

The purpose of this policy is to ensure that all MGIS students learn in a safe, respectful, and supportive environment.



مدارس جلوبال العالمية الحديثة
Modern Global International Schools



Primary Years
Programme

MGIS STUDENT SAFEGUARDING POLICY



IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

MGIS MISSION STATEMENT

Transforming educational communities by fostering academic excellence, positive character, and appreciation of cultures.

MGIS VISION STATEMENT

To be globally recognized as a pioneer in the advancement of comprehensive educational systems for critical language-oriented academies.



1. Purpose:

The purpose of this policy is to ensure that all MGIS students learn in a safe, respectful, and supportive environment. The policy outlines the school's commitment to protecting children from all forms of harm—physical, emotional, psychological, or digital—and defines the responsibilities of staff, parents, and students in safeguarding the well-being of every child.

2. Scope

This policy applies to:

- All students enrolled at MGIS
- All teaching and non-teaching staff
- Administrators, counselors, security personnel, and support staff
- Volunteers, visitors, and contractors on campus
- All school-related activities, events, and trips

3. Guiding Principles

MGIS is committed to safeguarding students based on the following principles:

- **Child-Centered:** The well-being and safety of students always come first.
- **Zero Tolerance:** The school does not tolerate any form of abuse, neglect, or harmful behavior.
- **Prevention:** Proactive measures are taken to prevent harm before it occurs.
- **Awareness:** Staff are trained to identify, report, and address safeguarding concerns.
- **Confidentiality:** Safeguarding matters are handled sensitively and shared only with authorized personnel.
- **Compliance:** The school follows the **Saudi Ministry of Education regulations**, along with international safeguarding standards.

4. Definitions

4.1 Child Abuse

Any act that harms or threatens the well-being of a child, including:

- Physical abuse
- Emotional or verbal abuse
- Sexual abuse
- Neglect
- Bullying or harassment
- Digital exploitation

4.2 Neglect

Failure to provide adequate care, supervision, nutrition, medical attention, or protection.

4.3 Bullying

Repeated behavior intended to intimidate, harm, or control another student physically, verbally, socially, or online.

5. Safeguarding Responsibilities

5.1 School Leadership

- Ensures all safeguarding policies and procedures are in place.
- Oversees training and implementation.
- Ensures all incidents are properly documented and handled.

5.2 Teachers & Staff

All staff must:

- Create a safe and inclusive classroom environment.
- Supervise students diligently.
- Recognize signs of abuse or neglect.
- Report any concerns immediately to the designated safeguarding lead (DSL).
- Model respectful and appropriate behavior at all times.

5.3 Designated Safeguarding Lead (DSL)

A trained staff member responsible for:

- Receiving and documenting safeguarding concerns
- Investigating reports
- Coordinating with school leadership and authorities
- Ensuring follow-up and student support
- Maintaining confidential safeguarding records
- Providing staff training and guidance

5.4 Parents & Guardians

Parents must:

- Support the school's safeguarding efforts
- Communicate concerns or safety issues immediately
- Ensure their child attends school regularly and safely
- Model respectful behavior when interacting with staff and students



6. Safe Learning Environment

MGIS ensures:

- Safe, clean, and well-supervised classrooms, playgrounds, and common spaces
- Safe arrival and dismissal procedures
- Age-appropriate supervision during all activities
- Secure access to school buildings
- Anti-bullying and anti-harassment culture
- Reporting mechanisms for students to ask for help
- Safe technology and digital-use guidelines
- Confidential spaces for counseling and support

7. Preventing Abuse, Bullying, and Harassment

MGIS takes proactive steps to protect students by:

- Teaching students about safety, boundaries, respect, and digital responsibility
- Implementing a clear anti-bullying policy
- Providing supervision during break times, classes, events, and transitions
- Monitoring digital platforms and online behavior
- Training staff on safeguarding warning signs

Examples of unacceptable behaviors include:

- Hitting, pushing, or physically harming others
- Name-calling, insults, or threats
- Exclusion or peer manipulation
- Cyberbullying or sharing inappropriate content
- Any behavior that causes emotional or physical harm

8. Reporting Safeguarding Concerns

8.1 Reporting by Staff

Any staff member who observes or suspects abuse or neglect **must** report immediately to the DSL or Academic Head.

Reports should be:

- Timely
- Written and factual
- Confidential
- Submitted using the internal incident form

Staff are not responsible for investigating—only reporting.



8.2 Reporting by Students

Students may report concerns to:

- School Principal
- Social Worker
- Any trusted teacher or staff member

They are encouraged to speak up if:

- They feel unsafe
- They see someone else being harmed
- They experience bullying or abuse

8.3 Reporting by Parents

Parents may report concerns through:

- Email
- Educare
- Phone call to the school principal
- In-person meeting with the school principal & Social Worker

9. Responding to Safeguarding Incidents

When a concern is reported:

1. The social worker documents and reviews the concern
2. The student's immediate safety is ensured
3. The social worker consults with the school principal
4. Parents are contacted when needed
5. An internal investigation begins
6. Interventions or disciplinary actions are taken
7. External authorities are involved if required by law
8. A follow-up plan is created

All documentation is confidential and securely stored.

10. Digital Safeguarding

Students must be protected online through:

- Safe digital-use rules
- Supervised use of school devices

- Monitoring inappropriate or harmful content
- Prevention of cyberbullying
- Blocking access to harmful websites
- Teaching digital citizenship

Staff and students must follow the school's Digital Use & Access Discipline Policy.

11. Staff Recruitment & Background Checks

MGIS ensures safe hiring practices by:

- Hiring locally in compliance with the school recruitment policy and MOE guidelines.
- Verifying identity and legal documentation
- Reference checks for academic staff
- Requiring staff to sign safeguarding and professional conduct agreements

12. Training & Awareness

MGIS provides:

- Annual safeguarding training for all staff
- Orientation for new staff
- Age-appropriate safety lessons for students
- Regular updates on MOE regulations
- Emergency procedure drills

13. Confidentiality

All safeguarding records:

- Are stored securely
- Are accessible only to authorized individuals
- Are never shared without a valid educational or legal reason
- Are kept separate from general student files

Confidentiality is maintained in all safeguarding discussions.

14. Policy Review

This policy is reviewed annually to:

- Ensure compliance with MOE laws
- Reflect best practices in child protection



- Address emerging risks and needs
- Strengthen school safeguarding procedures

Policy prepared by: School Policies Committee, Student Well-being, Health, Safety, & Child Support Committee, & School Leadership & Improvement Committee

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Policy reviewed by: School Leadership & Improvement Team (SLT)

Policy Approved by: Director of Operations