



مدارس أدنوك  
ADNOC SCHOOLS

**ADNOC Schools**  
**Resources Material Compliance Policy**  
*Reviewed on*  
*Next Revision date:*

<b>Policy:</b>	<b>Curriculum Resources and Materials Compliance</b>
<b>Effective Date:</b>	January 2024
<b>Assessment Cycle:</b>	Annual
<b>Monitored:</b>	School Principal

#### **Related policies:**

- Cultural Consideration Policy (ADEK 2024)
- Code of Conduct for Education Professionals in General Education (MoE 2022)
- MoE Circular No1 2022 regarding Private School's compliance with national identity requirements in the school environment.
- MoE Circular No1 2023 regarding promoting a safe school environment.

At Aldar Education we are proactive in nurturing an educational environment that fosters respect and mutual understanding. We are committed to ensuring all members of our school community are cognizant of culturally and nationally acceptable topics and practices and we are transparent about our comprehensive vetting processes. All students and staff members are taught to be sensitive and show appropriate respect to UAE culture and the Islamic religion.

Every member of staff should ensure that they have read this policy and that they understand it. If they need clarification on any point, then it is their responsibility to seek guidance from their principal immediately.

This policy applies to all learning materials and is further inclusive of displays and all aspects of the school learning environment.

#### **1. Aims**

The Aim of this policy is to ensure that:

- Across Aldar Education schools, all aspects of the curriculum and all teaching materials and resources are culturally, socially, and religiously sensitive to UAE culture and the Islamic religion, and in line with all ADEK and Ministry of Education requirements for educational materials.
- To outline the formal process that is in place to screen all materials to ensure that they are compliant with this aim.
- To support Aldar Education staff in following the ADEK cultural consideration policy January 2024 (reference circular #PE/K12E2023/011).
- To support and guide Aldar Education staff to make sensible, wise, and respectful decisions regarding pupils' access to inappropriate materials.
- To outline the role and responsibilities of Aldar Education schools and their Resource Selection & Compliance Committees that are responsible for the school and department specific review of the curriculum, books, teaching materials, online resources, and all sources of student information to ensure they are culturally, socially, and religiously sensitive to UAE culture and the Islamic religion, and in line with all ADEK and Ministry of Education requirements for educational materials.
- To outline the role and responsibility of the principal in ensuring that Aldar Education achieves its aims in this area.

## **2. Practices and Procedures**

### **2.1 Resource Selection and Compliance Committee**

- Schools shall establish a Resource Selection and Compliance Committee to ensure that all teaching and learning resources are vetted for cultural consideration. Please see Appendix 3 “Department Resources & Curriculum Compliance Checklist” for topics that are not approved and the criteria for reviewing and selecting teaching and learning resources.

### **2.2 Formal screening process within departments**

The following process must be followed by all curriculum departments for all books and resources that are used by students:

- All resources that are given to students to use at home must be screened in their entirety by the department to ensure suitability. It is the responsibility of the Head of Department to ensure that this takes place, and this is then monitored by the SLT line manager.
- All resources that are distributed to students for use in school must be screened to ensure that any sections of the resources used meet all requirements. It is the responsibility of the Heads of Year/Phase, Heads of Departments and Lead Librarians to screen and monitor the use of all books and resources used in the school and report to the principal if any materials are found to be offensive or inappropriate.
- The principal will establish with Senior Teachers and the lead librarians formal screening systems for all materials, books and other resources that are used by students.
- A separate Resources Vetting Procedure (Appendix 2) must be followed for each resource that is used by students to ensure that it meets all points on the sensitive topic list issued by ADEK (2018 and 2024).
- A copy of the Department Resources and Materials Compliance Checklist (Appendix 3) will be held in the department and a copy of all completed check lists stored either manually or digitally so accessible for any monitoring visit by ADEK or Aldar HQ.
- Any materials found to be offensive or inappropriate, the resource must be referred to the school's Curriculum Compliance Committee, whose members are the Principal and the Head of Islamic Studies and designated teachers and staff.
- The school's Curriculum compliance committee will submit a report to ADEK with the name and title of the resource and will inform ADEK of the action taken to rectify the situation.
- All teaching staff will contact the committee immediately if they become aware of the use in any Aldar Education of any inappropriate materials.
- This system will be reviewed periodically to ensure that it is working effectively and the Principal will direct any changes as required.

### **2.3 Compliance Meetings**

- Curriculum Compliance Committee meetings must be held at least termly. Adhoc Curriculum Compliance Committee meetings may also be called as and when a resource is referred to the committee for review. Meeting minutes should be taken and held by the Principal's PA and made available to Aldar HQ or other bodies on request.

### **2.4 Staff Professional Development**

- Induction and Refresher Training: Schools shall organize an induction on cultural consideration awareness for all new staff, parents, and students. Refresher training shall be provided annually to returning staff, parents, and students to enable them to maintain their awareness of cultural consideration in the UAE. Staff should sign to say they have completed this training and understand this policy.

- In addition, each staff member should sign the code of conduct for education professionals in General Education.

### **3. Community Conduct**

#### **3.1 Observation of UAE Cultural Practices**

- School shall adhere to cultural practices such as singing the UAE national anthem daily, observing official public holidays and national celebrations, and following protocol for flags and portraits as per the Positions of their Highness' Pictures and Placements and Uses of Flags Manual. This includes ensuring that the only flag raised in schools is that of the UAE and portraits are those of the UAE's leaders.

#### **3.2 Monitoring of School Communications**

- Schools shall regularly monitor all official and unofficial school-related communication channels (newsletters, social media, parent communication groups, etc.) to ensure their compliance with this policy.

#### **3.3 Cultural Consideration**

Members of the school community shall conduct themselves in ways that are mindful of cultural consideration, including the following:

- Respecting the UAE's cultural and social norms, values, and traditions.
- Refraining from (directly/indirectly) promoting inappropriate stereotypes, preconceptions, and assumptions about the UAE and the region.
- Refraining from directly or indirectly encouraging any behavior, practice, or displays that are culturally inconsiderate, such as drug and alcohol use, smoking, violence, promoting alternative gender identity and sexual orientation, indoctrination, etc.
- Refraining from using symbols, colors, or imagery associated with any movement/beliefs related to political, social, or extremist religious groups which are culturally inconsiderate, such as misrepresentations of prominent figures, images that are gratuitously violent or sexual in nature, representation of pride movement, extremist ideas, etc.).
- Refraining from conducting any activities and/or using any content that leads to the indoctrination and promotion of religious/political extremism, racism, bullying, and all other forms of discrimination.
- Refraining from holding rallies, demonstrations, and protests on school premises or while holding a school-related event offsite.
- Ensuring that one's appearance is culturally considerate. Examples include but are not limited to: Covering of visible body tattoos and any type of piercings for men and women, appropriate clothing in line with the school's dress code.
- Ensuring the appropriateness of all school-organized events and celebrations to UAE culture, in adherence with this policy.
- Adhering to the laws of the UAE by conducting themselves accordingly.

### **4. Topics in the Approved Curriculum**

Schools shall ensure the following when addressing potentially controversial topics:

- If the approved curriculum includes topics relating to biological reproduction, human evolution or sex education, schools shall limit the usage of figurative explanation and scientific images/photos required to address the relevant learning outcomes in a manner that is respectful and culturally considerate.

- Schools shall inform parents in advance of the lesson, including the topics that will be covered (and whether the topic will be covered in any assessments), and allow parents to excuse their child from attending the relevant lesson with a written exemption.
- If the approved curriculum includes topics relating to revolution, wars, or any other potential violent conflict, schools shall ensure that the required content is discussed and handled in the right formal educational context and presented objectively as related content may involve offensive, violent, or obscene imagery or themes. Schools shall limit figurative explanation and scientific images/photos required to address the relevant learning outcomes in a manner that is respectful and culturally considerate.
- If the approved curriculum includes any potentially controversial topics as part of the learning resources or activities required for the preparation of any high-stakes exams, schools are authorized to teach these topics after seeking approval from ADEK.
- Where controversial topics may surface outside of approved curricula due to high-profile current events, schools shall follow UAE government direction and adhere to any directives issued by relevant federal or local UAE authorities.

## **5. Roles and Responsibilities**

Schools shall ensure that explicit responsibilities have been conveyed to all parties.

### **5.1 Teachers**

1. Develop lesson plans using resources approved by the school's vetting process.
2. Conduct additional screening to ensure resources used and content presented to students are culturally appropriate.
3. Prepare and vet all online resources in advance of all lessons to ensure they are free of any culturally inconsiderate content, including (but not limited to) images, texts, color schemes, terminologies referencing any of the topics covered in this policy.
4. Teachers shall avoid indoctrination when discussing political or cultural matters in class.
5. Immediately report any content discovered in resources that may violate this policy to Middle/Senior Leaders and the Principal.
6. Ensure adherence with this policy, including data confidentiality requirements when posting school information on public forums, such as social media channels.

### **5.2 Middle/Senior Leaders**

1. Review and approve lesson plans and resources developed by teachers.
2. Ensure all resources and materials selected and/or developed are age- and culturally considerate and have been approved by the school's vetting process.
3. Supervise the use of resources and materials during lessons to ensure adherence with this policy.
4. Continuously monitor the content of the approved digital resources to ensure compliance with the regulations, policies, guidelines, and circulars issued by ADEK.
5. Immediately report any content discovered in resources that are non-compliant with this policy to the Principal.

### **5.3 Head librarians**

1. Review, vet, and sign off all resources requested and ensure that they are compliant with relevant requirements and are age- and culturally appropriate.
2. Submit the list of acceptable and non-acceptable resources to the Resource Selection Committee for review and approval.
3. Continuously monitor digital and non-digital resources and textbooks including their usage to ensure compliance with the regulations, policies, guidelines, and circulars issued by ADEK.
4. Immediately report any content discovered in resources that may violate this policy to the Principal and remove the resource from circulation.

### **5.4 Principals**

1. Form a Resource Selection Committee to review, vet, and approve all resources.

2. Implement and document the school-level process for the selection of teaching and learning resources.
3. Provide, upon request, the full set of documentation for the vetting process.
4. Communicate school-level processes and procedures to all staff.
5. Ensure all resources and materials selected and/or developed at the school are age- and culturally appropriate.
6. Ensure the delivery of cultural consideration awareness induction and refresher training.
7. Report any content discovered in resources that are non-compliant with this policy to ADEK and ensure it is immediately removed from circulation.
8. Ensure relevant staff engage parents to communicate that their school:
9. Entrust parents to oversee their child's use of the internet at home to minimize their exposure to inappropriate content.
10. Expects parents to immediately report to both the school and Abu Dhabi Contact Centre (800 555) any content in school resources that are non-compliant with this policy and always exercise caution when posting school information on public forums and social media channels.

## **6 Monitoring and Review**

- This policy will be monitored on a yearly basis by Aldar Education EMT.
- Sanctions for non-compliance may include the following, subject to the approval of the ADEK Chairman:
  1. Revocation of the appointment letter of the individual(s) for whom malicious intent was determined.
  2. A warning letter to the school and its investors.
  3. A penalty ranging from 50,000 AED to 350,000 AED.
- Continued failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

## Appendix 2: Role and responsibilities

School shall ensure that explicit responsibilities have been conveyed to all parties as indicated in the table below:

Policy Element	Responsibility	Specific Actions	Follow-up
<b>Adherence to UAE Legislation</b>	Principal	<ul style="list-style-type: none"> <li>- Ensure understanding and adherence to the policy and relevant legislation by the school community.</li> <li>- Align school practices and content with UAE laws on cultural consideration.</li> <li>- Organize cultural consideration awareness induction for new staff, parents, and students.</li> </ul>	
	Vice Principals (Teaching and Learning, Pastoral)	<ul style="list-style-type: none"> <li>- Assist the Principal in enforcing compliance with UAE legislation and cultural consideration.</li> <li>- Ensure annual refresher training for returning staff, parents, and students.</li> <li>- Establish and refine processes for vetting, reviewing, and selecting teaching and learning resources.</li> <li>- Supervise cultural practices adherence, including singing the UAE national anthem, observing holidays, and flag protocol.</li> <li>- Monitor official and unofficial school communication channels for compliance.</li> <li>- Confirm adherence to cultural norms, refraining from inappropriate behavior, and avoiding symbols associated with sensitive movements.</li> <li>- Monitor and address any deviations within their respective domains.</li> </ul>	
	Head of Operations, Digital Team	<ul style="list-style-type: none"> <li>- Ensure operational and digital practices align with the policy and relevant UAE legislation.</li> <li>- Monitor digital platforms for cultural sensitivity.</li> </ul>	
	Principal & Marketing Department	<ul style="list-style-type: none"> <li>- Enforce cultural appropriateness in online communications and content.</li> </ul>	
<b>Addressing Cultural</b>	Principal	<ul style="list-style-type: none"> <li>- Oversee induction and refresher training on cultural consideration.</li> </ul>	

<b>Consideration in Schools</b>	Vice Principal (Teaching and Learning)	- Review and approve resources for age and cultural appropriateness.	
	Vice Principal (Pastoral)	- Monitor and oversee community conduct, encouraging respect for cultural values. - Address any non-compliance within the school community. - Take action on reported non-compliance.	
	Heads of Departments (Various Subjects)	- Ensure departmental activities and materials align with cultural considerations. - Monitor and guide teachers within the department on cultural appropriateness. - Report any cultural consideration violations within the department to the Vice Principal.	
	Counselors	- Support and guide students in understanding and respecting cultural considerations.	
	Subject Teachers	- Develop lesson plans with approved resources. - Conduct screening for cultural appropriateness. - Report any violations promptly.	
	Head Librarians	- Vet and sign off on all resources for cultural appropriateness. - Monitor digital and non-digital resources. - Remove non-compliant resources from circulation.	
	Head of Operations	- Supervise cultural practices adherence, monitoring flag and portrait protocols.	
	<b>Topics in the Approved Curriculum</b>	Principals	- Form Resource Selection Committee to vet and approve resources. - Ensure suitability and appropriateness for different age groups. - Ensure adherence to guidelines on controversial topics in the approved curriculum. - Communicate school-level processes to all staff.



	Vice Principals (Teaching and Learning)	<ul style="list-style-type: none"> <li>- Supervise resource usage during lessons.</li> <li>- Monitor digital resources for compliance.</li> <li>- Take immediate action on non-compliant resources.</li> </ul>	
	Heads of Departments (Various Subjects)	<ul style="list-style-type: none"> <li>- Vet and ensure appropriateness of teaching and learning resources within the department.</li> <li>- Supervise the usage of departmental resources.</li> <li>- Report any non-compliance within the department to the Vice Principal.</li> </ul>	
<b>Roles and Responsibilities</b>	Teachers	<ul style="list-style-type: none"> <li>- Develop lesson plans using vetted resources.</li> <li>- Conduct additional screening for cultural appropriateness.</li> <li>- Vet online resources in advance, ensuring no culturally inconsiderate content.</li> <li>- Report policy violations promptly.</li> </ul>	
	Middle/Senior Leaders	<ul style="list-style-type: none"> <li>- Review and approve lesson plans and resources.</li> <li>- Ensure resources are age- and culturally considerate.</li> <li>- Supervise resource usage during lessons.</li> <li>- Monitor digital resources for compliance.</li> <li>- Report non-compliant content to the Principal.</li> </ul>	
	Head Librarians	<ul style="list-style-type: none"> <li>- Vet and sign off on all resources.</li> <li>- Monitor digital and non-digital resources for compliance.</li> <li>- Report non-compliant content to the Principal and remove it from circulation.</li> </ul>	
	Principals / Vice Principals	<ul style="list-style-type: none"> <li>- Form and lead the Resource Selection Committee.</li> <li>- Implement and document school-level processes for resource selection.</li> <li>- Provide documentation for vetting process to ADEK upon request.</li> <li>- Communicate processes to all staff.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Ensure resources are age- and culturally appropriate.</li> <li>- Ensure cultural consideration awareness induction and refresher training.</li> <li>- Report non-compliant content to ADEK and ensure removal from circulation.</li> </ul>	
<b>Compliance</b>	Principal	<ul style="list-style-type: none"> <li>- Emphasize policy effectiveness from January 9, 2024.</li> <li>- Ensure active monitoring of compliance.</li> <li>- Investigate potential violations and apply sanctions for non-compliance.</li> </ul>	

### Appendix 3: Curriculum Department Resources and Library Materials Vetting Procedure

All resources that are given to pupils to use at home must be screened in their entirety by the department to ensure suitability. It is the responsibility of the Heads of Year, Heads of Department and Lead Librarians to ensure that this takes place.

All resources that are distributed to pupils for use in school must be screened to ensure that any sections of the resources used meet all requirements. It is the responsibility of the Heads of Year and Heads of Department to ensure that this takes place.

- A separate copy of the Department Resources and Materials Compliance Checklist (Appendix 3) must be completed for each resource that is used by pupils to ensure that it meets all points on the sensitive topic list issued by ADEK January 2024.
- A digital copy of all check lists will be held using a Microsoft form or similar and accessed by the Principal's PA who will keep them for the Principal and Aldar HQ or ADEK reference.
- If any materials are found to be offensive or inappropriate, the resource must be referred to the Curriculum Compliance Committee via the Principal's PA

<b>Appendix 3: Resources and Materials Compliance Checklist</b>		
All resources that are given to students to use in the classroom and at home must be screened in their entirety by the relevant department/year group to ensure suitability. A separate copy of this Resources and Materials Compliance Check List must be completed for each resource. If any materials are found to be offensive or inappropriate, the resource must be referred to the Curriculum Compliance Committee. Please input all information on to the Microsoft Form (or alternative).		
<b>Name of resource/book/material:</b>		
<b>Author:</b>		
<b>ISBN if applicable:</b>		
<b>Subject/Department:</b>		
<b>Year Group:</b>		
<b>Checked by:</b>	<b>Date:</b>	<b>Agreed as suitable for use: MLT, Head Librarian, Principal signature</b>
Please state action if resource found to be inappropriate:		
<b>ADEK sensitivity list requirements:</b>	<b>Resource is compliant</b>	<b>Resource is NOT compliant (provide details)</b>
The resource is suitable and appropriate for the intended age group.		
The resource is considerate of the UAE culture, values, and national identity.		
Resource does not (directly or indirectly) promote inappropriate stereotypes or assumptions about the UAE and region.		
Resource does not directly or indirectly encourage any behaviours that are culturally inconsiderate, such as drug and alcohol use, promiscuity, smoking, violence, gambling, promotion of alternative gender identity and sexual orientation, indoctrination.		
Resource does not contain any symbols, colours or imagery associated with any movements/ beliefs related to political, social, or extremist religious groups which are culturally		

inconsiderate e.g. representation of pride movement, extremist ideas etc.		
Resource does not contain any images or drawings that violate public manners e.g. images that are gratuitously violent or sexual in nature.		
Resource does not contain erroneous information (or defamation of the government, history, heritage, or society of the UAE.		
Resource does not contain images or describe people dressing inappropriately.		
Resource does not contain any teachings that contradict Islamic values		
Resource does not contain politically sensitive topics.		

This policy is subject to periodic review to ensure its continued effectiveness and relevance.

**Done: National Identity Management Committee**

**Review Date: Jan 2024**