حكومة دبي
GOVERNMENT OF DUBAI

DUBAI
Knowledge المعرفة

Required Policy Suite Compliance Checklist



Safe Space implementation resource

Field	Details
Resource title	Required Policy Suite Compliance Checklist
Resource type	Compliance checklist
Policy Framework section	3.1 Policies and Procedures, 6.1 Monitoring, 6.2 Review and 6.3 Learning and improvement
Relevant MUST directives	Section 3 Safeguarding Foundations (Directives 1 to 81) Section 4 Enabling Mechanisms for Safeguarding (Directives 82 to 178) Section 5 Safeguarding Processes for Managing Concerns (Directives 179 to 260) Section 6 Safeguarding Rigour (Directives 261 to 297)
Version	1.0
Review	Reviewed annually, and sooner following changes to United Arab Emirates (UAE) legislation or the Knowledge and Human Development Authority (KHDA) Policy Framework.

This document aligns with the KHDA Policy Framework for Safeguarding and Learner Protection in Dubai's Private Educational Institutions (2026).

Source, basis and scope

This checklist helps institutions evidence that their safeguarding, health and safety, and wellbeing policies are developed, approved, communicated, implemented and reviewed in line with the Policy Framework. This resource supports the implementation of the KHDA Policy Framework MUST directives and should not be used to reduce or replace any requirement in the Framework. [1]

Institutions may address the required areas through standalone policies, procedures or protocols, or through integrated governance frameworks, provided that all applicable requirements are adequately addressed, implemented and evidenced.

The content is written for all KHDA-permitted private educational institutions unless a sector adaptation box states otherwise. Institutions must adapt role names, contact details and operational arrangements to their approved structure without weakening the safeguarding standard.

Required implementation standard

- Institutions must have a legally compliant policy suite aligned with UAE laws and regulatory requirements, including Federal Law No. (3) of 2016 (Wadeema Law), relevant protocols adopted in the Emirate of Dubai, and KHDA guidance.
- Policies must be formally approved by the Board or Governing Body, following consultation with the institution's stakeholders' associations, including the parents' association (Directive 2).
- Policies must address, at a minimum, the safeguarding-related areas listed in directive 3 of the policy framework .
- Safeguarding and related policies must be implemented consistently across all areas of provision.
- Policies must be accessible and communicated to staff, parents, guardians or custodians, and learners in culturally appropriate and accessible formats.
- Key safeguarding-related policies must be reviewed formally, in consultation with staff, parents, guardians or custodians, and learners.
- Policies and procedures involving safeguarding information must include appropriate requirements relating to confidentiality, information sharing, record keeping, retention and compliance with applicable data protection and privacy requirements.

[1] KHDA, Policy Framework for Safeguarding and Learner Protection in Dubai's Private Educational Institutions, 2026.

Institution-ready compliance checklist

Rows marked with an asterisk (*) are not listed in Directive 3 of the policy framework but support compliance with other directives. Students of determination may be addressed within the Inclusion policy. Data protection and records management arrangements support Directives 246 to 260.

Required policy, procedure or protocol area	Approval evidence	Alignment evidence	Communication evidence	Review evidence
Safeguarding and learner protection	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Annual review by Child Protection Coordinator (CPC)/ Designated Safeguarding Lead (DSL) confirmed; review evidenced against KHDA Policy Framework updates and any significant safeguarding incidents.
Anti-bullying	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review documented with reference to incident data, staff survey outcomes and learner voice; linked to annual safeguarding monitoring cycle.
Attendance	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review date confirmed; includes analysis of persistent absence patterns and cross-reference with safeguarding risk register.

Behaviour	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes incident data analysis, exclusion records and cross-reference with anti-bullying and safeguarding logs; annual review linked to safeguarding monitoring cycle.
Critical incident and emergency planning	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review follows each drill or activation; evacuation drill records and debrief notes attached as evidence.
Digital safety, including filtering and monitoring, artificial intelligence (AI), responsible use and social media	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes assessment of filtering and monitoring logs, AI tool use protocols, and an updated risk register for online harm.
Educational visits and offsite provision	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes a risk assessment audit for all offsite activities completed within the review cycle.
Extracurricular activities	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes safeguarding risk assessment for all extracurricular provision and supervision arrangements.

Food and nutrition	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review aligned to health and safety inspection cycle; allergen register and dietary accommodation records reviewed.
Health and safety	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review linked to annual health and safety audit; accident and incident reports referenced as evidence.
Inclusion	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes outcome data for all learner groups; equality impact assessment completed and documented.
Students of determination*	Policy approved by Board or Governing Body. Version number and owner recorded. Reasonable adjustment and special educational needs and disabilities (SEND) provision addressed.	Aligned with KHDA Policy Framework (Directives 48, 111 and 186), Wadeema Law and relevant UAE or Dubai requirements on inclusive education.	Published or communicated to staff, parents, guardians or custodians, and learners with SEND in an accessible format.	Review includes audit of Individual Education Plan (IEP) reviews, provision map outcomes and parent or learner feedback; linked to SEND monitoring cycle.
Intimate care (for younger learners or for learners who require health or personal care support, where applicable)	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review confirms all intimate care plans are current, signed and reviewed with parents, guardians, or custodians within the academic year.

Managing allegations	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review date confirmed; includes a log of all referrals and allegations managed within the review period.
Medical services and clinic provision	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes audit of clinic records, medication administration log and first aid certification status.
Mental health and wellbeing	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes wellbeing survey data, referral pathway audit and evidence of staff mental health training.
Addressing extremism and related risks	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes a risk prevention assessment, log of concerns and referrals to competent authorities and staff training completion records.
Safer recruitment	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes audit of criminal records clearance, including the UAE Good Conduct Certificate, and other pre-employment checks, pre-employment verification log and safer recruitment training records.
Staff Code of Conduct	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in accessible format.	Review confirmed; staff receipt of updated Code of Conduct documented; linked to disciplinary record review.

Staff disciplinary procedures	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes audit of cases managed within review period and cross-reference with human resources (HR) and safeguarding records.
Substance use and abuse, including vaping and smoking	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in an accessible format.	Review includes incident log for substance-related referrals, exclusion data and early intervention records.
Whistleblowing, including anonymous disclosures and malicious allegations	Policy approved by Board or Governing Body. Version number and owner recorded.	Aligned with KHDA Policy Framework and relevant UAE or Dubai requirements.	Published or communicated to staff and relevant stakeholders in accessible format.	Review includes a log of concerns raised, including anonymous disclosures, outcomes, and timelines for resolution; staff awareness survey completed.
Data protection, confidentiality, information sharing and records management*	Policy approved by Board or Governing Body. Version number, owner and data controller details recorded.	Aligned with Federal Decree-Law No. (45) of 2021 on the Protection of Personal Data, Federal Decree-Law No. (26) of 2025 on Child Digital Safety, KHDA Policy Framework Sections 5.3.7 and 5.3.8 (Directives 246 to 260) and Wadeema Law Article 44 (confidentiality of reporters).	Policy communicated to all staff and relevant stakeholders; privacy notices published to parents, guardians and learners; data protection training completion records held.	Annual review confirmed; includes audit of data breach log, subject access request register and records retention schedule.

Step-by-step implementation guidance

1. Create a central policy register listing all required policies, owners, approvers, versions, review dates and locations.
2. Map each policy to the relevant MUST directives and legal or regulatory sources.
3. Check that safeguarding processes in Section 5 are reflected consistently across related policies.
4. Confirm Board or Governing Body approval and record approval in minutes.
5. Publish or communicate policies in formats suitable for staff, learners and families.
6. Record consultation with staff, parents, guardians or custodians, and learners for key safeguarding-related policies.
7. Review the policy at least annually, and sooner where changes to legislation, regulatory requirements, safeguarding risks, institutional provision, incident trends or monitoring outcomes indicate a review is necessary.

Sector adaptation box

Sector	Adaptation required
Early childhood centres	Confirm policies include intimate care, safe handover, medical care, food and nutrition, staffing, supervision and parent communication.
Schools	Confirm all listed policies are present and linked to school operations, extracurricular provisions, trips, transport, behaviour, attendance and digital systems.
Higher education institutions	Adapt terminology for students or learners aged 21 and under, distinguish requirements for learners under 18 from those for learners aged 18 and above, and address capacity issues, confidentiality and consent, learner residences, placements, clubs, fieldwork, online provision and other higher education environments.
Training and vocational institutes	Adapt policies for short courses, vocational workshops, work placements, employer sites, mixed-age groups and third-party provision.

Roles and responsibilities

Role	Required responsibilities
Board or Governing Body	Approve the relevant policy or protocol where required, receive assurance that it is implemented, and avoid operational decision-making in individual safeguarding cases. Receive and review periodic safeguarding assurance reports and monitor compliance with the policy framework through governance oversight mechanisms.
Safeguarding Governor	Provide independent safeguarding oversight, review implementation evidence and challenge gaps without managing individual cases.
Head of Institution or equivalent	Hold executive accountability for implementation, resourcing, communication, monitoring and compliance with the policy framework.
CPC/DSL	Lead operational safeguarding implementation, triage concerns, coordinate case management, maintain records, advise staff and escalate in line with the policy framework.
Deputy CPC/DSL	Act with delegated authority when required, support case review, maintain continuity, and follow approved reporting and recording procedures.
All staff and adults working with learners	Understand the expectations relevant to their role, report concerns without delay, follow the institution's procedures and avoid independent investigation.
Third parties, contractors and volunteers	Comply with institutional safeguarding requirements, contractual obligations, screening requirements, training requirements (where applicable), supervision arrangements, reporting procedures and incident-management arrangements established by the institution.
Learners and parents, guardians or custodians	Receive accessible information about safeguarding expectations, reporting routes and support arrangements, with learner voice considered where appropriate.

What good practice looks like

- The institution has one live policy register with current versions, policy owners and review dates.
- Policies use consistent safeguarding terminology and reporting routes.
- Governance can see which policies are compliant, overdue or under review.
- Learners and families receive accessible versions of key policies.
- Policy review is informed by safeguarding data, incident trends, case learning, monitoring outcomes, audit findings and stakeholder feedback.

Common compliance weaknesses or implementation risks

- Policies exist but are not approved or version controlled.
- Policies contradict each other on reporting routes or roles.
- Old policies remain on the website or staff drive.
- Policies are copied from other jurisdictions without Dubai alignment.
- Policy review happens administratively but not through safeguarding monitoring.

Evidence to retain for audit, inspection or KHDA review

- Policy register.
- Approved policy suite with version control.
- Board or Governing Body approval minutes.
- Directive mapping and source alignment checks.
- Communication and publication evidence.
- Stakeholder consultation records.
- Policy review calendar and action log.

Suggested review frequency

Review the checklist termly for monitoring and complete a full policy suite review annually or after significant regulatory, legal, risk or institutional change.

Minimum compliance self-check

Question	Evidence expected
Are all required policies present and current?	Completed policy register and policy files.
Are policies formally approved?	Governance minutes and approval records.
Are policies accessible and communicated?	Website, portal, parent communication and staff briefing records.
Are policies reviewed through the safeguarding monitoring cycle?	Review calendar and action log.
Have key safeguarding-related policies been informed by consultation with staff, families and learners?	Stakeholder consultation records.

References

KHDA. Policy Framework for Safeguarding and Learner Protection in Dubai's Private Educational Institutions, 2026. Knowledge and Human Development Authority, Dubai.

Federal Law No. (3) of 2016 on Child Rights Law, Wadeema. UAE Legislation Portal. https://uaelegislation.gov.ae/en/legislations/1176

Cabinet Resolution No. (52) of 2018 concerning the Executive Regulations of Federal Law No. (3) of 2016 on Child Rights Law, Wadeema. UAE Legislation Portal. https://uaelegislation.gov.ae/en/legislations/1177

Federal Decree-Law No. (45) of 2021 on the Protection of Personal Data. UAE Government Portal. https://u.ae/en/about-the-uae/digital-uae/data/data-protection-laws

Federal Decree-Law No. (26) of 2025 on Child Digital Safety, as listed in Appendix C of the KHDA Policy Framework.

National Child Protection Policy in Educational Institutions in the UAE, 2019. UAE Legislation Portal. https://uaelegislation.gov.ae/en/policy/details/lsy-s-lotny-lhm-y-ltfl-fy-lm-ss-t-ltaalymy