

Policy Name : **Student Safeguarding Policy**

Related Documents : MOHESR Outcome-based Evaluation Framework (OEF), ADEK Standards and Procedure for Higher Education Institutions in Abu Dhabi – 2023, ESG 2015 Standards.

UN Sustainable Development Goals (SDGs)

Principles of Sustainability (*See ADSM Sustainability Strategic Plan*)

ESG 2015 Standards – 1.1 Policy for Quality Assurance

ADSM P 107 – Occupational, Environment, Health and Safety Policy

ADSM P 120 – Risk Management Policy

ADSM P 115 – Code of Conduct Policy

ADSM P 210 – Recruitment and Selection Policy

ADSM P 212 – Faculty and Staff Discipline Policy

ADSM P 412 – Student Disciplinary Policy

ADSM P 415 – Student Counselling Policy

ADSM P 416 – Health Services Policy

ADSM P 603 – Appropriate Use of Technology Policy

ADSM P 901 – Community Engagement Policy

Section 1 : **Mission, Purpose, Objectives, and Goals**

1.1 **Mission Statement:** ADSM is committed to providing all students with a safe, secure, respectful and supportive learning environment that protects their wellbeing and enables them to participate fully in academic and campus life.

1.2 **Purpose:** The purpose of this Policy is to define ADSM's commitment, principles, responsibilities and implementation arrangements for student safety and safeguarding. It establishes the framework through which safeguarding concerns are prevented, identified, reported, escalated, addressed and monitored, including concerns related to bullying, abuse, exploitation, unsafe conduct, radicalization and extremism.

1.3 **Objectives:** ADSM adopts this Policy to:

1.3.1 protect students from physical, psychological, social and digital harm;

1.3.2 maintain a safe and supportive learning environment across all ADSM activities and premises;

1.3.3 provide clear and accessible reporting and response channels for safeguarding concerns;

- 1.3.4 define responsibilities for prevention, intervention, escalation and follow-up;
- 1.3.5 promote awareness, training and early identification of safeguarding risks; and
- 1.3.6 ensure that student safety arrangements are reviewed and improved on a regular basis.

1.4 **Goals:** ADSM's student safety and safeguarding goals are to:

- 1.4.1 ensure all students have access to clear and confidential channels for raising safeguarding concerns.
- 1.4.2 ensure safeguarding concerns are assessed promptly and referred to the appropriate responsible unit.
- 1.4.3 provide safeguarding training to relevant employees at least once every academic year.
- 1.4.4 define responsibilities for prevention, intervention, escalation and follow-up.
- 1.4.5 maintain campus safety measures, including visitor control, surveillance, first aid support and qualified security arrangements.
- 1.4.6 reduce the likelihood of harm through prevention, awareness, monitoring and timely intervention.
- 1.4.7 review safeguarding risks, incidents and policy effectiveness annually to strengthen institutional practice.

Section 2 : Scope and applicability

- 2.1 This Policy is applicable to all ADSM's employees and students.

Section 3 : Definitions

- 3.1 **Safeguarding:** taking the appropriate measure to protect against harm or damage.
- 3.2 **Safeguarding Concern:** an issue that might cause harm or damage.
- 3.3 **Extremism:** opposing core values such as democracy, respect of others, and tolerance of beliefs that are different.
- 3.4 **Radicalisation:** a process by which an individual becomes supportive of Extremism and terrorism.

Section 4 : Policy Statement

- 4.1 ADSM strives to provide its students with a safe and supportive environment to learn and shall take all necessary measures to safeguard its students and address any Safeguarding Concerns including the prevention of radicalization and extremism promptly and effectively.

Section 5 : Exclusions

5.1. None.

Section 6 : Principles

- 6.1. ADSM shall select and recruit highly qualified faculty and staff who demonstrate good conduct in accordance with the *Recruitment and Selection Policy*.
- 6.2. ADSM acknowledges that its students' population consists of mature adults, and that the vast majority are working professionals. Thus, ADSM commits to taking the appropriate measures to safeguard its student population.
- 6.3. ADSM shall provide a physical environment in which students feel safe and secure as stipulated in the *Occupational, Environment, Health and Safety Policy (SDG 6)*.
- 6.4. ADSM shall maintain a risk register the includes Student Safeguarding and the prevention of Radicalization and Extremism as specific risks, in accordance with the *Risk Management Policy*.
- 6.5. ADSM shall ensure all faculty and staff receive annual safeguarding training.
- 6.6. ADSM shall establish a First Aid Room as per the *Health Services Policy, (SDG 3)* this Room shall be:
 - 6.6.1. Available during operational hours.
 - 6.6.2. Licensed by the relevant authorities.
 - 6.6.3. Clean and hygienic.
 - 6.6.4. Managed by a registered nurse who shall maintain up-to-date medical records and incident reports.
- 6.7. ADSM shall ensure all campus visitors sign-in at the reception of each building, and wear date-stamped visitor badges that are recorded and returned at the end of the visit **(SDG 10)**.
- 6.8. ADSM shall ensure that its buildings are monitored by a digital surveillance system (e.g. CCTV) that is approved by relevant authorities **(SDG 10)**.
- 6.9. ADSM shall ensure that security guards are qualified and licenses by relevant authorities **(SDG 10)**.
- 6.10. ADSM requires all its community members to constantly demonstrate professional and ethical behavior as stipulated in the *Code of Conduct Policy. (SDG 5, Principle of Sustainability: Society)*. This includes, but is not limited to, strictly prohibiting:
 - 6.10.1. Bullying.
 - 6.10.2. criminal or sexual exploitation.

- 6.10.3. substance misuse.
- 6.10.4. gang activity; and,
- 6.10.5. any other activity deemed illegal under the applicable UAE laws and regulations.
- 6.11. ADSM requires all its community members to use its technological infrastructure, including computers and Email in an ethical and responsible manner, in accordance with the *Appropriate Use of Technology Policy*. Thus, ADSM strictly prohibits the use of its technology infrastructure for **(SDG 7 and 9)**:
 - 6.11.1. cyber bullying.
 - 6.11.2. online grooming.
 - 6.11.3. criminal and sexual exploitation.
 - 6.11.4. gang activity; and,
 - 6.11.5. any other activity deemed illegal under the applicable UAE laws and regulations.
- 6.12. ADSM shall take all necessary measures to safeguard its students from radicalization, extremism, and terrorism, including, but not limited to, the following **(SDG 10)**:
 - 6.12.1. ADSM shall evaluate guest speakers and visitors who may have direct contact with students.
 - 6.12.2. ADSM shall review and pre-approve any content and materials shared with students in any capacity (*Principles of Sustainability: Society*).
 - 6.12.3. ADSM shall ensure that students are provided with a safe channel through which they can raise any Safeguarding Concerns.
- 6.13. Jeopardizing the safety of students may entail invoking the *Student Disciplinary Policy* or the *Faculty and Staff Discipline Policy*, as applicable **(SDG 10)**.

Section 7 : Procedures, Action and Implementation Plan

- 7.1. The implementation of this Policy shall be coordinated through the responsibilities defined in this document, including oversight by the President, operational monitoring by the Director of Student Affairs, support by Human Resources and General Services, and action by the relevant academic or administrative unit depending on the nature of the concern.
- 7.2. Any guest speaker or visitor who may have direct contact with students is subject to a security check:
 - 7.2.1. The unit who is arranging the visit or event shall obtain the approval of the Academic Dean or the Director of Student Affairs prior to making any arrangements, and as applicable.

- 7.2.2. The approval should cover the topic and/or materials presented to students.
- 7.2.3. The concerned Unit Head shall then arrange to submit the required identification documents of the guest speaker or visitor to General Services to proceed with conducting the security check at least one (1) week prior to the event's date.
- 7.2.4. The Unit Head shall ensure that a security clearance is obtained prior to the event date.
- 7.3. The Academic Dean, Associate Dean of Undergraduate Programs and Director of Academic Programs shall review and pre-approve any content and/or academic materials shared with students.
- 7.4. The Director of Student Affairs shall review and pre-approve any content and/or non-academic materials shared with students. This includes those related to Community Engagement events and activities.
- 7.5. The Human Resources Office shall organize safeguarding training for all employees as part of their professional development, as follows:
 - 7.5.1. The training to be held at least once every academic year.
 - 7.5.2. The training to cover techniques for identifying Safeguarding Concerns.
 - 7.5.3. The training focuses on the prevention of Radicalization and Extremism.
 - 7.5.4. The Human Resources Office shall maintain records of safeguarding training conducted, including attendance and completion, and shall provide such records when required for institutional review, audit, or reporting purposes.
- 7.6. General Services shall ensure that the First Aid Room is fully operational and is in compliance with the regulations of relevant authorities, as per the principles of the *Health Services Policy (Principles of Sustainability: Environment)*.
- 7.7. General Services shall ensure that ADSM's campus constitutes a safe environment for students to learn, including but not limited to the following:
 - 7.7.1. The security guards on campus are licensed by relevant authorities and are able to identify and report any incident that may constitute a Safeguarding Concern.
 - 7.7.2. Visitors sign-in at the reception of each building, and wear date-stamped visitor badges that are recorded and returned at the end of the visit.
 - 7.7.3. ADSM campus is monitored by a digital surveillance system that is approved by relevant authorities.

7.7.4. General Services shall maintain the operational arrangements and related records necessary to demonstrate the implementation of campus safety measures, including visitor control, security arrangements, and approved surveillance systems.

7.8. Students or employees who wish to raise a Safeguarding Concern, shall inform the Director of Student Affairs. The Director shall then take the necessary action as follows:

7.8.1. The Director shall contact and meet with the affected student(s) and discuss the Concern in detail to form a clear and accurate description of the Concern.

7.8.2. The Director of Student Affairs may raise the Concern to the President directly based on the severity of the Concern and its impact on ADSM's operation and reputation.

7.8.2.1 The President may take the necessary action to alert concerned authorities if a breach of UAE's applicable laws and regulations is suspected.

7.8.3. The Director of Student Affairs shall refer the Concern to the related unit, as follows:

7.8.3.1 Academic Dean: if the Concern relates to academic matters, or to a faculty member.

7.8.3.2 General Services: if the Concern relates to ADSM's physical environment and facilities.

7.8.3.3 Human Resources Office: if the Concern relates to an ADSM staff member.

7.8.4. The Director of Student Affairs shall follow up with the related unit to ensure that the Safeguarding Concern has been addressed effectively.

7.8.5. The Director of Student Affairs shall submit a detailed report to the President confirming that the Concern has been addressed effectively.

7.8.6. The Director of Student Affairs shall maintain appropriate records of reported Safeguarding Concerns, actions taken, referrals made, and the status of their resolution, in accordance with ADSM's applicable policies and legal requirements.

7.8.7. The Director of Student Affairs shall use the records and outcomes of reported Safeguarding Concerns to support periodic review of student safety arrangements and recommend improvements where necessary.

Section 8 : Responsibilities

8.1. The President shall cause this policy to be implemented.

8.2. The Director of Student Affairs shall monitor the implementation of this policy and report violations.

Section 9 : Cancellations

9.1. Approval of this Policy cancels P 426 – Student Safeguarding Policy_v9.0.

Section 10 : Review Statement

10.1. ADSM's Policy Committee shall review this Policy at least annually. This Policy may be reviewed more frequently based on a request from the President, Policy Owner or in response to changes in applicable regulations and standards. Reviewed policies shall be recommended and approved in accordance with ADSM's P 110 – Policy on Policies.

Section 11 : Approval

Authorization / Ownership	Signature and Date
Policy Owner: Director of Student Affairs	
Recommended by: Academic Council	Minutes of Meeting on 25/06/2026
Approved by: Executive Committee	Minutes of Meeting on 25/06/2026

Section 12 : Revision History

Revision No.	Effective Date	Description
0	10/08/2020	Policy First Approved
1	02/08/2021	Annual Review Completed
2	06/09/2021	Mapping to ESG 2015 Standards completed.
3	07/02/2022	Referencing SDGs and Principles of Sustainability
4	07/03/2022	Principles aligned with Sustainability Strategic Plan
5	04/07/2022	Review Statement updated.
6	10/07/2023	Annual review completed
7	23/09/2024	Annual review completed.
8	07/11/2025	Annual review completed.
9	25/06/2026	Reviewed for compliance by the IE Office.

Next scheduled review: 25/06/2027

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