BELVEDERE
INTERNATIONAL SCHOOL

COMPLIANCE POLICY

2026-2027

Policy No.	**POL-AC-004**
Revision No.	**002**
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Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		*Date:*	17/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	20/9/26

1. Policy Statement

Belvedere International School (BIS) is committed to full compliance with ADEK regulations, policies, and circulars, as well as all applicable UAE laws and regulations. This policy ensures adherence to the UAE School Inspection Framework and promotes the principles of the National Identity Framework, safeguarding educational excellence, student wellbeing, and respect for Emirati cultural values.

2. Purpose

This policy aims to:

- Ensure compliance with ADEK requirements across academic, operational, financial, health, and safety domains.
- Establish systems for addressing complaints, incidents, and non-compliance.
- Safeguard the school's commitment to national identity, values, and culture.
- Provide clear processes for monitoring, corrective actions, escalation, and appeals in line with ADEK procedures.

3. Guiding Frameworks

BIS compliance aligns with:

1. ADEK Compliance Policy (2024/25, effective 2025/26)
2. UAE School Inspection Framework
3. National Identity Framework – pillars of *Culture, Values, Citizenship*
4. MoE and Federal Laws (e.g., Federal Law No. 31 of 2021 on Crimes and Penalties; Federal Decree-Law No. 33 of 2021 on Labour Relations)
5. BIS' internal policies and safeguarding frameworks

4. Compliance Principles

4.1 General Compliance

- BIS complies with all ADEK requirements and internal school policies
- Non-compliance is addressed promptly through corrective action plans
- All stakeholders (leaders, staff, parents, students) share responsibility for compliance

4.2 National Identity Compliance

- BIS embeds Arabic language, Islamic values, Emirati culture, and UAE heritage across curriculum and school life
- Through induction and workshops, staff and students at BIS are made aware of UAE cultural values and National Identity
- BIS Student Volunteer Team support the promotion of National Identity across the school through awareness workshops and events
- Any actions that contradict or disrespect UAE identity, culture, or values will be treated as serious breaches and escalated under ADEK's enforcement procedures

5. Compliance Structures

5.1 Compliance Coordinator

- At BIS, the Head of MoE Subjects has been appointed as the **Compliance Coordinator** to support the Principal in:
    - Coordinating compliance visits.
    - Managing self-evaluation submissions.
    - Monitoring corrective actions.
    - Maintaining compliance records.

5.2 Complaints Management

- BIS shall established a School Complaints and Resolutions team (SCRT) chaired by the Principal (Refer to the BIS Staff Grievance Policy).

- Response to Complaints, as per the BIS Complaints Policy:
    - Acknowledged within 24 hours
    - Investigated confidentially
    - Written response provided within 10 working days

- Complaints not resolved internally may be escalated to ADEK

5.3 Compliance Visits

BIS cooperates fully with ADEK and government authorities during:

- Annual Compliance Visits (curriculum, health, safety)
- School Readiness Visits (before new licenses or facility expansions)
- Ad-Hoc Visits (e.g., inspections following complaints, incidents, or building checks)
- Progress Monitoring Visits (to verify corrective actions)

6. Enforcement and Escalation

6.1 Enforcement Actions

In cases of non-compliance, ADEK may apply enforcement measures in line with its escalation framework:

1. Letter of concern
2. Fines and warnings

3. Temporary suspension of activity

4. License restriction (e.g., freeze on admissions or fee changes)
5. Financial, administrative, and technical supervision
6. License suspension (up to 1 academic year)
7. License cancellation and school closure

6.2 Emergency Non-Compliance

ADEK reserves the right to immediately suspend or cancel a license in cases of:

- Serious health and safety risks
- Severe breaches of UAE cultural values or national identity
- Fraudulent or illegal practices

7. Corrective Action

- BIS submits Corrective Action Plans within ADEK deadlines.
- All non-compliance issues will be addressed with clear actions, responsible staff, and timelines.
- ADEK may conduct follow-up visits to ensure compliance.

8. Staff Conduct and Accountability

- All BIS staff are informed of and adhere to ADEK's Professional Code of Ethics, safeguarding policies, and UAE cultural norms, during staff induction at the staff of the new academic year, as well as refresher sessions during the academic year.

- Staff engaging in misconduct (e.g., harassment, extremism, violation of UAE cultural values) will face suspension, investigation, and dismissal if required.

- The Board shall dismiss the Principal if instructed by ADEK in cases of serious non-compliance.

9. Appeals

- BIS may appeal ADEK enforcement actions within stipulated timelines:
    - **5 working days** (for supervision, suspension, or closure decisions)
    - **60 days** (for other enforcement actions)
- Appeals must include a **Corrective Action Plan**.
- ADEK decisions after appeals shall be final.

10. Review Cycle

- This policy will be reviewed **annually** or sooner if required by ADEK updates or inspection recommendations.