



مدرسة الأفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

Incident Investigation & Professional Integrity (IIPi)



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Incident Investigation & Professional Integrity (IPI)

1. Purpose and Scope

This policy establishes a standardized, non-emotional framework for responding to allegations made by students against staff members. The objective is to ensure **due process**, maintain **staff morale**, and uphold **institutional trust**.

2. The "Immediate Action" Protocol

The moment an accusation is leveled, the following steps must be taken to prevent escalation:

- **Emotional Neutrality:** Leadership and the involved staff member must refrain from public outbursts or immediate "hallway confrontations."
- **Neutral Environment:** The student and teacher are to be separated immediately without any implication of guilt.
- **Confidentiality:** Details of the allegation are restricted to the Principal, the accused staff member, and the investigating officer.

3. The Five-Pillar Investigation Process

No decision shall be made based on hearsay. Every case must follow the "Five Pillars" of evidence:

Pillar	Action Required
Written Statements	Independent, written accounts from the student and the teacher.
Corroboration	Interviews with witnesses (students or staff) conducted individually.
Digital Evidence	Review of CCTV footage or digital communication logs where applicable.



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Historical Context	Review of the student's behavioral history and the teacher's performance record.
Motive Analysis	Determining if the claim stems from fear of failure, peer pressure, or misunderstanding.

4. Rights of the Staff Member

At New Horizon School, a teacher is **presumed innocent** until an investigation concludes otherwise. To protect the staff member:

- **Representation:** Teachers may have a peer or union representative present during formal interviews.
- **Protection from Defamation:** If an accusation is proven false, the school will take active measures to correct the record and prevent "character assassination" in the staff room or community.
- **Right to Respond:** Teachers must be given the full details of the allegation (in writing) before being asked to provide a formal defense.

5. Resolution and Closure

Once the investigation is complete, the Principal will issue a **Formal Determination Report**.

- **If the Allegation is Unfounded:** A formal letter of exoneration is placed in the teacher's file, and a private meeting is held to reaffirm the school's trust in their professional standing.
- **If the Allegation is Fabricated:** The student will face disciplinary action in accordance with the Student Code of Conduct for "False Reporting," emphasizing the gravity of such actions.
- **Communication:** Leadership will provide a clear, concise statement to necessary parties (parents/board) to ensure no "silent doubt" remains.

6. Post-Incident Support (The "Sixth Step")

Recognizing that false accusations cause psychological strain, the school commits to:



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- **Mandatory Check-ins:** A series of brief meetings over the following month to ensure the teacher feels supported.
- **Classroom Re-entry:** Support from a senior leader during the first few interactions between the teacher and the accusing student (if the student remains in the class).

Core Principle: We do not investigate to find a "villain"; we investigate to find the **truth**. Process protects the innocent, and professionalism preserves the school.

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