BRIGHTON COLLEGE
AL AIN

Safeguarding and
Child Protection Policy

Academic Year 2026/27

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Document control

Document	Safeguarding and Child Protection Policy
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Applies to	Brighton College Al Ain - whole College
Policy owner	Deputy Head Whole College / Designated Safeguarding Lead / Child Protection Coordinator
Version	6.1
Approval	Headmistress and Governing Board
Review cycle	Annual and sooner where legislation, ADEK requirements or College arrangements change

Where there is any difference between this policy and a mandatory UAE or ADEK requirement, the UAE/ADEK requirement takes precedence and the College will update this policy accordingly.

1. Policy statement

Brighton College Al Ain is committed to safeguarding and promoting the welfare, safety and dignity of every pupil. The College provides a safe, caring and inclusive environment in which pupils are protected from harm, listened to, treated with dignity and able to seek help without fear of blame or punishment.

Safeguarding is a whole-College responsibility. The Headmistress/Principal, Governing Board, Designated Safeguarding Lead, Child Protection Team, all staff, volunteers, contractors and relevant third parties share responsibility for creating a safe culture and acting immediately where a concern arises.

These arrangements form part of Brighton College Al Ain's whole-College implementation of Dama al-aman in Schools & Nurseries, the Abu Dhabi child-protection prevention framework. The College embeds child-centred safeguarding across leadership and governance, policies and procedures, staff development, pupil programmes, physical and digital infrastructure, and parent and community engagement.

The College applies zero tolerance to all forms of maltreatment. ADEK defines maltreatment as physical, emotional or sexual abuse and includes neglect, exploitation, bullying and cyberbullying. The best interests and safety of the pupil are the primary consideration in all safeguarding decisions.

All staff are mandated reporters under UAE law. Internal reporting to the College DSL/CPC or a member of the Child Protection Team is the normal immediate route, but it does not remove an individual's legal reporting duty. The College will ensure that alleged or suspected maltreatment reaches the ADEK Child Protection Unit within the required timeframe and that direct external reporting is used where the internal route is unavailable, inappropriate or not in the pupil's best interests.

2. Purpose and scope

This policy sets out the College's safeguarding, student protection and security arrangements for all pupils from FS1 to Year 13, on College premises, while using College systems or transport, and during College-organised activities on or off site.

It defines responsibilities; establishes the process for identifying, recording and reporting concerns; and sets expectations for safer recruitment, adult conduct, online safety, supervision, visitor management, CCTV, departure procedures, confidentiality, security breaches and quality assurance.

This policy is read alongside the College's Anti-Bullying, Behaviour, Inclusion, Safer Recruitment, Low-Level Concerns/Staff Safe, Whistleblowing, Digital/E-Safety, CCTV, Critical Incident and Disaster Recovery, Attendance, Transport and Trips/Visits policies.

3. Regulatory framework

Source	College application
UAE Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema)	Establishes child-rights and mandatory reporting duties.
ADEK School Student Protection Policy, September 2024, v1.1	Primary framework for maltreatment prevention, mandated reporting, CPC/CPT arrangements, training, vetting and pupil protection.
ADEK School Safeguarding Policy, January 2025, v1.2	Sets school safeguarding, security, visitor, departure, CCTV, privacy, training and monitoring requirements.
Handling Student Maltreatment Concerns within Educational Institutions, DAA Child Protection Committee (2024)	Operational framework for handling maltreatment concerns and external referrals.
Dama al-aman in Schools & Nurseries Handbook	Whole-College prevention and child-safety framework across six pillars: leadership and governance; policies and procedures; professional development; school-based programmes; infrastructure; and parent/community engagement.
Keeping Children Safe in Education	Supplementary British-school good practice only where it does not conflict with UAE law or ADEK requirements.

UAE law and ADEK requirements always take precedence over UK guidance.

4. Key definitions

Term	Meaning
Safeguarding	Protecting pupils from risks of harm, including maltreatment and other risks affecting health, development, wellbeing and safety.
Student protection / child protection	Measures, steps and actions taken to prevent, protect and support pupils from risk of maltreatment while under College supervision.
Maltreatment	Physical, emotional or sexual abuse; neglect; exploitation; bullying; or cyberbullying.
DSL / CPC	The Designated Safeguarding Lead fulfils the ADEK Child Protection Coordinator role.
Child Protection Team (CPT)	The College team appointed to support safeguarding response, case management and external liaison.
Mandated reporter	A person legally required to report alleged or suspected maltreatment. All staff are mandated reporters; any person from whom a pupil requests help to notify authorities must also act.
Supervision	The College's duty of care while pupils are on site, using College systems/transport or participating in College-organised activities.

5. Guiding principles

- The pupil's safety and best interests come first.
- Pupils have the right to be heard, treated with dignity, fairness and respect, and supported by an advocate where needed.
- No member of staff should investigate a safeguarding concern or delay reporting while seeking proof.
- Safeguarding information is confidential and shared only on a legitimate need-to-know basis.
- Parents are involved wherever this is safe and consistent with the pupil's best interests.
- Where informing a parent may increase risk, compromise an investigation or be contrary to the pupil's welfare, the College may act and refer without prior parental notification.
- Pupils with additional learning needs, disabilities, communication difficulties or other vulnerabilities may require adapted communication and additional safeguards.
- Pupil voice and assent should be sought and recorded where appropriate, but lack of assent does not prevent necessary protective action.
- No pupil, staff member, volunteer or reporter will be penalised for raising a safeguarding concern in good faith.

6. Safeguarding leadership and accountability

6.1 Headmistress / Principal

- Has overall accountability for safeguarding, student protection and in loco parentis responsibilities while pupils are under College supervision.
- Ensures safeguarding policies, staffing, resources, supervision, security and reporting arrangements are effective.
- Ensures immediate action is taken where maltreatment is alleged or suspected.
- Ensures staff, volunteers and invited visitors are appropriately vetted and monitored.
- Ensures a staff member suspected of an offence involving pupil maltreatment is immediately removed from pupil contact and suspended in accordance with ADEK requirements and applicable employment procedures.
- Ensures pupils know how, where and to whom they can safely report concerns.

6.2 Designated Safeguarding Lead / Child Protection Coordinator

The whole-College DSL fulfils the ADEK-defined role of Child Protection Coordinator and has operational responsibility for safeguarding and student protection across Brighton College Al Ain.

- Coordinates the immediate response to safeguarding concerns and ensures external referrals are made within required timescales.
- Maintains professional liaison with ADEK, the Family Care Authority, Police and other authorised agencies.
- Ensures safeguarding records are accurate, timely, secure and appropriately restricted.
- Provides guidance, training and support to staff and quality-assures safeguarding practice.
- Ensures the Headmistress/Principal is appropriately informed without delaying required referrals.
- Ensures pupils and parents have accessible information about reporting routes and student protection.

6.3 Deputy DSLs and Child Protection Team

DDSLs support the DSL/CPC and may act on their behalf. The Child Protection Team includes the DSL/CPC, DDSLs and other appropriately trained senior/pastoral professionals appointed by the College. The team meets weekly in protected time to review cases, actions, pupils at continuing risk and emerging themes.

6.4 Governing Board

- Provides strategic oversight, challenge and assurance.
- Ensures the safeguarding policy and procedures are implemented and reviewed.
- Receives appropriate safeguarding information and training while respecting case confidentiality.
- The nominated Safeguarding Governor provides focused oversight and supports policy assurance.

6.5 Staff and volunteers

- Remain alert to signs of harm and act immediately on disclosures, observations or suspicions.
- Report concerns immediately to the DSL/CPC, a DDSL or another CPT member.
- Do not investigate, interview witnesses, seek proof or confront an alleged perpetrator.
- Record factual information promptly and accurately on CPOMS where access is available, following any immediate verbal report.
- Attend required safeguarding and student protection training and sign to confirm understanding.
- Maintain professional boundaries and report inappropriate adult conduct.

7. Current safeguarding structure - 2026/27

Role	Current arrangement
Headmistress / Principal	Sarah Weaver
DSL / Child Protection Coordinator	Melanie Black, Deputy Head Whole College
DDSL - Prep	Jamie Liddell, Head of Prep
DDSL - Prep	Ed Hawkins, Assistant Head Pastoral
DDSL - Senior	Laura Jones, Assistant Head Pastoral
DDSL - Senior	Sarah Dean-Samkin, Assistant Head Pastoral
Child Protection Team	DSL/CPC, DDSLs, Principal and designated trained pastoral/safeguarding professionals, including the College Counsellor and Social Worker.

The College reports its CPC and Child Protection Team appointments to ADEK annually. Where the DSL/CPC is unavailable, a DDSL or other nominated CPT member assumes the immediate safeguarding response.

8. Prevention and safer culture

8.1 Training and awareness

Safeguarding and student protection training forms part of staff induction and is reinforced through annual refreshers, briefings and role-specific professional development. Volunteers receive appropriate induction, and invited visitors who interact with pupils must attest that they have read and understood the relevant student protection expectations.

The Governing Board receives safeguarding training appropriate to its oversight responsibilities. Staff providing counselling, advocacy or close personal support receive ongoing training and supervision appropriate to their role.

8.2 Safer recruitment, vetting and monitoring

Staff, volunteers and invited visitors are appropriately vetted and screened before being permitted to work with or access pupils. External providers must provide appropriate assurance of checks. Suitability is monitored throughout employment or engagement.

8.3 Acceptable adult behaviour and low-level concerns

Adults must respect and protect pupils' rights, maintain professional boundaries and avoid conduct that could place a pupil at risk. Concerns about adult conduct must be reported. Low-level staff concerns that do not appear to meet the maltreatment threshold are recorded and managed through the College's Staff Safe/Low-Level Concerns process. Where there is doubt, the matter is treated as a safeguarding concern and escalated.

8.4 Pupil awareness and safeguarding curriculum

Pupils receive age-appropriate safeguarding and student protection education through curriculum, tutor time, assemblies, pastoral programmes and counselling. Learning includes personal safety, consent, online behaviour, peer pressure, self-protection, seeking help and responsibility for their own and others' safety.

The College publishes and disseminates pupil-friendly safeguarding/student protection guidance. Pupils are reminded regularly that they can report to any trusted adult and will not be punished for seeking help.

9. Responding to a safeguarding or student protection concern

IMMEDIATE RULE: protect the pupil, listen, report, record. Do not investigate.

1. Take any immediate action required to keep the pupil or others safe. In an emergency, obtain medical assistance and/or contact emergency services.
2. Listen calmly. Do not promise secrecy, ask leading questions or press for unnecessary detail.
3. Report the concern immediately to the DSL/CPC, a DDSL or another CPT member. If the concern involves that person, use another senior safeguarding route.
4. Make a factual record as soon as possible. Record the pupil's own words where relevant and distinguish fact from opinion. Safeguarding records are held on CPOMS.
5. The DSL/CPC or acting safeguarding lead will assess immediate safety needs and determine the required referral route without conducting an evidential investigation.
6. Where the concern is alleged or suspected maltreatment, the College will ensure referral to the ADEK Child Protection Unit within 24 hours of suspicion, following the required safety concern process.
7. If the internal safeguarding route cannot be reached, is implicated, or it is not in the pupil's best interests to use it, the reporter must contact the ADEK Child Protection Unit and/or Family Care Authority directly through the prescribed safety concern route.
8. Parents will normally be informed unless doing so could increase risk, compromise an authorised investigation or be contrary to the pupil's best interests.
9. The pupil's views and assent to proposed safeguarding actions should be sought and recorded where appropriate. Protective action will not be withheld where assent cannot be obtained.
10. The College will provide continuing support, monitor risk and cooperate fully with authorised agencies.

9.1 The 24-hour external reporting requirement

ADEK requires alleged or suspected maltreatment to be reported directly to the ADEK Child Protection Unit within 24 hours upon suspicion. The College's immediate internal reporting route exists to coordinate and safeguard the response, not to delay or replace the legal reporting duty.

9.2 Emergency and serious cases

Where a pupil is in immediate danger or urgent medical attention is required, emergency services are contacted without delay. Serious allegations of sexual misconduct by a staff member, volunteer or invited visitor are reported directly to Police and the Family Care Authority, and the individual is immediately removed from the College premises and pupil contact in accordance with ADEK requirements.

10. Handling a disclosure

Do	Do not
Stay calm, listen and take the pupil seriously.	Do not promise confidentiality.
Reassure the pupil that they did the right thing by telling.	Do not ask leading or investigative questions.
Use minimal open prompts only where necessary to understand immediate safety.	Do not ask the pupil to repeat the account unnecessarily.

Explain that you must share the concern with people whose job is to help keep them safe.	Do not confront the alleged perpetrator.
Record the pupil's words accurately and report immediately.	Do not delay reporting while trying to establish proof.
Seek support for yourself if the disclosure is distressing.	Do not discuss the concern with colleagues who do not need to know.

11. Allegations or concerns involving adults

Any allegation that a member of staff, volunteer, contractor or invited visitor has harmed, may have harmed, behaved inappropriately towards, or poses a risk to a pupil must be reported immediately.

- Concerns about staff or volunteers are reported to the Headmistress/Principal and DSL/CPC unless either is implicated.
- A concern about the Headmistress/Principal is reported to the Safeguarding Governor/Board representative and the appropriate external authority without first notifying the Headmistress/Principal where that would be inappropriate.
- The College does not conduct an internal investigation that could interfere with an external safeguarding or criminal investigation.
- Where ADEK's threshold for suspected maltreatment is met, the staff member is immediately removed from pupil contact and suspended on a temporary basis pending the required process.
- Serious sexual misconduct allegations involving staff, volunteers or invited visitors are reported directly to Police and FCA and the individual is immediately removed from the premises.
- Lower-level conduct concerns are recorded through Staff Safe/Low-Level Concerns unless information indicates a safeguarding threshold, in which case safeguarding procedures apply.

12. Pupil-on-pupil safeguarding concerns

Pupils can cause harm to other pupils. Concerns may include physical or sexual abuse, harmful sexual behaviour, exploitation, coercion, bullying, cyberbullying, harassment, violence, image-sharing or other behaviour that places a pupil at risk.

All allegations are taken seriously. The College supports both the pupil who may have experienced harm and any other pupils involved while maintaining fair processes and appropriate safeguarding. A behaviour consequence does not replace a safeguarding response where maltreatment may have occurred.

Bullying is managed in accordance with the College Anti-Bullying Policy and the relevant national framework. Severe bullying that has, or risks having, a significant physical or emotional impact is treated as maltreatment and escalated under student protection procedures.

13. Online safety and digital safeguarding

- The College maintains appropriate filtering and monitoring systems and reviews them as part of safeguarding assurance.
- Pupils are taught about online risk, social media, privacy, consent, image-sharing, misinformation, cyberbullying and how to seek help.
- Staff must report suspected harmful or inappropriate online activity involving pupils immediately through safeguarding procedures.
- College systems and communications must be used professionally and in accordance with the Digital/E-Safety and Acceptable Use requirements.
- Where distance learning is directed, the same safeguarding principles, reporting routes and professional boundaries continue to apply.

14. Safeguarding and College security

14.1 Visitors, volunteers and contractors

Visitors must sign in, provide valid identification, wear the issued access pass and remain within authorised areas. Invited visitors who interact with pupils are supervised unless they are authorised personnel. Visitors sign out and return passes on departure. External providers must be pre-approved and provide required employment/security documentation.

14.2 Student departure and collection

The College maintains departure procedures so that supervision transfers only through parent-authorised arrangements. Changes to collection arrangements must be verified in accordance with College procedures. Independent travel by older pupils is permitted only where consistent with ADEK requirements and written parental consent.

14.3 CCTV

The College maintains CCTV coverage in accordance with ADEK, MCC and College requirements, including entrances/exits, public areas, learning spaces, pickup/drop-off areas, exterior areas and other required locations, while respecting areas where there is a reasonable expectation of privacy. CCTV is checked regularly, access is restricted and viewing is logged. The College's current CCTV protocol provides for 180-day retention, subject to any later regulatory requirement.

14.4 Security breaches and privacy

The College maintains procedures for physical and digital security breaches, including lockdown and emergency response arrangements, staff training, reporting mechanisms, data backup/business continuity and regulatory reporting. Personal information is not displayed or shared unnecessarily in reception areas, email lists, messaging groups or other physical/digital spaces.

15. Additional learning needs and heightened vulnerability

The College recognises that some pupils may be at greater risk because of additional learning needs, disability, communication differences, dependency on adults, social isolation, behavioural presentation or difficulty recognising or reporting unsafe situations.

- Communication is adapted to the pupil's needs and preferred method.
- Behaviour linked to a pupil's needs is not used to dismiss or minimise possible safeguarding indicators.
- The Head of Inclusion and safeguarding team work together where appropriate, while safeguarding information remains restricted to those who need to know.
- Reasonable adjustments are made so pupils can understand how to seek help and participate meaningfully in safeguarding decisions.

16. Parents and carers

Parents are important partners in safeguarding. The College communicates safeguarding arrangements at admission and throughout the school year and provides access to this policy and pupil-friendly guidance.

- Parents should share information that may affect their child's safety, welfare or behaviour.
- Parents should cooperate with safeguarding enquiries and attend meetings where required.
- Parents are normally informed when concerns arise, unless doing so may place a pupil at greater risk or compromise an authorised investigation.
- The College may make a referral without prior parental notification where required to protect a pupil.

17. Recording, confidentiality and information sharing

Safeguarding records are maintained securely on CPOMS. Safeguarding information must not be recorded on general pupil systems where it would be accessible beyond the safeguarding need-to-know group.

- Records must be factual, timely and sufficiently detailed to show concerns, decisions, actions, referrals and the rationale for decisions.
- The identities of the pupil, alleged perpetrator and reporter are confidential and protected.
- Information is shared only with authorised persons where necessary to protect a pupil, comply with law/regulation or support an authorised investigation.
- Pupils should be told, in an age-appropriate way, what information is being shared, why and with whom, where this is safe and appropriate.
- Staff must never promise absolute confidentiality.

18. Monitoring, assurance and review

- The Child Protection Team meets weekly to review current concerns, external referrals, overdue actions and pupils who may remain at risk.
- The DSL maintains and reviews the Safeguarding Risk Register and identifies themes requiring action, training or operational change.
- Safeguarding practice is reviewed through case audits, training records, pupil voice, parent feedback, visitor/security checks, CCTV assurance, CPOMS analysis and leadership/governance review.
- Safeguarding evidence contributes to the College's Dama al-aman implementation monitoring and annual self-assessment, including relevant staff, pupil and parent feedback, outcome indicators, action planning and governance assurance.
- The Governing Board receives appropriate safeguarding assurance information without disclosure of unnecessary identifying case details.
- The policy is reviewed annually and sooner following material changes to law, ADEK requirements, College structure or safeguarding practice.

19. Pupil-friendly safeguarding information

ADEK requires the College to disseminate a student-friendly version of student protection arrangements. Brighton College Al Ain maintains separate age-appropriate Prep and Senior pupil guides. These explain pupils' rights, how to recognise unsafe situations, who to tell, what happens after a disclosure, confidentiality, parent involvement and how the College may seek outside help.

A pupil does not need to know whether something 'counts' as safeguarding before speaking. If something feels unsafe, worrying, frightening or wrong, they should tell a trusted adult.

20. References and related College documents

- ADEK School Student Protection Policy, September 2024, Version 1.1.
- ADEK School Safeguarding Policy, January 2025, Version 1.2.
- Dama al-aman in Schools & Nurseries Handbook.
- DAA Child Protection Committee (2024), Handling Student Maltreatment Concerns within Educational Institutions.
- Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema) and relevant amendments/regulations.
- BCAA Anti-Bullying Policy; Behaviour Policy; Inclusion Policy; Safer Recruitment Policy; Low-Level Concerns/Staff Safe procedures; Whistleblowing Policy; Digital/E-Safety Policy; CCTV Protocol; Critical Incident and Disaster Recovery Policy; Attendance Policy; Transport Policy; Trips/Visits procedures.

Appendix 1 - Immediate safeguarding response

1. SAFETY	Protect immediate safety. Obtain medical/emergency help if required.
2. LISTEN	Stay calm. Listen. Do not promise secrecy or investigate.
3. REPORT	Tell the DSL/CPC, DDSL or CPT member immediately.
4. RECORD	Record facts and the pupil's words promptly on CPOMS.
5. REFER	DSL/CPC ensures required external referral, including ADEK CPU within 24 hours for alleged/suspected maltreatment.
6. SUPPORT	Keep the pupil informed appropriately, seek their views, consider parent contact and maintain support/monitoring.

Appendix 2 - What to do if the normal route cannot be used

- If you cannot reach the DSL/CPC, a DDSL or another CPT member, contact the ADEK Child Protection Unit and/or Family Care Authority through the prescribed safety concern route.
- If the concern is about the DSL/CPC, report to the Headmistress/Principal or another DDSL/CPT member and use the external reporting route where required.
- If the concern is about the Headmistress/Principal, report to the Safeguarding Governor/Board representative and the appropriate external authority.
- If using the internal route would not be in the pupil's best interests, report directly to the appropriate external authority.
- In an immediate emergency, contact Police/medical emergency services without delay.

Change history

Version	Summary	Owner	Date
1.0	Policy update	Victoria Shillingford	Aug 2022
2.0	Updated DSL names; Wadeema reference	Victoria Shillingford	Aug 2023
3.0	Redrafted for ADEK safeguarding and child protection requirements	Victoria Shillingford	Jun 2024
4.0	Staffing and KCSIE updates	Victoria Shillingford	Aug 2025
5.0	Staffing and KCSIE updates	Melanie Black	Aug 2026
6.0	Brightonised format; strengthened ADEK v1.1/v1.2 alignment; clarified 24-hour reporting, adult allegations, pupil assent, student-friendly versions, security and assurance	Melanie Black	Nov 2026
6.1	Added explicit Dama al-aman whole-College alignment, handbook reference and safeguarding monitoring/self-assessment link.	Melanie Black	Nov 2026

Approval and sign-off

Policy owner	Melanie Black, Deputy Head Whole College / DSL / CPC
Approved by Headmistress	Sarah Weaver
Approved by Governing Board	_____
Approval date	_____