



**UNIVERSAL
PHILIPPINE
SCHOOL**
First Filipino School in Al Ain

BASIS FOR THE FORMATION OF THE EDUCATIONAL RISK MANAGEMENT TEAM

1. LEGAL BASIS

The establishment of the **Educational Risk Management Team (ERMT)** is founded upon the commitment of the school to provide a safe, inclusive, high-quality, and effective learning environment while ensuring compliance with the regulatory requirements of the Emirate of Abu Dhabi and the United Arab Emirates.

The formation of the ERMT is guided by the following legal and regulatory frameworks:

1.1 Abu Dhabi Department of Education and Knowledge (ADEK)

The Educational Risk Management Team supports compliance with the requirements and expectations outlined in:

- **ADEK Private Schools Policy and Guidance Manual**
- **ADEK School Wellbeing Framework**
- **ADEK Student Protection Policy**
- **ADEK Inclusion Policy**
- **ADEK Health, Safety, and Environment (HSE) Requirements**
- **ADEK School Inspection Framework**
- **ADEK Business Continuity and Emergency Preparedness Requirements**
- **ADEK Staff Code of Conduct and Professional Standards**

These frameworks require schools to establish systems that proactively identify, assess, manage, and monitor risks affecting student safety, wellbeing, learning outcomes, safeguarding, inclusion, operational continuity, and regulatory compliance.

1.2 UAE Federal Legislation

The Educational Risk Management Team is further supported by:

- **Federal Law No. 3 of 2016 (Wadeema's Law – Child Rights Law)**, which mandates the protection of children from all forms of neglect, abuse, harm, and risks that may affect their development and wellbeing.
- **Federal Decree-Law on Occupational Safety and Health Requirements**, promoting safe educational and workplace environments.

- **UAE National Wellbeing Strategy**, emphasizing the promotion of wellbeing and quality of life within educational institutions.
- Applicable UAE laws and regulations relating to education, child protection, health and safety, data protection, and emergency management.

1.3 School Governance and Accountability

As part of its governance responsibilities, the school shall maintain an Educational Risk Management Team to ensure:

- Effective identification and management of educational risks.
- Protection of students and staff.
- Continuous improvement of educational outcomes.
- Compliance with ADEK regulations and inspection requirements.
- Sustainability and continuity of school operations.

2. PURPOSE OF THE EDUCATIONAL RISK MANAGEMENT TEAM

The Educational Risk Management Team serves as the school's central body responsible for identifying, assessing, monitoring, and mitigating risks that may affect:

- Student achievement and learning.
- Student wellbeing and protection.
- Health and safety.
- Inclusion and accessibility.
- Staff wellbeing and performance.
- School operations and continuity.
- Regulatory compliance.
- School reputation and stakeholder confidence.

3. CORE GROUP MEMBERSHIP

The Educational Risk Management Team shall consist of the following core members:

Position	Role
Principal	Chairperson
Vice Principal	Vice Chairperson
School Counselor / Wellbeing Coordinator	Wellbeing and Student Risk Lead
Student Protection Lead (SPL)	Safeguarding and Protection Lead
Inclusion Champion / SEN Coordinator	Inclusion Risk Lead

Health and Safety Officer	Safety and Environmental Risk Lead
School Nurse	Health Risk Lead
Academic Coordinator	Academic Risk Lead
Human Resources Representative	Staff and Workforce Risk Lead
ICT Coordinator	Technology and Cybersecurity Risk Lead
Facilities Manager	Infrastructure and Operational Risk Lead
Secretary (Appointed by Principal)	Documentation and Monitoring Officer

CORE GROUP MEMBERSHIP

Position	Name
Principal	Paul Benedict N. Yacap
School Counselor / Wellbeing Coordinator	Francis S. Yaneza
Student Protection Lead (SPL)	Francis S. Yaneza
Inclusion Champion / SEN Coordinator	_____
Health and Safety Officer	Omar M. Elamparo
School Nurse	Anna Basil
Academic Coordinator	Mary Jane Grueso
Human Resources Representative	Mariam Awad Al Shamsi
ICT Coordinator	Louie B. Sayago
Facilities Manager	Shawn Michael Martinez
Secretary (Appointed by Principal)	Francis S. Yaneza

Additional members may be invited based on the nature of identified risks.

4. FUNCTIONS OF THE EDUCATIONAL RISK MANAGEMENT TEAM

The ERMT shall perform the following functions:

4.1 Risk Identification

- Identify actual and potential risks affecting students, staff, and school operations.
- Review data, reports, incidents, complaints, and stakeholder feedback.
- Monitor emerging educational and operational risks.

4.2 Risk Assessment

- Assess the likelihood and impact of identified risks.
- Determine risk levels and priorities.
- Conduct formal risk analyses and evaluations.

4.3 Risk Mitigation

- Develop and implement risk reduction strategies.
- Recommend corrective and preventive actions.
- Establish appropriate control measures.

4.4 Monitoring and Review

- Monitor risk indicators and trends.
- Review effectiveness of interventions.
- Update the school Risk Register regularly.

4.5 Compliance Monitoring

- Ensure adherence to ADEK requirements and school policies.
- Support inspection readiness and regulatory compliance.
- Monitor implementation of corrective actions arising from audits or inspections.

4.6 Crisis Preparedness and Response

- Support emergency preparedness planning.
- Coordinate responses during critical incidents.
- Contribute to business continuity and recovery planning.

4.7 Reporting

- Maintain accurate records and documentation.
- Submit periodic reports to the School Leadership Team.
- Recommend policy and procedural improvements.

5. ROLES AND RESPONSIBILITIES OF CORE MEMBERS

5.1 Principal (Chairperson)

Responsibilities

- Provide strategic leadership and oversight.
- Approve risk management plans and recommendations.
- Ensure adequate resources for risk mitigation.
- Report significant risks to governing bodies and ADEK when required.
- Chair Educational Risk Management Team meetings.

5.2 Vice Principal

Responsibilities

- Support implementation of risk management initiatives.
- Monitor progress of risk mitigation plans.
- Coordinate follow-up actions across departments.
- Act on behalf of the Principal when delegated.

5.3 School Counselor / Wellbeing Coordinator

Responsibilities

- Monitor student wellbeing risks.
- Analyze wellbeing and behavioral data.
- Coordinate interventions for students at risk.
- Provide recommendations for mental health and wellbeing initiatives.

5.4 Student Protection Lead (SPL)

Responsibilities

- Monitor safeguarding and child protection risks.
- Ensure compliance with ADEK Student Protection requirements.
- Lead responses to safeguarding concerns.
- Coordinate referrals and case management.

5.5 Inclusion Champion / SEN Coordinator

Responsibilities

- Identify risks affecting Students of Determination and students requiring additional support.
- Monitor implementation of individualized support plans.

- Ensure inclusive educational practices.

5.6 Health and Safety Officer

Responsibilities

- Conduct safety inspections and audits.
- Identify environmental and operational risks.
- Monitor compliance with health and safety standards.
- Coordinate emergency drills and preparedness activities.

5.7 School Nurse

Responsibilities

- Monitor health-related risks.
- Track communicable diseases and health incidents.
- Promote health education and preventive measures.
- Provide health-related recommendations to the team.

5.8 Academic Coordinator

Responsibilities

- Monitor risks related to teaching, learning, and student achievement.
- Analyze assessment and performance data.
- Recommend academic interventions and improvement strategies.

5.9 Human Resources Representative

Responsibilities

- Monitor staffing and workforce risks.
- Support employee wellbeing initiatives.
- Identify professional development needs.
- Ensure compliance with employment-related requirements.

5.10 ICT Coordinator

Responsibilities

- Monitor cybersecurity and digital safety risks.

- Ensure protection of digital systems and data.
- Oversee online learning risks and technology continuity measures.

5.11 Facilities Manager

Responsibilities

- Monitor infrastructure-related risks.
- Ensure maintenance and safety of facilities.
- Identify operational hazards and recommend corrective measures.

5.12 Secretary

Responsibilities

- Prepare meeting agendas and minutes.
- Maintain risk registers and documentation.
- Track action plans and implementation timelines.
- Maintain records for audit and inspection purposes.

6. AUTHORITY OF THE EDUCATIONAL RISK MANAGEMENT TEAM

The Educational Risk Management Team is authorized by the School Leadership to:

- Conduct risk assessments.
- Request relevant information and reports.
- Recommend corrective actions.
- Monitor implementation of risk mitigation measures.
- Escalate significant risks to the School Leadership Team.
- Recommend policy revisions and improvement initiatives.

7. MEETING REQUIREMENTS

The ERMT shall meet:

- Monthly for routine risk monitoring.
- Quarterly for comprehensive risk reviews.
- Immediately following any significant incident or emergency.
- Annually for strategic risk evaluation and policy review.

All meetings shall be documented and records maintained for inspection and compliance purposes.

Approved by:

Paul Benedict N. Yacap
School Principal