



WHISTLEBLOWING POLICY - AY- 2025-26

Purpose

This policy enables staff, students, and stakeholders to report concerns about unsafe, illegal, unethical, or improper practices without fear of retaliation.

Scope

Applies to:

- Safeguarding failures
- Abuse or neglect
- Professional misconduct
- Health and safety breaches
- Corruption or misuse of authority

Principles

- Confidentiality
- Protection from retaliation
- Fair investigation
- Timely response

Who Can Raise Concerns

- Staff
- Students
- Parents
- Visitors

Reporting Channels

Concerns may be reported to:

1. Line Manager or Supervisor
2. Designated Safeguarding Lead
3. Principal
4. School Board
5. ADEK directly if internal reporting is unsafe





How to Report

- Written or verbal report
- Whistleblowing Form or Email
- Anonymous reporting

Handling of Reports

- Acknowledgment within 2 working days
- Initial assessment within 5 working days
- Investigation by authorized team
- Outcome communicated when appropriate

Protection of Whistleblower

- No victimization, harassment, or retaliation.
- Disciplinary action for retaliation.
- Confidential handling of identity.

Malicious Allegations

- False or malicious claims may lead to disciplinary action.

Record Keeping

- Secure storage of whistleblowing records.
- Restricted access.

Review of Policy

- Reviewed annually or as per ADEK updates.
- Approved by the Principal and School Board.





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Reviewed and Approved By

Dr. Beno Kurien

Principal

