptly using the channels below. All concerns will be treated with appropriate confidentiality and responded to in a timely manner.

| Report To                          | How to Contact                                                                                                 |
|------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Class Teacher / Form Tutor         | First point of contact for day-to-day pastoral concerns                                                        |
| Head of Year / Phase Leader        | For escalated pastoral concerns or repeated issues                                                             |
| Designated Safeguarding Lead (DSL) | For any child protection or safeguarding concern — contact via the school office                               |
| Principal                          | For serious matters or where previous concerns have not been resolved                                          |
| KHDA                               | For matters not resolved through school-level processes — <a href="http://www.khda.gov.ae">www.khda.gov.ae</a> |

## SPECIAL CONSIDERATIONS

### Students of Determination and Vulnerable Learners

The school recognises that students of determination and those with additional learning needs or vulnerabilities may face heightened risks within a school environment. This policy is implemented with sensitivity to those additional needs. The Inclusion Lead works in close coordination with the DSL to ensure that appropriate safeguards and adjustments are in place for these students, and that their voice is central to any decision-making that affects their safety or wellbeing.

### Social Media and Public Communications

Parents, guardians, and community members are reminded that posting content online that identifies, images, or makes claims about members of the school community without consent may constitute a breach of privacy and, in serious cases, UAE law. The school reserves the right to respond formally to posts that are defamatory, discriminatory, or that undermine the safety and reputation of the school community. This includes posts in private parent groups if they are brought to the school's attention.

### Custodial and Family Disputes

In cases where family legal proceedings may affect the safety or custody arrangements of a student, the school requires parents to provide relevant court orders and rulings. The school will apply and enforce final judgements issued by UAE courts and will not become a party to any ongoing dispute between parents or guardians. The safety and stability of the student remains the primary consideration at all times.

## **MONITORING, REVIEW, AND CONTINUOUS IMPROVEMENT**

This policy is owned by the Principal and reviewed biennially, or sooner in the event of:

- A significant safeguarding or conduct incident
- A material change in KHDA regulations or UAE law
- Feedback received through the school's formal review or self-evaluation process

Policy effectiveness is monitored through:

- Termly review of incident logs and conduct records by the Principal and SLT
- Annual staff training records and safeguarding audit
- Parental and student feedback gathered through the school's engagement processes
- KHDA inspection outcomes and action planning

## **GUIDING PRINCIPLE**

**The safety, wellbeing, and dignity of every student and member of staff at Amity English School Dubai is our highest and non-negotiable priority.**

Where conduct falls below the standards of our community, the school will act decisively, fairly, and always in the best interests of all.

Authorised by: Principal

Review date: August 2027