

**Kingdom of Saudi Arabia**

**Region / Governorate:**

**Ministry of Education (280)**

**Ministry of Education**

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**School Commitment Contract Form**

<b>Parents</b>	I, the undersigned hereby, parent of the aforesaid student, declare taking cognizance of rules of behavior and punctuality for the primary stage, thus, acknowledging cooperating with the school management for the interest of my son/daughter for the latter's compliance with systems and instructions for those rules of behavior and punctuality. I bear consequences and responsibility for truthfulness of the following contact numbers:	
	<b>Name:</b>	
	<b>Signature.....Date:        /        /14...H</b>	
	<b>Work .....Business Phone:</b>	
	<b>Home Phone: .....Mob. No. ....Another No.....</b>	

<b>Student information</b>	<b>Name:</b>	
	<b>Stage:</b>	<b>Grade:</b>

<b>School Management</b>	<b>Student Affairs Deputy Principal</b>	<b>Principal</b>
	<b>Name:</b>	<b>Name:</b>
	<b>Signature:</b>	<b>Signature:</b>
	<b>Date:    /        /14.....H</b>	<b>Date:    /        /14.....H</b>

**Note:**

- The parent signature shall be obtained at the beginning of the term.
- Forms shall be kept at a special file at the student's affairs deputy office.

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### **Behavior Contract Form**

I, student:.....School.....Stage.....Grade:

Committed unacceptable behavior which is.....

O n this....., / ..... /14..H

Which is a behavior problem classified at .....degree and my cause.....

Thus, whereas I desire to be a .....student,

I undertake not to repeat this undesirable behavior in the future.....

I will comply with the agreed upon alternate behavior which

is.....

.....

.....

Below are articles of the contract:

Task:.....

Equivalent to the good behavior .....

Commences on.....and expires on.....

Remarks:

A:.....

B:.....

Student Name:.....Signature:.....

Officer (Teacher- Guide) Name:.....Signature:.....

\*The parent shall be notified with the agreed upon articles herein.

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### Behavior Modification Plan Form

#### First / Initial Data:

Student Name:

Stage:

School:

Class:

Birth Date:

Age:

Commencement Date:

Expiry Date:

#### Second: Identify the behavior problem

Behavior problem:

Degree:

#### Describe the undesirable behavior:

#### Student's behavioral manifestations:

#### Third: Behavior severity scale or repetition:

Day	Date	Observation period	Repetition					Total
			1	2	3	4	5	

Justifications for choosing this behavior for modification:

**Fourth: Behavioral Job Analysis**

- 1- Pre stimulus: mention those reasons that stimulate this undesirable behavior through observation of the behavior?**
- 2- Post stimulus: What happens after the undesirable behavior?**
- 3- What does a student achieve through this undesirable behavior?**
- 4- Previous procedures taken by the teacher to limit this behavior?**

**Fifth: Design the Behavior Modification Plan**

Define the behavior desired to be acquired procedurally.

Procedures taken to limit undesirable behavior and help achieve desirable behavior:

1<sup>st</sup> procedure:

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2<sup>nd</sup> procedure:

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3<sup>rd</sup> procedure:

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4<sup>th</sup> procedure:

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5<sup>th</sup> procedure:

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6<sup>th</sup> procedure:

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Behavior Follow-up:

Day	Date	Observation period	Repetition					Total
			1	2	3	4	5	

Six: Plan or Program effectiveness assessment

Deputy Principal Opinion:

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Class teacher opinion:

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.....

**Administration of Education / Education Office**

**Date:**

Parent opinion:

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.....

Awareness & Guidance supervisor opinion:

.....  
.....

Behavior modification officer (teacher / guide)

Name:

Signature:

Date:

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### Behavior Modification Plan Form- Case study

#### First / Initial Data:

**Student Name:** M. S. A.

**Stage:** Primary

**School:** Second school

**Class:** 5/B

**Birth Date:** 05/10/1426h

**Age:** 12

**Commencement Date:** 02/05/1437H

**Expiry Date:** 20/06/1437H

**Guide:** F M. I.

#### Second: Identify the behavior problem

**Behavior problem:** classroom escape

**Degree:** 2<sup>nd</sup>

#### Describe the undesirable behavior:

(Describe a procedural behavior which is clear, specific and measurable)

Case: the student repeatedly leaves the class during theoretical subjects and hides at different places.

**Student's behavioral manifestations:** (mention any behavioral signs or manifestations not appropriate for the student's age)

The student does not suffer from any growth disorder or health problems with an appropriate external appearance. His performance is influenced with praise at the class but he manifests a repeated non-adaptive behavior influencing educational acquisition as he insists on repeatedly leaving the class during theoretical subjects.

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### Third: Behavior severity scale or repetition:

This stage is to observe the undesirable behavior at intervals to determine whether this behavior problem necessitates treatment. Behavior is usually measured in several means according to its nature such as behavior severity scale, repetition or period.

The student leaves the class 5-6 times a day.

Day	Date	Observation period	Repetition					Total
			1	2	3	4	5	
Sunday	12/05	Half an hour of each class	0	0	/	///	/	5
Monday	13/05/		/	0	//	/	//	6
Tuesday	14/05/		0	0	//	/	/	4
Wednesday	15/05			/		//	//	5
Thursday	16/05			/	//	/	//	6

### Justifications for choosing this behavior for modification:

The objective of mentioning justifications: students usually have more than one behavior so it is preferable to choose a single behavior for modification subject to mentioning justification for choosing this behavior.

This behavior influences the student and educational acquisition as well as the teaching process at the class.

### Fourth: Behavioral Job Analysis

The objective of this stage is to identify reasons that stimulate and result in continuation of this undesirable behavior so accurate observation is required at different intervals to identify stimulus which are:



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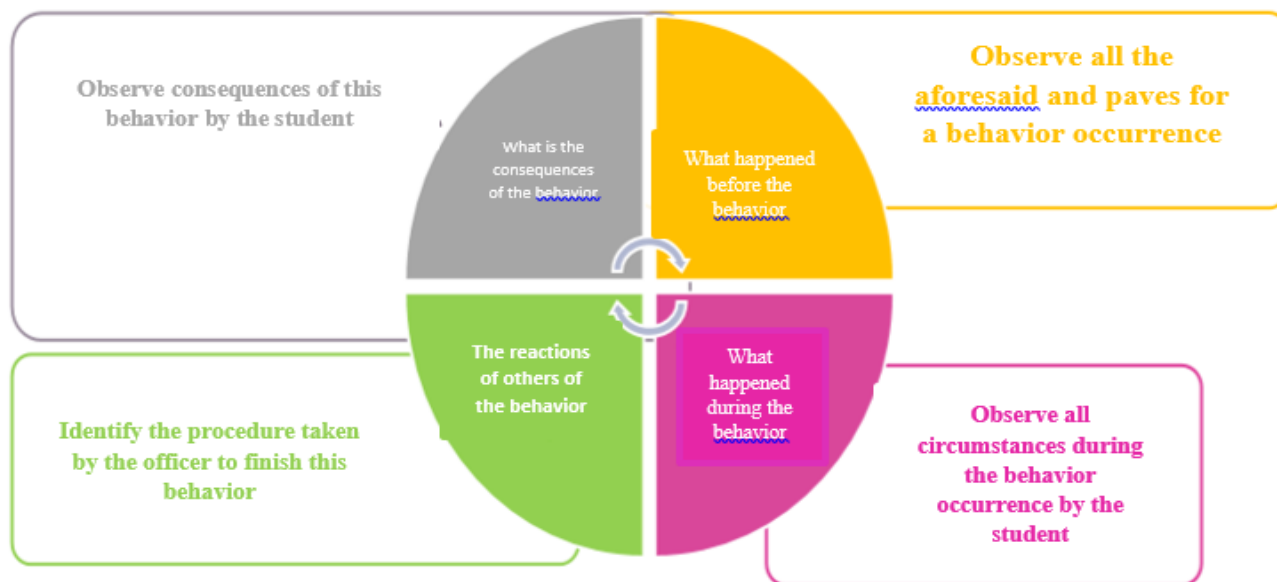
Day:

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Date:

### Undesirable behavior understanding map

#### Fire Wheel Curve



#### 1- Pre stimulus: mention those reasons that stimulate this undesirable behavior through observation of the behavior?

Continuous getting out of the seat owing to poor learning motivation, difficulty in memorizing, failure to do assignments, continuous restlessness and cause of chaos. More free classes at the school. Lack of enhancing means by the teacher.

#### 2- Post stimulus: What happens after the undesirable behavior?

Post-behavior reaction of the school personnel. The administrative staff calls the student to refer him/her to the deputy principal.

#### 3-What does a student achieve through this undesirable behavior? The student's concept of the behavior is reached through the guiding sessions.

The behavior makes the student avoid disappointing situations because of difficulty in memorization and non-acceptability to hear the teacher appraising other students. Moreover, this behavior achieves self-satisfaction through attracting attention of other students particularly as the concept of the behavior is related to ability not to follow orders.

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#### **4- Previous procedures taken by the teacher to limit this behavior?**

The objective of this stage is to get acquainted with all previous procedures taken to limit the behavior to search reasons of non-response by the student and to choose the appropriate style.

Example: The teacher admonished the student reminding him with the class rules then referred him to the deputy principal. The student is deprived of the sports class.

#### **Fifth: Design the Behavior Modification Plan**

1- Define the behavior desired to be acquired procedurally.

This stage is to identify the undesirable behavior and surrounding circumstances.

Example: the student complies with and respects the class rules and exit timings according to the daily time table.

2- Procedures taken to limit undesirable behavior and help achieve desirable behavior:

This stage is to use the behavior modification strategies to achieve positive changes at the student's behavior and to acquire new skills. There are several types of means and choosing either of each depends on the student, age, mind age, personal skills, type of behavior and the applied scientific background of the individual responsible for the behavior modification. This stage shall take into account amortizing the undesirable behavior, helping the student acquire an acceptable behavior and enhancing desirable behavior.

Example:

1<sup>st</sup> procedure:

The satisfaction strategy was used as the student base line was determined along with observing the student behavior at intervals during the school day. The student used to leave the class from three to six times a day but after applying the satisfaction strategy through assigning the student with kinetic tasks, the No. of leaving the class declined to range from four to five times a day.

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2<sup>nd</sup> procedure:

The behavior contract form was used with the student to identify the non-acceptable behavior (behavior problem) against identifying the acceptable behavior which is attending the class to be assigned with tasks. The desired remuneration was determined as appraise before colleagues particularly as the appraisal method affects the student's performance. This is beside periodic reminder with the agreement and results of violating articles thereof. Thanks to the behavior contract strategy, the No. of leaving the class declined to two-one time during the school day.

3<sup>rd</sup> procedure:

The student's academic capabilities were assessed and it was found that he suffers from poor memorization capabilities which may be the reason for manifesting the undesirable behavior. Then, the teacher, guide and the family follow-up the student and set training methods to develop the memorization skill.

4<sup>th</sup> procedure:

The response cost was used. When the student commits undesirable behavior, this will cost him/her desirable benefits such as depriving the student of desirable activities. This shall be upon prior agreement taking into account cost flexibility and its consistency to capabilities of the student. Using such procedures resulted in decline the undesirable behavior to one-zero, thus, the student behavior has become excellent within a record period.

5<sup>th</sup> procedure: Overt modeling:

- Symbolic modeling through telling the student stories of cases and good models that were suffering from behavioral problems but achieved excellence in study. Such stories are discussed through guiding sessions then the student recites such stories to his/her colleagues.
- Live modeling and participation as the student is trained in the appropriate social behavior through role playing.

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6<sup>th</sup> procedure:

A method was used to change the student's unreasonable ideas:

- Get acquainted with the student's wrong ideas and concepts related to character formation and the concept of strength and non-acceptance of appraisal by others.
- Increased the student awareness with rules of behavior and punctuality so the student knows that this behavior is a punishable behavioral problem.
- Confront unreasonable ideas with positive ideas; replace wrong concepts with true ideas as well as to write and read the same on a daily basis so the student can feel the same.

Behavior Follow-up:

This stage focuses on measuring and tracing changes in behavior during treatment. This require objective observation of the student behavior and observers shall agree on this to judge on the treatment plan and what extent treatment procedures succeed and appropriate for decline of the undesirable behavior.

The post-treatment behavior repetition was calculated and the behavior declined in a record period.

Day	Date	Observation period	Repetition					Total
			1	2	3	4	5	
Sunday	27/06	Half an hour of each class	---	----	--	---	/	1
Monday	28/06		----	-----	-----	---	----	---
Wednesday	01/07		----	-----	-----	---	----	---
Thursday	02/07		----	-----	-----	---	----	---
Monday	06/07		---	----	--	---	/	1

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Plan effectiveness assessment:

Deputy Principal Opinion:

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**Class teacher opinion:**

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**Parent opinion:**

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**Behavior modification officer (teacher / guide)**

**Name:**

**Signature:**

**Date:**

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### **Behavioral problems by primary students**

#### **1<sup>st</sup> degree behavioral problems:**

- 1- Failure to comply with the school uniform or having an appearance violating the school uniform.
- 2- Repeated sleep during class.
- 3- Class crash entry and exit
- 4- Students repeated exit and entry through the gate in the afternoon before the school bus arrival or gathering around the school bus.

#### **2<sup>nd</sup> degree behavioral problems:**

- 1- Cause chaos at classes, the school or on school transportation means such as playing with water and writing on walls.
- 2- Get involved in quarrels.
- 3- Willful damage to or steal property of colleague.
- 4- Squabble with colleagues, improper utterance, threaten colleagues or colleagues intimidation.
- 5- Classroom escape.
- 6- Bring personal communication devices of whatever kind to the school (contain no improper videos, images or written materials).
- 7- Sabotage to the school preparations or facilities such as computers, school safety and security equipment, electricity, labs and school buses.
- 8- Steal personal belongings of colleagues.

#### **3<sup>rd</sup> degree behavioral problems:**

- 1- Improper utterance toward teachers, administrative employees.
- 2- Willful damage to property of teachers and the school.
- 3- Steal property of the teachers and the school.

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- 4- Willful damage to the school preparations or facilities such as computers, school safety and security equipment, electricity, labs and school buses.
- 5- Have or show controlled media materials whether printed, audio or visual; bring morally prohibited models.
- 6- Bring or use hazard materials or games to the school such as fireworks and colorful gas sprays and chemical materials.
- 7- Bring personal communication devices of whatever kind to the school (contain improper videos or images).
- 8- A student signs communications between the school and the parent for the parent and without the latter knowledge.
- 9- Assault on a colleague.
- 10- Bullying
- 11- School scape.
- 12- Make videos of students and teachers using smart electronic devices (for girls-males).
- 13- Indirect Sexual harassment
- 14- School books contempt.

**4<sup>th</sup> degree behavioral problems:**

- 1- Direct sexual harassment
- 2- Set fire inside the school.
- 3- Have cigarette or smoking.
- 4- Have a sharp instrument to threaten and assault on colleagues.

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**Record**

**Of**

**Behavioral Problems**

**Of rules of behavior and punctuality**

**For the primary students**



<b>Student Name:</b>		<b>Grade:</b>		<b>Problem:</b>	
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**1<sup>st</sup> degree behavioral problems:**

- 1- Failure to comply with the school uniform or having an appearance violating the school uniform.
- 2- Repeated sleep during class.
- 3- Class crash entry and exit
- 4- Students repeated exit and entry through the gate in the afternoon before the school bus arrival or gathering around the school bus.

SN	Day/Date	Procedure	Act	Student signature		Employee name & signature
				Achieved	Not achieved	
1 <sup>st</sup> procedure		Verbal warning Individually	You committed a 1 <sup>st</sup> degree problem so you are given this verbal warning for the first time			
2 <sup>nd</sup> procedure		Verbal warning Individually -2 <sup>nd</sup>	You committed a 1 <sup>st</sup> degree problem so you are given this verbal warning for the second time			
		Observation, identification, amortization and enhancement	Observe the student, identify both negative and positive behaviors and reasons for both to commence to amortize such reasons of the negative behavior			
3 <sup>rd</sup> procedure		Parents notification	The school management notifies the parent, via phone then in writing, with the student behavioral problem			
4 <sup>th</sup> procedure		Behavioral problem registration	Problem registration at the record of behavioral problems by the teacher and student signature			

		Referral to the counselor	The student is referred to counselor to study his case			
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SN	Day/Date	Procedure	Act	Student signature		Employee name & signature
				Achieved	Not achieved	
5 <sup>th</sup> procedure		Parent summoning	Write a summoning letter to the parent and to notify the latter with the undesirable behavior			
		Prepare a behavior modification plan	Consider a behavior modification plan, upon mutual agreement between the family and the school			
		Make a behavioral contract	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			

- In the event of the problem being repeated, the case will be referred to the Awareness & Guidance committee to help treat the student behavior according to the case study report made by the counselor, in which case provisions of the 5<sup>th</sup> procedure of the behavioral contract shall apply.
- The notification form shall be filled and handed over to the parent.
- The summoning form shall be filled and handed over to the parent.

**Students affairs Deputy Principal:**

**Name:**

**Signature:**

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Student Name:		Grade:		Problem:	
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**2<sup>nd</sup> degree behavioral problems:**

- 1- Cause chaos at classes, the school or on school transportation means such as playing with water and writing on walls.
- 2- Get involved in quarrels.
- 3- Willful damage to or steal property of colleague.
- 4- Squabble with colleagues, improper utterance, threaten colleagues or colleagues intimidation.
- 5- Classroom escape.
- 6- Bring personal communication devices of whatever kind to the school (contain no improper videos, images or written materials).
- 7- Sabotage to the school preparations or facilities such as computers, school safety and security equipment, electricity, labs and school buses.
- 8- Steal personal belongings of colleagues.

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature
				Achieved	Not achieved	
1 <sup>st</sup> procedure		Parent notificatio n	Hand over the student a parent notification letter clarifying acts taken against the student			
		Transport the injured student	Transport the injured student			
		Make a behavioral contract with the student	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
		Device confiscatio n	As you bring a personal communication device that contains no prohibited materials, the school management will keep the device for two weeks from date of confiscation as			

			stipulated into the rules (a report in that regard will be made)			
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		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent.			
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**Continued 2<sup>nd</sup> degree behavioral problems:**

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature
				Achieved	Not achieved	
Continued 1 <sup>st</sup> procedure		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repaired damage or provided a replacement			
		Referral to the counselor	The student is referred to the counselor to study his case.			
2 <sup>nd</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Transport the injured student	Transport the injured student to nearest health center			
		Make a behavioral contract with the student and modify procedures contained at the previous contract	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
		Device confiscation	As you bring, for the second time, a personal communication device that contains no prohibited materials, the school management will keep the device for two weeks from date of confiscation as stipulated into the rules (a report in that regard will be made)			
		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent.			
		Student apology	The student apologized for mistakes and abuse.			

		Damage repair	The student repaired damage or provided a replacement			
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		Referral to the counselor	The student is referred to the counselor to study his case.			
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**Continued 2<sup>nd</sup> degree behavioral problems:**

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature
				Achieved	Not achieved	
Continued 2 <sup>nd</sup> procedure		Prepare a behavior modification plan	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Written undertaking	The student submits a written undertaking not to repeat the problem and the parent signs undertaking form			
		Deprive the student	-Deprive the student of a desirable activity clarifying reason of this act and the period of the activity. -The student will be compensated and supported in case of manifesting a positive behavior			
3 <sup>rd</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Transport the injured student	Transport the injured student to nearest health center			
		Make a behavioral contract with the student and renew procedures to be appropriate for his case	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
		Device confiscation	As you repeatedly bring a personal communication device that contains no prohibited materials, the school management will keep the device for six weeks from date of confiscation as stipulated into the rules (a report in that regard will be made)			



		Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent.			
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	Student apology	The student apologized for mistakes and abuse.			
	Damage repair	The student repairs damage or provides a replacement			
	Referral to the counselor	The student is referred to the counselor to study his case.			
	Prepare a behavior modification plan	Prepare a behavior modification plan with renewal of previous procedures			
	Referral to the Awareness & Guidance committee	As all procedures are taken, you are referred to the Awareness & Guidance committee to discuss reasons behind the student non-response and to find suitable solutions to the problem according to the case study report prepared by the counselor.			
	Student transference	You are transferred to another class according to the decision of the Awareness & Guidance committee			
	Parent notification	Hand over the student a parent notification showing the decision of the Awareness & Guidance Committee			
4 <sup>th</sup> procedure	Parent summoning	Hand over the student a parent summoning letter			
	Transport the injured student	Transport the injured student to nearest health center			
	Make a behavioral contract with the student and procedures change according to the student case	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
	Device confiscation	As you repeatedly bring a personal communication device that contains no prohibited materials, the school management will keep the device for eight weeks from date of confiscation as stipulated into the rules (a report in that regard will be made)			
	Device handover to the parent	The device will be handed over to the parent upon expiry of the specified period. A handover report shall be made and signed by the parent.			
	Student apology	The student apologized for mistakes and abuse.			

		Damage repair	The student repairs damage or provides a replacement			
		Referral to the counselor	Referred the student to the counselor to study his case.			

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		Referral to the guidance unit	The student is referred to the guidance unit along with referring all treatment and preventive procedures taken to help treat the student. This is in parallel with study. A report will be submitted showing taken procedures and follow-up by the unit. The counselor follows-up the student to provide educational and guiding services as well as to coordinate with the student to modify the undesirable behavior.			
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\*The notification form shall be filled and handed over to the student for handover to the parent. The notification shall clarify taken procedures.

\*The summoning form shall be prepared and handed over to the student for handover to the parent.

\*The student shall submit a written undertaking and the parent signs the same.

\*A copy of the case-study report, made by the counselor to the guidance unit, shall be attached.

\*The guidance unit prepares a report on following-up the student case study and clarifying taken procedures.

\*The counselor follows-up the student, provides educational and guidance services and coordinates with the student to modify the violating behavior.

**Students Affairs Deputy Principal**

**Name:.....**

**Signature:**

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Student Name:		Grade:		Problem:	
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**3<sup>rd</sup> degree behavioral problems:**

- 1- Improper utterance toward teachers, administrative employees.
- 2- Willful damage to property of teachers and the school.
- 3- Steal property of the teachers and the school.
- 4- Willful damage to the school preparations or facilities such as computers, school safety and security equipment, electricity, labs and school buses.
- 5- Have or show controlled media materials whether printed, audio or visual; bring morally prohibited models.
- 6- Bring or use hazard materials or games to the school such as fireworks and colorful gas sprays and chemical materials.
- 7- Bring personal communication devices of whatever kind to the school (contain improper videos or images).
- 8- A student signs communications between the school and the parent for the parent and without the latter knowledge.
- 9- Assault on a colleague.
- 10- Bullying
- 11- School scape.
- 12- Make videos of students and teachers using smart electronic devices (for girls-males).
- 13- Indirect Sexual harassment
- 14- School books contempt.

SN	Day/Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
1 <sup>st</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Prepare a behavior modification plan	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Written undertaking	The student submits a written undertaking not to repeat the			

			problem and the parent sings undertaking form			
		Transport the injured student	Transport the injured student to nearest health center			

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Continued 3<sup>rd</sup> degree behavioral problems:

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
		Make a behavioral contract with the student.	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repairs damage or provides a replacement			
		Confiscate prohibited materials	The prohibited materials found with the student will be statutorily destroyed and a report in that regard will be made.			
		Confiscate the device that contains inappropriate videos or images	Confiscate the device that inappropriate videos or images and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for eight weeks from date of confiscation. A report in that regard shall be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			
		Confiscate the device used in screening	Confiscate used in screening and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for eight weeks from date of confiscation. A report in that regard shall be made. Then the			

			device is handed over to the parent upon expiry of the said period against signing an handover report.			
		Deprive the student	-Deprive the student of a desirable activity clarifying reason of this act and the period of the activity.			
		Referral to the counselor	After the aforesaid procedures are taken, the student is referred to counselor to study his case			



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Continued 3<sup>rd</sup> degree behavioral problems:

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
2 <sup>nd</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Prepare a behavior modification plan	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Transport the injured student	Transport the injured student to nearest health center			
		Make a behavioral contract with the student and change procedures according to case of the student.	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repairs damage or provides a replacement			
		Confiscate prohibited materials	The prohibited materials found with the student will be statutorily destroyed by the awareness and guidance committee and a report in that regard will be made.			
		Confiscate the device that contains inappropriate videos or images	Confiscate the device that inappropriate videos or images and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for ten weeks from date of confiscation. A report in that regard shall			

			be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			
--	--	--	--	--	--	--

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Continued 3<sup>rd</sup> degree behavioral problems:

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
2 <sup>nd</sup> procedure		Confiscate the device used in screening	Confiscate used in screening and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for ten weeks from date of confiscation. A report in that regard shall be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			
		Deprive the student	Deprive the student of a desirable activity clarifying reason of this act and the period of the activity.			
		Referral to the counselor	After the aforesaid procedures are taken, the student is referred to counselor to study his case			
		Student transference	You are transferred to another class according to the decision of the Awareness & Guidance committee			
		*Assign the student with a societal activity	A-Assign the student with a societal activity at the school such as drafting a societal search on a positive behavior and reading the same at school broadcast or before students of the primary stage under the supervision and follow-up. B-Assign the student with educational projects appropriate for his capabilities under the supervision and follow-up. C-Assign the student with organizing the school cafeteria or library at free classes under the supervision and follow-up. D-Assign the student with activities at the prayer area under the supervision and follow-up.			

			E-Assign the student with professional skills at the school such as planting of basins and daily follow-up of the same under the supervision and follow-up.			
3 <sup>rd</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Prepare a behavior modification plan with change in the plan according to latest development in the problem	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Transport the injured student	Transport the injured student to nearest health center			
		Make a behavioral contract with the student and change procedures according to case of the student.	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			

- The student shall execute one activity from the aforesaid assignments in (A.B-C-D.E) upon a decree from the Awareness and Guidance Committee

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Continued 3<sup>rd</sup> degree behavioral problems:

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
Continued 3 <sup>rd</sup> procedure		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repairs damage or provides a replacement			
		Confiscate prohibited materials	The prohibited materials found with the student will be statutorily destroyed by the awareness and guidance committee and a report in that regard will be made.			
		Confiscate the device that contains inappropriate videos or images	Confiscate the device that inappropriate videos or images and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for twelve weeks from date of confiscation. A report in that regard shall be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			
		Confiscate the device used in screening	Confiscate used in screening and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for twelve weeks from date of confiscation. A report in that regard shall be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			
		Deprive the student	Deprive the student of a desirable activity clarifying reason of this act and the period of the activity.			
		Referral to the counselor	After the aforesaid procedures are taken, the student is referred to counselor to study his case			

		Referral to the guidance unit	After the procedure is taken according to the case study report made by the counselor, the student is transferred to the guidance unit along with attaching all treatment and preventive procedures taken to help treat the student. This is in parallel with continuation in study. A report shall be submitted clarifying taken procedures and stating continuous follow-up by the unit. The counselor follows-up the student to provide educational and guiding services and for coordination to modify the undesirable behavior.			
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- For transferring the student to another class and assign of the aforesaid activities in the 2<sup>nd</sup> procedure, the decree shall be left on the re-executing to the Awareness and Guidance Committee

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Continued 3<sup>rd</sup> degree behavioral problems:

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
4 <sup>th</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Prepare a behavior modification plan with change in the plan according to latest development in the problem	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Transport the injured student	Transport the injured student to nearest health center			
		Make a behavioral contract with the student and change procedures according to latest developments in the problem.	Make a behavioral contract with the student identifying the negative behavior and stating not to repeat such behavior as well as treating the undesirable behavior with parallel identification of the required positive behavior and the type of the stimulus for the required positive behavior			
		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repairs damage or provides a replacement			
		Confiscate prohibited materials	The prohibited materials found with the student will be statutorily destroyed by the awareness and guidance committee and a report in that regard will be made.			
		Confiscate the device that contains inappropriate videos or images	Confiscate the device that inappropriate videos or images and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for fourteen			

			weeks from date of confiscation. A report in that regard shall be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			
		Confiscate the device used in screening	Confiscate used in screening and a report in that regard shall be made; reconfigure the device by the parent in the presence of the guidance committee and keep the same for fourteen weeks from date of confiscation. A report in that regard shall be made. Then the device is handed over to the parent upon expiry of the said period against signing an handover report.			



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Continued 3<sup>rd</sup> degree behavioral problems:

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved
				Achieved	Not achieved	
4 <sup>th</sup> procedure		Deprive the student	Deprive the student of a desirable activity clarifying reason of this act and the period of the activity.			
		Referral to the counselor	After the aforesaid procedures are taken, the student is referred to counselor to study his case			
		Student transference to another school after consent of the education department director	The school management transfers the student to another school upon a decision by the Awareness & Guidance Committee according to the student general interest and through coordination with the education department (education office) to which the school is affiliated for consent of the education department director.			
		Parent notification	Notify the parent with taken decisions to get his opinion on the school to which the student will be transferred.			
		Referral to the guidance unit	The student attends to the guidance unit according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners. The school will be furnished with most important recommendations to enhance the positive behavior of the student.			
		Written undertaking	The student submits a written undertaking, in the presence of the parent, to comply with punctuality and good behavior and to follow-			

			up behavior change after completion of the educational program by the guidance unit.			
		Follow-up by the counselor	The counselor, at the school to which the student is transfer, follows-up the student to provide educational and guiding services			

- 1- A parent notification is filled and handed over to the student for the parent approval of the school to which the student will be transferred.
- 2- The Awareness & Guidance Committee prepares a report on destruction of prohibited materials.
- 3- A handover report on the device will be prepared upon expiry of the confiscation period and the parent signs this handover report.
- 4- The parent summoning form shall be filled and handed over to the student to the same to the parent.
- 5- The student shall submit a written undertaking the parent signs the same.

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- 6- No undertaking, submitted by the student without the parent's knowledge, shall be accepted.
- 7- A report on the Awareness & Guidance Committee meeting shall be made to comprise proposed solutions for the student problem according to the case study report.
- 8- The guidance unit prepares a report on following-up the student case study and clarifying taken procedures
- 9- The counselor follows-up the student and provides the educational and guiding services along with coordination with the student to modify the violating behavior.

**Students Affairs Deputy Principal:**

**Name:** .....

**Signature:** .....

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Student Name:		Grade:		Problem:	
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**4<sup>th</sup> degree behavioral problems:**

- 1- Direct sexual harassment
- 2- Set fire inside the school.
- 3- Have cigarette or smoking.
- 4- Have a sharp instrument to threaten and assault on colleagues.

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved Achieved
				Achieved	Not achieved	
1 <sup>st</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Prepare a behavior modification plan for undesirable behavior	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Written undertaking	The student submits a written undertaking not to repeat the problem and the parent signs undertaking form			
		Transport the injured student	Transport the injured student to nearest health center			
		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repairs damage or provides a replacement			
		Referral to the counselor	After the aforesaid procedures are taken, the student is referred to counselor to study his case			
		Student suspension	The student is suspended for one week after consent of the education department director			

		Student transference to another school after consent of the education department director	The school management transfers the student to another school upon a decision by the Awareness & Guidance Committee according to the student general interest and through coordination with the education department (education office) to which the school is affiliated for consent of the education department director.			
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**Continued 4<sup>th</sup> degree behavioral problems:**

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved Achieved
				Achieved	Not achieved	
1 <sup>st</sup> procedure		Parent notification	Notify the parent with taken decisions.			
		Referral to the guidance unit	The student attends to the guidance unit according to a schedule, appropriate for his case, inclusive of a behavioral program comprising behavior modification sessions by the guidance team at the guidance unit and sessions on daily skills so the student acquires positive behavioral skills by efficient practitioners. The school will be furnished with most important recommendations to enhance the positive behavior of the student.			
		Written undertaking	The student submits a written undertaking, in the presence of the parent, to comply with punctuality and good behavior and to follow-up behavior change, through periodic visits, after completion of the educational program by the guidance unit.			

		Follow-up by the counselor	The counselor, at the school to which the student is transfer, follows-up the student to provide educational and guiding services			
2 <sup>nd</sup> procedure		Parent summoning	Hand over the student a parent summoning letter			
		Prepare a behavior modification plan with changes according to latest developments in the problem.	Discuss the parent regarding a behavior modification plan and set a joint preventive program with the family			
		Transport the injured student	Transport the injured student to nearest health center			
		Student apology	The student apologized for mistakes and abuse.			
		Damage repair	The student repairs damage or provides a replacement			
		Referral to the counselor	The student is referred to counselor to study his case			
		Student suspension	The student is suspended for one week after consent of the education department director			
		Student transference to another school after consent of the education department director	The school management transfers the student to another school upon a decision by the Awareness & Guidance Committee according to the student general interest and through coordination with the education department (education office) to which the school is affiliated for consent of the education department director.			

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**Continued 4<sup>th</sup> degree behavioral problems:**

SN	Day/ Date	Procedure	Act	Student signature		Employee name & signature Achieved Achieved
				Achieved	Not achieved	
2 <sup>nd</sup> procedure		Meeting of the Awareness & Guidance Committee	The Awareness & Guidance Committee holds a meeting to decide classify the case according to the article in line with the Child Protection Law and executive regulations thereof.			
		Contact the center	The school management will, upon a decision by the Awareness & Guidance Committee, contact the center at (1919) to report the case and sends an urgent and confidential copy of the notice to the Awareness & Guidance Committee to follow-up and take necessary action.			
		Parent notification	Notify the parent with taken decisions.			

- 1- The Awareness & Guidance Committee prepares a report on the meeting comprising necessary recommendations.
- 2- The notification form shall be filled and handed over to the student for handover to the parent. The notification shall clarify taken procedures.
- 3- A report on damage repaired or the provided replacement shall be made and the parent shall be notified.
- 4- The awareness & guidance committee shall prepare a report on destroying prohibited substances.
- 5- The summoning form shall be filled and handed over to the student for handover to the parent.
- 6- The school management sends a letter to the education department director for the latter's consent to suspend the student for a week as stipulated into rules. All procedures taken against the student shall be attached.
- 7- No suspension shall be valid unless after consent of the education department director.
- 8- Coordinate with the Awareness & Guidance Committee to transfer the student to another school according to the student's general interest.
- 9- The guidance unit prepares a report on following-up the student case study and clarifying taken procedures

---

10- The counselor follows-up the student and provides the educational and guiding services along with coordination with the student to modify the violating behavior.

Students Affairs Deputy Principal:

Name:.....

Signature:



**Forms supporting  
the implementation of procedures taken**

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Region / Governorate:  
Ministry of Education School:  
Day: Date:

***Confidential***

***Minute of witnessing an incident***

Student name:..... stage:..... : Grade:

Intensity of problem: ..... :type.....

Type of scene seen by the device:

☐ images ☐ video clips ☐ instant messages ☐ other

***Witnesses of the scene***

no.	name:	job:	Party to whom the work assigned	Signature:
1				
2				
3				
4				
5				
6				
7				

Student

Name:

Signature

Date: / /

14

Parent

Name:

Signature

Date: / /

14

School principal

Name:

Signature

Date: / / 14

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***Confidential***

***Meeting minute of the mentoring committee at school***

.....  
.....  
.....

***Committee Decisions:***

- 1- .....  
2- .....  
3- .....

***Members of mentoring committee***

no.	<i>Participant member</i>	<i>job:</i>	<i>Assigned task</i>	<i>Signature:</i>
1		School principal	head	
2		School deputy for children affairs:	Deputy president	
3		School deputy for educational affairs:	member	
4		Student mentor	Member/ rapporteur	
5		Distinguished teacher:	member	
6		Distinguished teacher:	member	
7		Distinguished teacher:	member	

***School principal***

***Name:.....***

***Signature:.....***

***DATE: / / 14 AH***

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Region / Governorate:

School:

Day:

Date:

*Summon letter*

*The esteemed parent of student:*

*in class:*

Peace and blessings of Allah be upon you

Kindly be present at the school on    /    /    corresponding with

To meet the school principal for an important matter concerning your child:

Thanks for your cooperation and responsiveness to achieve the best interests of the student

**Peace and blessings of Allah be upon you**

*School principal*

*Name:* .....

*Signature:*.....

*DATE*    /    /

*stamp:*

**Note:** The student's parent shall receive the original letter  
and the school shall keep a copy of the same

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***Confidential***

***A notice to the student's parent***

***The esteemed parent of student:***

***in class:***

Peace and blessings of Allah be upon you

This is to notify you that your son/ daughter has committed a behavioral problem of grade ----- which is .....

The following procedures were determined to be taken for this problem according to the Rules of conduct and attendance.

1. ....
2. ....
- 3.....
- 4.....
- 5.....
- 6.....

Thus kindly follow up and help the school in a way that contributes in the discipline of your child.

***School principal***

***name:*** .....

***Signature:***.....

***DATE***    /    /

***stamp:***

***note:*** The student's parent shall receive the original letter and  
the school shall keep a copy of the same

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School:

Day:

Date:

*Confidential A student referring*

At:. Male/ female Students Guide, the esteemed

Peace blessings of Allah be upon you

We would like to refer to you student: ..... class:

For committing a behavioral problem of the grade .....

Which is :.....

Kindly follow the student and study his case and set the educational and therapeutic solutions appropriate

Peace and blessings of Allah be upon you

Stamp:

Students affairs deputy

Name: .....

Signature: .....

Date:

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Day:

Date:

***Confidential***

***Reference to the guidance and steering committee at school***

Members of guidance and steering committee

Peace and blessings of Allah be upon you

we would like to refer to you student: ..... in class:

For repeating the same behavioral problem of grade.....

Which is .....

The procedures of the case were applied, and after studying it, it was found out that it needs your participation in follow up and therapy, so we hope you could set the appropriate solutions to the student problem by referring to the code of conduct and the report of the case study made by the student mentor.

Peace and blessings of Allah be upon you

***School principal***

***Name:*** .....

***Signature:***.....

***DATE*** / /

***Stamp:***

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Day:

Date:

***Confidential***

***A notification to the parent about the decision of transferring the student from school***

To the esteemed parent of the child: ..... In grade:

Peace and blessings of Allah be upon you

Due to the repeated violations of your child and his committing many behavioral problems of grade/ .....

And Since all the procedures stated in the Rules of conduct and attendance for the problems of grade..... were applied

Thus, the decision of the education manager ..... dated .....was issued regarding transferring him/her to another school, for the academic year ( - )

Your child shall be obliged to attend school he/she is transferred to as of the date of the issuance of the report.

Allah is the grantor of success

***School principal:***

Name: .....

Signature: .....

Date : .....

Student parent:

name.....

Signature: .....

Date: .....

***stamp:***

***Note:*** The student's parent shall receive the original letter and the school shall keep a copy of the same after it is signed

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Date:

***Confidential***

His highness education general manager of district/ governorate.....

May Allah grant him success

.His highness education manager of district/ governorate.....

May Allah grant him success

Peace and blessings of Allah be upon you

Kindly be notified that your child/..... class:/ .....

Nationality/..... Civil register/ residence no.....

Has committed a behavioral problem of grade.....

Which is .....

.....

Accordingly the guidance and steering committee met at school and studied the case and its conditions according to the rules of conduct and attendance for the primary grade and concluded the meeting minute no. .... date

Attached is the minute mentioned above, so kindly take the necessary procedures as you deem appropriate .

Peace and blessings of Allah be upon you

***School principal***

**Name:.....**

***stamp:***

**Signature:.....**

**Date:     /     /**

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***Confidential***

***Notice for the parent***

***To the esteemed parent of the child..... : In grade:.....***

Peace and blessings of Allah be upon you

Since your child has committed a behavioral problem of grade ..... according to the rules of conduct and attendance,

Thus we shall notify you of the decision of the education manager no.----- dated / / for applying the procedures stated in the rules of conduct and Attendance, which are as follows: -

1. depriving the child from education for a period of One week during the term..... the academic year .....
2. Transfer the student from ..... School to another school .....
3. Referring student to the Extension service Unit to apply a behavioral therapy program that contributes in amending his behavior according to a fixed time program

Allah is the grantor of success

*School principal*

Name:..... ***stamp:***

Signature:.....

Date / /

Signature of receipt by the parent

Name:..... :

Signature:.....

Date: / /

***Note:*** The student's parent shall receive the original letter and the school shall keep a copy of the same after it is signed

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School:

Day:

Date:

*An undertaking*

I, student.....

Class: ..... :

Admit that on / / 14 AH, corresponding -----, I committed

A behavioral problem of the grade.....

Which is .....

And I undertake not to repeat such behavioral problems again

and here below is my signature on that

*School principal*

*Parent:*

Student:

Name: .....

Name: .....

Name:.....

Signature:.....

Signature of being informed

Signature: .....

.....

Date: / /

Date: / // / / Date / /// /

/

:

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***Summon letter***

To the esteemed parent of the child..... : In grade: .....

Here below is a receipt minute of the mobile device that was found with you

child/..... on: ..... Dated:        /        /

Since bringing the mobile phone is a problem of grade ..... According to the rules of conduct and attendance for the primary grade, the mobile phone will be taken from him for a period of ..... as of the date of bringing it to school on (    /    /    AH) and until this scheduled time ends on ( .....), accordingly it was handed over to you provided that the child won't bring it again. We hope for your cooperation with the school to achieve the behavioral discipline of the student.

Thanks for your cooperation

***School principal***

Name: .....

Signature: .....

***Receipt Report***

Day: .....

Date: .....

Handed over by:

received by:

Official in charge

student parent:

name:.....

name: .....

Signature:.....

Signature:.....

***stamp:***

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***Destruction report***

It is on.....m dated / / , at:

The following prohibited items seized with student ..... in class.....

On/..... Dated ..... were destroyed. And this is a problem of grade .....

According to the following details

no.	Description of prohibited item	No./ quantity	Type.	Remarks

In accordance with the procedures required in the rules, such items were confiscated and destroyed by the Guidance and Steering Committee under minute no. ...., dated .....

no.	Participant member	job:	position	Signature:
1		School principal	head	
2		School deputy for children affairs:	Deputy president	
3		School deputy for educational affairs:	member	
4		Student mentor	Member/ rapporteur	
5		Distinguished teacher:	member	
6		Distinguished teacher:	member	
7		Distinguished teacher:	member	

***School principal***

***stamp***

Name:.....

Signature:.....

DATE: .....

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*A form for referring to the Extension Services Unit*

Student name: ..... Class: .....

Reason for reference: .....

.....

Behavioral problem: .....

Grade: .....

Procedures taken by the Guidance and steering committee:

First procedure: .....

.....

Second procedure: .....

.....

Reasons the child doesn't respond to the behavior amendment procedure:

.....

.....

Reasons the child doesn't respond to the behavior amendment procedure

.....

.....

Attaching the case study and behavior amendment plan: attached ( ) yes ( ) no

Reasons for not attaching:

Important contact numbers for contact:

*Steering and guidance committee president*

Name: .....

Signature: .....

DATE: .....

**Procedures needed to be taken towards the absence of the male and female students in the  
primary stage**

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**Procedures needed to be taken towards the absence of the male and female students in the primary stage***Student name**Class**Academic year*

<i>Number of days</i>	<i>Type of procedure</i>	<i>Procedure taken</i>	<i>Day and date</i>	<i>Student signature</i>	<i>Parent signature</i>	<i>Official in charge</i>
3 or 5 consecutive days without an acceptable excuse	Referring to the mentor	Due to the repeated absence of the student, he/she was referred to the student mentor to study his case.				
(5%) without an acceptable excuse, either consecutive or intermittent during the academic year	-Summoning parent - written undertaking	<ul style="list-style-type: none"> <li>• <i>Giving the student a written letter to summon his parent to school and clarifying procedures resulting out of absence</i></li> <li>• <i>An undertaking by the parent that the student will attend school regularly</i></li> </ul>				
(10 %) without an acceptable excuse, either consecutive or intermittent during the academic year	-Meeting of the Guidance and steering committee at school -Warning the student -Summoning the parent	-Meeting of the Guidance and steering committee at school to study and address the student absence -warning the student not to repeat his absence times - <i>Giving the student a written letter to summon his parent to school and clarifying procedures resulting out of absence</i>				



(15 %) without an acceptable excuse, either consecutive or intermittent during the academic year	-summoning the parent -referring the student to the Extension Services Unit at school	-Giving the student a written letter to summon his parent to school and clarifying procedures resulting out of absence  0 Referring the student to the Extension Service Unit to follow up his case				
(20 %) without an acceptable excuse, either consecutive or intermittent during the academic year	Applying the Child Protection Law issued upon the Royal Decree no. 14 dated 03/02/1436 AH	-The Guidance and Steering Committee shall meet at school to study all aspects and undertakings signed by the student and his parent as well as completing all procedures that need to be taken by the school administration with regard to the student absent without an excuse which are stated in the Rules Guide  - Applying article three of the Child Protection Law no.4 and article three of the executive regulation for the Child protection Law( 3/9 & 3/10) including submittal to the concerned authorities (Reports Receipt Center <1919> as this is a king of negligence to cause the child to drop out of school  -Notifying the parent about the decisions taken				

❖ *It is necessary to review article twelve (attendance) and apply its provisions*

❖ *Absence rate = No. of absence days / Actual study days X 100*

**School principal**

Name:.....

Signature:.....

**Copies from the Child Protection Law  
And its Executive Regulation**

Kingdom of Saudi Arabia  
Ministry of Education  
(280)  
Education of girls  
Education deputyship

General Administration for Communications  
no. 30841648  
date: 22/06/1430  
attachments: 1

Subject: provision of social protection to woman and child

**Very urgent circulation**

His highness education general manager of district/ governorate.....

May Allah grant him success

His highness education manager of district/ governorate.....

May Allah grant him success

Based upon the direction of his royal highness

Minister of Education no. (25841648) dated 04/05/1435 AH) based upon the letter of his highness Minister of Social Affairs no. (42222) dated 02/05/1435 AH regarding provision of protection to Children and women, and since protection procedures requires rapidity and confidentiality, thus the Ministry of Social Affairs have dedicated an e-mail ([GDSP@mosa.gov.saa](mailto:GDSP@mosa.gov.saa)) to receive reports according to the attached form, given that any party who can't send reports by e-mail, it may send it by fax no. (01112927742) or calling the free toll number (1919) working all over the hour.

All male and female employees of your administration shall be notified

Peace and blessings of Allah be upon you

Deputy Minister of education

Dr. Khaled Abdullh alsabti

Copy to our office

Copy to his excellency minister of social affairs

Copy to deputy minister for the education of girls

Copy to education deputy (boys and girls)

Copy to general administration for kindergarten

Copy to general administration for national committee for childhood

Copy to general administration for guidance and steering (boys& girls)

Copy to general administration for educational supervision (boys and girls)

Copy to administrative communications

Kingdom of Saudi Arabia

no.

Ministry of Social Affairs

date:

Deputy Ministry of social care and family

attachments:

General Directorate of social protection

### A confidential reporting form

**Day:**

**Hour:**

**Date:**

Case Data	
Name:	Age:
Social status:	Sex:
Civil register no.	Nationality:
Phone no.	Mobile no.
Address:	

Name of the reporting party:		
Name of informant		Civil register no.:
Nationality:	Phone no.:	Mob no.:
Address		

(Summary of the problem)

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Official stamp

Manager:

Name:

Signature:

Date:

Fax number:

**King of the Kingdom of KSA**

**No.: M/14**

**Date: 03/02/1436 AH**

With the assistance of Allah and

Based upon:

- article seventy of the main law of the basic system of government, issued upon royal order no. (A/90) on 27/08/1412 AH

- Article twenty of the cabinet law , issued upon royal order no. (A/13) on 03/03/1414 AH

- article eighteen of the Shura council law, ,issued upon royal order no. (A/91) on 27/08/1412 AH

And after reviewing both decisions of Shura council no. (!145/74) dated 13/12/1432 AH and no. )84/37) dated 21/08/1434 AH

And upon reviewing the cabinet decision no. 50 dated 24/01/1436 AH

**We, Abdullah ben Abdel-Aziz Al Saud, King of the Kingdom of Saudi Arabia, has issued the following:**

- 1- Agree on child's protection law in the from and wording attached
- 2- His highness Deputy Prime Minister and all heads of independent concerned authorities, each according to its own specialization- shall implement our decree

Abdullah Bin Abdulaziz Al Saud

## **ARTICLE ONE**

**For the purposes of this law**, the following terms and words, wherever they appear, shall have the meanings assigned before each unless otherwise required by the text.

- 1- Child: anyone below eighteen years old
- 2- Abuse: any form of child abuse, exploitation or threat to do so, including:
  - Physical abuse: a child exposure to a physical abuse or injury
  - Psychological abuse: a child exposure to mistreatment that may expose him to psychological or health damages
  - Sexual abuse: the child exposure to any kind of sexual assault, abuse, or exploitation
- 3- Negligence: Failure to provide the child's basic needs including: physical, health, emotional, psychological, educational, social, intellectual, cultural and security needs
- 4- Regulation: executive regulation of this law
- 5- Relevant authorities: authorities concerned with the protection of the child according to the regulation

**The following terms and words, wherever they appear, shall have the meanings assigned before each unless otherwise required by the text.**

- 1- Ministry: The concerned ministry as required by the text
- 2- Minister: The concerned minister as required by the text
- 3- Law: Child protection Law
- 4- Regulation: executive regulation for the child protection law
- 5- Child: anyone, male or female who is not more than eighteen years old. His age is proved by a birth certificate, national ID, Family book or any other official document. If such official document is lacking, it shall be estimated by any of the approved medical authorities
- 6- Threatening to abuse a child: any act or saying made by anyone towards the child that may spread fear inside him from any risk that might occur to him or his property, and which is very likely to occur by the source of threat, such as threatening the child by any of physical, psychological or sexual abuse.
- 7- Physical abuse: any act or saying or negligence either intentional or frequent that leads to an injury to the child body.



- 8- Exploitation:** is anyone making use of the child in either legal or illegal works exploiting his young age, his irrationality, fancies, inexperience, or not being exposed to a penalty
- 9- Sexual abuse:** exposing a child to prostitution works and offers or any other sexual practices that are violating laws and religion either directly or indirectly, with or without a return and with or without the child consent
- 10- Abuse:** any act or saying that might lead to a psychological or health abuse to the child and is characterized by being continued or repetitive, and might lead to touching the child's body, dignity or rights guaranteed to him by law or religion
- 11- Negligence:** failure of parents or caregivers of the child to provide him with his basic needs or overlooking his supervision or not enabling him to carry out his rights provided in law or religion including not maintaining the child's life or his mental, psychological and physical safety.
- 12- Child physical need:** all requirements needed to keep the child safe and to protect himself and his body and provide him with food, beverage, house and clothes.
- 13- Health need:** all requirements needed to provide health care for the child including giving him the necessary prevention vaccinations and keeping him safe of all diseases and epidemics and guaranteeing his access to the suitable medicines.
- 14- Emotional need:** all requirements needed to satisfy the child emotional need including the child staying with his biological family or providing him with alternative or foster family, or trying to arrange for his admission to the social care institutions or the like.
- 15- Psychological need:** all requirements needed to guarantee the sound psychological growth of the child to share in providing him with the adequate environment to deal with him with love and affection and not to feel threatened or continued fear and getting the adequate psychological treatment for his case if needed.
- 16- Educational need:** providing the child with knowledge and expertise suitable to his age, educating, raising and preparing him according to the correct educational methods



- 17- The need for learning:** all requirements needed to provide free basic education to the child and ensuring a suitable learning environment to his age and case.
- 18- Intellectual need:** ensuring the child's right in expressing his opinions and desires and engaging him in judicial, administrative, social or educational procedures related to him and fits his age and maturity.
- 19- Mental need:** all requirements needed for the development of the child mind in a good way in all aspects, health, intellectual learning, cognitive and linguistic.
- 20- Social need:** all requirements needed to prepare the child physically, psychologically, culturally, morally in a way that conforms with the religious and social values of the society and ensuring the child earns new skills, as well as forming social relations, friendships, cooperation and inclusion with others.
- 21- Cultural need:** ensuring the child right in meeting his cultural need for arts, literature, knowledge and information derived from his creed and society and expanding his percepts by getting to know the stages of human development and modern scientific and technical progress .
- 22- Need for security:** all requirements needed to ensure the child feeling secure within his biological or foster family or the surrounding environment, and protecting him from all kinds of violence, damage or inhuman treatment
- 23- Alternative or foster family:** the family to whom learning, social, psychological and health care is assigned for the child whose conditions prevented him from being raised within his biological family
- 24- Guardianship:** An authority that religion gives to the guardian or parent granting him the power to act upon and manage the child affairs on his behalf with regard to his body, self and money and in a way that meets his interests.
- 25- Power:** a right made by religious or law gives a man the freedom to act and manage the child's interests.
- 26- Responsibility:** a status where a person is responsible legally or upon religion for the outcomes of the child acts based upon the legislative or legal relation between him and that child.

- 27- Sponsorship:** means any type of foster care given to the child aiming at providing him with his basic needs and raising him in a good way.
- 28- Keeping him without a family support:** any case where the child loses the care of his biological family.
- 29- Person:** a natural or legal person as required by the context.
- 30- Sexual harassment:** exposing the child to any sexual Arousal or activity aiming at satisfying the sexual desire of the harraser including showing naked organs or foreplay or sexual penetration or exposing the child to watching sexual ,movies or photos or using the child in producing or distributing it by any means
- 31- Relevant bodies:** all public or private bodies that is responsible for the protection of child and enabling him of his rights, including but not limited to: Ministry of Labor and Social Development, Ministry of Interior, Ministry of Education, Ministry of Health, Ministry of Justice, Ministry of Culture and Media, Ministry of Trade and Investment, Ministry of Islamic affairs, Dawa and Mentoring, Human Rights Authority, Investigation and Public prosecution Authority, National Committee for Childhood, National Society for Human Rights, Family Safety Program, Child Support line or any other relevant authorities.
- 32- Military acts:** means the acts which by nature requires joining a military body or regular or irregular armed forces
- 33- 33- homeless child:** the child endangered due to his existence in an unnatural way in the street to the extent that exposes his moral, psychological, physical or educational safety to risks.
- 34- A child in need for care:** any child whose parents are unknown or who is deprived from the care of one or both parents or relatives due to death, breakup, jail, a physical or mental disease such as paralysis or any other serious disease or the like and his family couldn't take care of him or his treatment.
- 35- The child exposed to delinquency:** a child in an environment that exposes his moral, psychological, physical or educational to danger

36- Child toys: products designed or directed exclusively or not to children below eighteen years old to play with

37- Social institutions: Any institution for social care- either public or private- dedicated to the accommodation or hosting of children in need for care or rehabilitation

38- Reports receiving center: the dedicated center in the Ministry of Labor and Social Development to receive phone calls for cases of injury all through the kingdom

## **ARTICLE TWO**

### **This law aims at:**

- 1- Confirming the decisions of the Islamic Sharia and international laws and agreements in which the Kingdom is a party and which keeps the child's rights and protecting him from all forms of abuse and negligence
- 2- Protecting the child from all forms of abuse and negligence and their aspects that he might get exposed to in his surrounding environment (house, school, public places, care, educational houses, foster families, educational or civil institutions or the like), either by a person who has the authority over the child or is responsible for him or has any relation to him at all or by another person.
- 3- Guaranteeing the rights of the child who was exposed to injury and negligence by providing him with the appropriate care.
- 4- Spreading awareness of the child's rights and introducing him to these rights especially with relation to protecting him from abuse and negligence.

To meet the objectives of the law, the relevant authority, each according to its specialty, shall carry out the following:

2-1 protecting the child from all forms of abuse, negligence, discrimination, and exploitation and enabling him of his rights as determined by the Islamic Sharia and the provisions of the child protection system and its executive regulation as well as other relevant laws and international agreements to which the Kingdom is a party.

2-2 Ensuring the environment surrounding the child at home, school, neighborhood, public places, foster houses, social houses, foster family, government and civil institutions and the like

a suitable environment to protect the child of all matters that threatens his survival or his physical, , psychological, intellectual, educational or moral health.

2-3 Providing care and rehabilitation necessary for the child who is exposed to abuse or negligence and ensuring helping him to settle and adapt with his family and social situations.

2-4 ensuring the commitment of institutions, administrations and facilities responsible for taking care, raising or protecting the child according to the standards accustomed to in the fields of safety, health and employees efficiency to whom entrusted the jobs of protecting the child from abuse and negligence and enabling him of his rights.

2-5 Relevant authorities taking all suitable arrangements, either administrative, social , educational or learning that ensured the protection of the child from all forms of discrimination, violence, damage, physical, mental abuse, negligence or treatment with negligence or abuse or exploitation or inequality either he is under the care of his parents or one of them or the like, or under the care of any other person or educational, social or charity institution,

2-6 seeking to take into account the interests of the child in all procedures related to him, either by public or private institutions of social care, courts, administrative authorities or other authorities.

2-7 spreading awareness of the importance of enabling the child of his rights and protecting him from abuse and negligence by different media means, educational and social institutions and other relevant authorities in a way that guarantees educating the members of the society about the concept of abuse and negligence of the child and its danger and showing its negative effects on individual and society and showing the best ways of preventing it and dealing with him and educating children and families of their legislative and legal rights and duties and intensifying family guidance programs in a way to help addressing the behavioral phenomena that contributes in creating an appropriate environment for abuseing or negligence. The Ministry of labor and Social Development shall, for meeting this objective, coordinate with the relevant public and private authorities.

2-8 Support conducting the scientific researches and specialized studies relevant to protecting the child from abuse or negligence, and working on organizing and implementing the specialized training programs for all concerned parties to deal with the cases of abuse of the employees in the relevant authorities especially judges, police and investigation officers,

doctors and specialists and other relevant authorities concerned with child protection and enabling him of his rights.

2-9 monitoring, collecting, documenting all information and data related to abuseing or neglecting children or not enabling them of their rights all through the Kingdom by the Ministry of Labor and Social Development and in coordination with the Ministry of Interior, Ministry of Education, Ministry of Health and other public or private authorities concerned with dealing with cases of abuse and negligence aiming at making accurate, documents and standardized statistics all through the country that can be of benefit in developing mechanisms to address such phenomenon and in conducting specialized scientific researches and studies in this area.

2-10 All relevant authorities shall coordinated to ensure providing service of accommodation and psychological, social, health and safety support to children in general and to those who face abuse and negligence in particular.

2-11 working on developing the child character in full and in a abuseonized way through ensuring he is raised within a family environment in a happy, affectionate and understanding surroundings.

2-10 preparing the child fully to live a sound life in the society and raising him on high examples and values encouraged by the Islamic Sharia, the genuine Arab customs and the decrees and agreements related to child rights and in which the Kingdom is a party.

2-11 Taking all necessary measures to develop outreach and educational programs for individuals and society in a way to help providing the support necessary for the child and his caregiver and showing the forms and methods of protection from abuse and negligence and the mechanisms of reporting these cases.

2-12 working on introducing the concepts of combating abuse and violence in the educational curricula and the mechanisms of reporting.

2-13 training relevant authorities on how to deal with the children cases in a way that contributes in good performance of the law and its executive regulation.

### **ARTICLE THREE**

#### **of Child Protection Law**

**Any of the following can be described as abuse or negligence against the child:**

- 1- Keeping him without family support
- 2- Failing to obtain, maintain his supporting documents or withholding the same
- 3- Failing to complete all his necessary vaccinations
- 4- Being a cause for his dropping education
- 5- Existing in an environment in which he might be in danger
- 6- Mistreatment
- 7- Sexual harassment or exposing him to sexual exploitation
- 8- Exploiting him financially or in making crimes or begging
- 9- Using bad words that underestimates his dignity or despise him
- 10- Exposing him to immoral or crime events or inappropriate to his age
- 11- Discrimination for any racial, social or economic reason
- 12- Clear and ongoing failure in raising him up and nurturing him
- 13- Allowing him to drive a vehicle without reaching the legal age
- 14- Any matters that threaten his physical or psychological safety.

### **ARTICLE THREE**

#### **of the executive regulation for child protection law**

3-1 A child should remain within his family surroundings and not being separated from his parents unless required according to his own interest. He may enjoy all life conditions suitable to his needs and age and to his ordinary family surroundings.

3-2 A child should be registered immediately after birth in his full name of four names and he has the right to be given a name since he is born. His name may not hold any meanings of disdain or underestimation or contradictory to the Islamic Sharia and he has the right as possible to know his parents and to receive care from them.

3-3 the Child has the right to live, survive and grow within a coherent and joint family. He has the right to enjoy all preventive measures and to be protected from all forms of violence, harm and physical, moral, sexual abuse, negligence, default and all other forms of mistreatment and exploitation.

3-4 A child may not be separated from their parents because they hate him except upon a judicial order or when required by the specialized authorities which consider that this separation is necessary to protect the child and maintain his best interests, especially in case parents mistreat or neglect the child, or when they are living separated and a decision should be taken with regard to the child's place of residence because none of them can take care of him. The authority which issued the separation decision shall refer the matter immediately to courts.

3-5 The child has the right to have an identity, including children in need for care, since their birth. Identity includes name, title, age, date of birth, nationality. All these information should be proved in the birth certificate or the family record of the national identity card or any official document approved by the concerned authority

3-6 The child's father, or whoever has the right to have the child's custody or the caregiver shall obtain the supporting documents of the child and shall refer to the relevant administrative authorities to meet all necessary requirements in this regard. All assistant authorities shall help, without delay, in issuing all required documents necessary to prove the child's identity or required for him to continue his education even if his mother/ father or both has any problems regarding his nationality or regarding having a proof on his identity. In all cases, child may not be prohibited from studying.

3-7 Child's supporting documents may not be withheld or unmaintained by any authority or body including his parents. The caregiver or the concerned authority of the child may obtain alternative documents for the child in case of failure to obtain them from the party who has it.

3-8 child shall receive all vaccinations needed for the prevention of diseases and which he must take according to the relevant health authorities; he shall take these vaccinations within the times set in this regard. The responsibility for giving the child these vaccines is held by his parents or his caregiver or guardian; the concerned health authorities are committed to issue a file for each child to include therein the required vaccination and the progress in his health. School health officials or other health authority working on its behalf shall carry out a regular check up for the children who are admitted to schools all through the pre-university education stages. Such checkup shall take place annually.

3-9 each child has the right to learn, and the concerned authorities shall take the necessary measures to facilitate this matter, no administrative measure shall prevent accepting the child

or admitting him to schools. Prevent of early drop out of school must be sought in addition to working on encouraging him on regular attendance.

3-10 The child father or guardian or caregiver or those in their place shall admit the child to school. None of them shall be the reason behind his dropping out of school. The administration of the school he is admitted to shall enquire about the reasons of his absence from school and report this matter to the concerned authorities if necessary.

3-11 All schools, educational and learning institutions shall be omitted not to resort to disciplinary or behavioral sanctions applied to the child and which will lead to preventing or depriving him of education or causing him to stop receiving it.

3-12 All schools, educational and learning institutions, Care and accommodation houses working in the field of childhood shall be committed to develop the policies that guarantee the protection of children where they are from any intentional or unintentional abuse or harmful practice. It shall set out the controlling measures to stop any potential harm or illegal practice to the child.

3-13 relevant authorities shall guarantee the child won't be subject to sexual exploitation or won't be left without guardianship or controlling authority or family care.

3-14 the relevant authorities shall stop exploitation of the children in commercial marketing or engaging him in organized or unorganized crimes or allowing him to beg or be homeless.

3-15 relevant authorities shall guarantee that the child won't be exposed to continuous or frequent psychological or social abuse by using bad or harsh words or oral violence that would harm him with regard to his psychological growth especially his respect and appreciation to himself.

3-16 all relevant authorities shall stop exposing the child directly or indirectly to immoral media means or those related to crime or inappropriate to his age, or otherwise exposing his belief or thoughts or perceptions to danger

3-17 All relevant authorities are committed to protect the child from any type of discrimination either because of his birth place, his parents, sex, race, disability or any other situation. They shall ensure actual equality between all children in benefitting from all rights.



3-18the child's parents or caregivers may not allow him to drive a vehicle if he didn't reach the legal age of driving according to the applicable traffic laws. He may not be enabled by any means to drive or rent any vehicle unless after getting a driving license.

#### **ARTICLE FOUR**

**A child is exposed for delinquency in any of the following cases:**

- Practicing begging or any other illegal act
- Getting out of the control of his parents or caregivers
- Getting used to run away from home or educational or accommodation institutions
- Getting used to sleep in places not furnished for residence
- Getting used to visit illegally or socially suspected places or those inappropriate to his age or engaging with homeless or bad people.
- Doing things related to prostitution, immortality, gambling, drugs...etc. or working for those working in such works.

4-1 child parents or caregiver are prohibited to permit the child to beg or exploit him in begging or in any illegal act.

4-2 when seizing any child begging or exploited by others an illegal act, the relevant authorities shall take the necessary measures to protect the child and guarantee he won't do that again. In case the child isn't a Saudi citizen and has no family to take care of him, coordination must take place with his country for deporting him while support and help shall continue to be given to him until leaving KSA territories.

4-3 in case a child deviates from his parents' or caregiver's authority, a social and psychological research shall be conducted for his case by the concerned authority in the Ministry of Labor and Social Development, he shall be listened to and his parents or caregivers shall be summoned to discuss his case and knowing the reasons, then preparing a recommendation suitable to his case to be approved and follow its implementation.

4-4 in case the child gets used to run away from home or from educational or accommodation institutions or sleeping in places unusual for residence or frequent visits to socially and morally suspected places or places inappropriate to his age or engaging with homeless and bad people, the following shall be taken:

- a) Anyone knows about any child who falls in any of the cases above shall report it

- b) When the concerned authority receives a report about this, it shall communicate with the child or his parents or whoever replaces them to know the reasons and whether there is any failure by them or not.
- c) In case of any failure or harm by the parents or one of them or who replaces them in taking care of the child, they shall be summoned and argued with and take an undertaking from them that they won't neglect the child or fail to control or direct him, and if the same is repeated, they shall be warned that the whole matter will be referred to the General investigation and prosecution authority.
- d) If it is found that the reasons are related to the child himself or to the surrounding environment, the concerned authority at the Ministry of Labor and Social development shall carry out a social and psychological research about him after listening to him and discussing the matter with him, then it shall prepare a recommendation suitable to his case to be approved and its implementation shall be followed up.
- e) If the child parents are separated and his custody is given to one of them, and it was found out that maintaining and caring and modifying his behavior will be achieved if his custody moved to the other parent, this shall be done temporarily by the concerned body in the Ministry of Labor and Social Development and his papers shall immediately be referred to the court that issued the custody sentence attached to its point of view to settle the matter lawfully.
- f) If the child's life is threatened or a sexual assault happened to him by any of the parents or caregiver, an alternative care shall be provided to him outside the family immediately and temporarily until settling his case.

4-5 In case of seizing the child doing things related to prostitution, immortality, gambling, drugs...etc. or working for those working in such works. His parents or caregiver will be summoned and investigated about this matter. If it was found out that they know and remain silent about this or that they were the reason behind pushing the child to practice this, suitable care shall be given to the child by his relatives if any or an accommodation shall be secured for him at any of the alternative or foster families, and necessary measures shall be taken against both parents or one of them s the cases may be, or his caregiver and the concerned authorities

shall receive a report to close such suspected places and complete all regular and legal procedures against it.

4-6 if it was found out that no failure is made by one or both parents or caregiver, an undertaking is to be made with one or both parents to maintain the child and never neglect him.

## **ARTICLE FIVE**

### **In all cases, the child must enjoy protection, care and relief**

5-1 A child's interests shall be considered by the relevant authorities and he shall be preferred over others with regard to providing him with services of accommodation, assistance, and psychological, social, health and security support.

5-2 A child must have the priority over others to get prevention and relief at times of natural disasters or wars or the like

5-3 relevant authorities shall ensure the mentally retarded and physically disable child gets a special care and good and noble life and to enjoy conditions that maintains his dignity and enhances his dependence on himself and facilitates his actual engagement in the society as well as ensuring his education and training

5-4 Relevant authorities shall ensure the disabled child gets the health care services, rehabilitation services and preparation for work and entertainment opportunities and receive all of them in a way that leads to achieve social inclusion of the child and his individual development including his cultural and intellectual development.

5-5 Relevant authorities guarantee the exchange of suitable information in the fields of preventive health care, medical, psychological and functional treatment for children. It also works on spreading information related to re-habilitation curricula and professional services and the ability to reach it aiming at improving the abilities of these authorities and its skills and mechanisms and expanding its expertise in these fields

## **ARTICLE SIX**

### **Children has the right to be protected from all forms of harm and negligence:**

6-1 Relevant authorities shall guarantee the child right in life and shall seek to protect him from all forms of harm and negligence and enable him to take his legal and lawful rights

6-2 Relevant authorities shall suggest the preventive measures suitable for the protection from harm and negligence against the child and shall implement them according to their specialty

6-3 Taking into consideration the provisions herein, all authorities shall take into consideration the following rules when dealing with cases of child abuse and negligence:

- a) Taking into consideration the child interest in all procedures taken to protect him from harm and enabling him of his rights
- b) Dealing with cases of child abuse and negligence according to the standards that distinguish between serious abuse and negligence, potential abuse and negligence, repeated or frequent abuse and negligence in daily life so that help, addressing, protection, accommodation or hosting shall be provided if necessary according to what is needed due the type of harm the child is exposed to.
- c) Taking into consideration that resorting to any means used for addressing the problem shall not result in any harm that is more serious for the child or affects his family or living situation. The concerned authority at the Ministry of Labor and Social Development shall work on finding solutions that protects the child and deter the source of the violation or harm and prevent the repetition of this act.

## **ARTICLE SEVEN**

Any child who doesn't have a suitable family environment where he is exposed to harm or negligence has the right to receive alternative care through the following:

- 1- Foster family that undertakes his care
- 2- Social care institutions either governmental, civil or charity if no foster family is available. The regulation sets out the required controls for the same

7-1 taking care of the child through foster families or Social care institutions either governmental, civil or charity aims at providing him with social, psychological, health and professional care for the children whose conditions prevented them from being raised within their biological families for the purpose of raising them in a good way and compensating them for the affection and love they missed especially children in need for care.

7-2 The child deprived temporarily or permanently from his family environment or support or who isn't allowed to stay in such environment to maintain his best interest shall have the right in protection, assistance and accommodation through Social care institutions either governmental, civil or charity or alternative or foster families. Lacking documents either wholly or partly may not prevent the acceptance of the case if the child would stay without care in case of not receiving him.

7-3 The alternative environment shall be prepared to receive the children, and guarantee them a noble life and make sure they get all the rights in education, treatment, and nutrition.

7-4 the benefits of alternative or foster families care are given to those children in need for care or whose families or their place are unknown to the authorities or who are proved that it is impossible for them to be taken care of by their biological families upon a social research.

7-5 It shall be made sure that the child isn't being exploited by the alternative or foster families physically or sexually or financially or psychologically or would be abused or neglected and ensure helping him in inclusion within the society.

7-6 Authorities responsible for alternative care shall inform the child whose parents are unknown about this fact in an early age according to the procedures followed at the Ministry of Labor and Social Development in this regard

7-7 specialized training programs must be organized for all people concerned with alternative care system and foster families in the Ministry of Labor and Social development or Social care institutions either governmental, civil or charity. Meetings and seminars shall be held to discuss the problems and difficulties they might face at work aiming at raising their level of performance.

7-8 in case the child in need for care was exposed to physical or psychological violence or negligence or abuse or his deprivation from his rights, he shall be taken out by the Ministry and sent to its affiliated care houses. This alternative or foster family shall be deprived in future from taking care of any other children without being exempted from investigating them and holding them accountable for the acts of harm or negligence against the child.

7-9 children shall remain under the care of foster or alternative families of governmental or civil social care institution until they become independent either by finding a work for males or

by marriage for females so long as not provided otherwise by the specialized authority in the Ministry of labor and Social Development.

7-10 The authority concerned with foster or alternative families at the Ministry of Labor and Social Development shall suggest the work plan of the alternative or foster families and shall supervise, follow up and evaluate work under this plan and look into the applications submitted and follow up the situation of the children under its care and submit regular reports necessary in this regard.

7-11 the foster and alternative families shall be chosen according to specific controls and standards set by the concerned authority at the Ministry of Labor and Social Development in a way that guarantees the safety and protection of the child either during assignment, follow up or developing, and the following shall be considered:

- 1- The venue of the alternative or foster family shall be in a good place where educational, religious, medical and sports institutions are available. The house must enjoy healthy

conditions and health level accepted to the family members.

- 2- The family income shall be sufficient to meet its needs and the family receipt of a care allowance shall not be the aim, but it shall be an assisting factor that helps in achieving the care the child needs
- 3- The alternative or foster family conditions and time shall permit the care of the child.
- 4- The foster and alternative family shall accept the supervision of the representatives of the Ministry of Labor and Social Development. Such supervision includes visiting the family house and meeting the child under care and following up his situation without prejudice to the principle of keeping the privacy of private life
- 5- The alternative or foster family shall undertake that any communication regarding the child affairs shall be through the Ministry of Labor and Social Development, and it is prohibited that the family may give the child even temporarily to any or both his parents or to anyone else
- 6- The alternative family shall undertake to notify the Ministry of Labor and Social Development immediately about any change that occurs in its social status or in its residence, and any change occurs to the child status such as employing him or admitting him to a school or his escape or death of the marriage in case of a girl.
- 7- The alternative or foster family shall undertake not to travel outside KSA – with the child under custody or without him, unless after getting the approval of the concerned authority, Ministry of Labor and Social Development

7-12 The Ministry of Labor and Social Development shall undertake all financial aspects related to different expenses spent on caring or temporary or permanent sponsorship or suspending it according to laws, regulations and instructions

7-13 The alternative or foster family shall carry out the caring duties for the child for free. It may include him in its well or grant him a gift from its properties as permitted by Islamic Sharia. It may also save an amount of money to the child under custody to be delivered regularly to the Ministry of Labor and Social Development and the Ministry shall deposit such amounts to the child's saving account. The deposited amounts may not be spent unless after clarifying the reasons and getting the approval of the person in charge at the Ministry of Labor and Social Development.

7-15 The governmental or civil social care institutions, the foster or alternative families shall provide full care and accommodation under the supervision of the Ministry of Labor and Social Justice and follow it up.

7-16 The social care institutions, with its different kinds and the foster and alternative families shall, when dealing with the children who need care, undertake to carry out the provisions of the child protection law and its executive regulation and the law of protection against harm and its executive regulation and the main social houses regulation and other relevant laws.

### **ARTICLE EIGHT**

Without prejudice to the provisions of labor, a child may not be employed before being fifteen years old. He may not assigned any other jobs that could harm his physical or -psychological health or using it in military works or armed disputes

8-1 A child has the right to rest at leisure time. He has the right to practice games and recreational activities appropriate to his ages and freely engage in public life

8-2 The child has the right to be protected from economic exploitation and from doing any act that might be dangerous or hinders his education or harmful to his health or his physical, mental, moral or social development

8-3 Taking into consideration the provisions of labor law, a child is prohibited to work before the age of fifteen years old in public or private sector. Training him on some ordinary and non-hard works that are not harmful to his health or hinder his educational progress within the family isn't considered a work

8-4 taking into consideration the provisions of paragraph 8-3, the Minister of Labor and Social Development may allow the labor or work of children between 13-15 years old in small jobs provided that it isn't detrimental to his health or development or hinder his educational progress and engage them in professional training and monitoring programs or weaken their ability to benefit from the education they receive.

8-5 an appropriate system for work hours shall be developed for children who are above fifteen years old and determine the conditions that should be available for his work conditions. A child may not work more than six hours during which there should be one or more breaks to eat and



rest which may not in total be less than one hour. The period of this break/s shall be determined so that a child may not work for more than four consecutive hours.

8-6 A medical check up must be done to the child before he joins any job to make sure of his health ability in the job he works on. Check up shall be done regularly once a year at least. In all cases, the work may not cause the child any physical or psychological injuries to the child or deprive him from education, recreation or developing his capabilities and skills, and the employers shall insure him against the job damages during his work.

8-7 children shall not work overtime or hiring him during weekends and holidays. In all cases children may not be employed during consecutive twelve hours at night except after getting the approval of the Minister of Labor and Social Development

8-8 Children are prohibited to work in any works that may expose the child's health, safety or health or morals to danger according to its nature or conditions. It is specifically prohibited to hire any child in the worst jobs for children which are defined in the relevant international agreements.

8-9 Each employer hiring shall be committed to give him a card proving that he works at him with the child photo thereon.

8-10 the employer shall keep the official documents proving the age of each child worker and their health abilities at his headquarters to be provided when requested. The employer shall be responsible for making sure of the age of the children work at his facility.

8-11 Employer shall provide all professional safety and health precautions and train the working children to use the same

8-12 The employer shall deposit the child's wages, remuneration or any other payable amounts in his bank account. In case there is no a bank account of the child, the wages, remuneration or payable amounts shall be given to the child himself under the supervision of any of his parents

8-13 All relevant authorities shall guarantee the priority of maintaining the child's life and raising him in a safe way away from armed disputes and guarantee he won't be engaged in war works. It shall guarantee respecting his rights in cases of emergencies and punishing anyone who commits any war crimes, collective extermination against the children or humanity.

8-14 All relevant authorities shall work on taking all possible measures scientifically to guarantee that people below eighteen years old won't be directly engaged in war. No one below

eighteen years old may be Recruited in Military forces or the like unless determined by other laws they are subject to.

8-15 It is prohibited to exploit children in groups or marches contradictory to laws and regulations.

### **ARTICLE NINE**

Child shall not be exploited sexually or be exposed to any sexual exploitation forms or trafficking him in criminal acts or begging.

9-1 Relevant parties shall work on protecting the child from all aspects of sexual exploitation especially forcing him to be involved in any illegal sexual activity or using or exploiting the child in prostitution or any other illegal sexual practices. Sexual exploitation of the child, either male or female, includes exposing him to prostitution works either in return or for free and whether directly or indirectly.

9-2 It is prohibited to use or exploit the child in prostitution shows or materials

9-3 Relevant authorities shall work on taking all necessary measures suitable to stop kidnapping or selling children or selling their organs or trafficking them for any purposes or by any other forms or using them in begging.

9-4 It is prohibited to exploit the child in different forms of organized or unorganized crime including implanting thoughts of hatred and extremism or pushing him to do any acts of violence or terrorism

### **ARTICLE TEN**

It is prohibited to leave the child in places where drugs or psychotropic substances are produced or traded by any means.

10-1 Relevant authorities shall take all necessary measurements, including administrative, social and educational measures to protect the child from illegal use of narcotic drugs and psychotropic substances as determined in the internal laws and international conventions relevant.

10-2 Relevant authorities shall take all necessary measurements and procedures sufficient to prevent exploiting children in producing or trafficking narcotics or psychotropic substances.

10-3 necessary preventive measures should be taken to guarantee not harming the child by any means in case of legal usage of narcotic drugs or psychotropic substances for educational or medical reasons or others.

### **ARTICLE ELEVEN**

- 1- It is prohibited to sell tobacco or its derivatives or any other substances harmful to the child. It is also prohibited that he is used in purchasing it or in places of its production or sale or advertising
- 2- It is prohibited to import or sell children toys or candy made in the form of cigarettes or any smoking tool
- 3- It is prohibited to show scenes that encourage children to smoke or smoking at his presence

11-1 Owners of stores and workers therein are prohibited to sell tobacco or any of its derivatives to children whether the child will buy it to himself or to others

11-2 owners and workers at stores shall – under the penalty of legal accountability- make sure that the purchaser of these substances are not children

11-3 the supervising bodies responsible for these stores shall monitor its commitment in preventing the sale of tobacco and its derivatives to children. It shall also inspect the stores regularly to guarantee it is free of any toys or candies in the shape of cigarettes or any other smoking tools.

11-4 Different media means, either read, audio or visual or websites are prohibited to use children in advertising for the sale of tobacco or any of its derivatives or other harmful materials to his safety or health.

11-5 Different media means, either read, audio or visual or websites are prohibited to show scenes that encourage child on smoking or cause him to do so.

11-6 The child relatives or any one dealing with him either at home or school or public or private places shall abstain from smoking at his presence

11-7 The Ministry of Trade and Investment and customs Authority shall prevent the import or sale of toys or candies made in the shape of cigarettes or any other smoking tools including its prevention from entering KSA.

## **ARTICLE TWELVE**

It is prohibited to publish, present, trade or possess any printed, visible, or audible materials for the child that addresses or arouses his instincts in a way that beautifies a behavior that is contradictory to the Islamic Sharia provisions or public orders or public manners or may encourage him on delinquency.

12-1 all relevant authorities, either public or private, are prohibited to produce, publish, present or possess any printed, visible, or audible materials for the child that addresses or arouses his instincts in a way that contributes to or encourages violating the Islamic Sharia.

12-2 Relevant authorities shall monitor and control printed, visible, or audible media addressing the child to guarantee it considers the Islamic Sharia provisions and the applicable laws and the public order and manners.

12-3 The authorities concerned with the child shall determine the age group which the printed, visible, or audible material is suitable for in a way that contributes to maintain intellectual and mental development of the child and prevent his deviation from the right path

12-4 Relevant authorities including different media means shall publish the programs, information and materials of social, intellectual, cultural, educational, learning benefit to the child

12-5 Relevant authorities shall encourage the production and publishing of beneficial children books and encourage the development of appropriate guidelines to protect the child from the information and materials detrimental to his raising up and health.

12-6 Relevant authorities concerned with media production are encouraged to produce TV programs addressing the child aiming at enhancing his education and raising him in a good Islamic and intellectual way and implant citizenship values within them.

### **ARTICLE THIRTEEN**

It is prohibited for the child to participate in any sports or recreational competitions or sports that endangers his safety or health.

13-1 Relevant authorities shall take necessary measures to guarantee the child safety when participating in sports or recreational competitions or sports in a way that guarantees who won't be exposed to danger

13-2 It is prohibited for the child to participate in in any sports or recreational competitions or sports that endangers his safety or health such as camels races or the like

13-3 Schools and educational institutions shall provide appropriate and safe places for children to play during their leisure time in proportion to their age.

13-4 Public and private relevant authorities shall put the guidelines in the dedicated places to practice the sports and recreational activities for the child in a way that guarantees his safety from harm

13-5 an adult observer or companion shall accompany the child when he participates in sports or recreational activities or sports that are not harmful to his safety or endangers him

13-6 seatbelts for swings and other games shall be provided when necessary to prevent him from falling

13-7 Owners and responsible parties for recreational places shall undertake to set appropriate barriers for high elevated games to guarantee children won't fall

13-8 Workers in recreational works shall be trained on how to face accidents resulting out of using the games and children playgrounds and deal with safety and security requirements in these places

13-9 Games shall be appropriate to the age and abilities that the child uses. A signage is to be put beside each game to show the appropriate age and number of children who can use it in the same time as well as any other necessary information. It shall show the method of playing if possible

13-10 a first aid box shall be provided in the playgrounds and recreational places where children visit and it shall be put in a place that is easy to reach in addition to a telephone to make it easy to call ambulance or police.

13-11 Children games shall be provided- whenever possible- with safety accessories such as additional wheels at both sides of bicycles as well as helmet and knee and elbow pads.

13-12 It shall be taken into consideration to make safe roads and paths for the children to access the games and recreational places safely either on foot or by bikes and the playground shall be a way from traffic and accidents

13-13 Relevant authorities are encouraged to make the children playgrounds and recreational places inside the schools and centers concerned with their affairs.

13-14 Children bikes aren't permitted in the public road to be ridden by children below twelve years, and the parent or caregiver shall be responsible for any damages resulting because of this,

13-15 renters of bicycles for children may not rent it to children below twelve years old, or else they shall be responsible for any damages to the child or to others.

#### **ARTICLE FOURTEEN**

Without prejudice to the provisions of other laws, it is prohibited to do any medical procedure or intervention to the fetus except for a medical in interest or necessity.

14-1 it is prohibited to do any medical procedure or intervention to the fetus except for a medical in interest or necessity according to the determination of the provisions of health professions law and its executive regulation as well as the law for fertilization units, embryos and treatment of infertility.

14-2 Relevant health authorities shall provide support to the pregnant mother in a way that guarantees raking are of the embryo and protecting him of diseases pre, during and post delivery.

## **ARTICLE FIFTEEN**

- Both parents of the child or any of them or the caregiver are responsible, within their financial capacities and their abilities- to raise the child and guarantee his rights and seek to provide him with care and protect him from harm and negligence
- Relevant authorities shall take necessary arrangements to guarantee the commitment of the child parents- or caregiver- to take care of him and keep his rights and protect him from abuse and negligence.
- In case both parents are separated, the child right in visiting or contacting any of them is to be guaranteed unless his interest requires otherwise.

15-1 A child has the right to live in a coherent family and receive their care. He has the right to know his parents and he shall not be attributed to others and adoption is prohibited. The child parents bear a common responsibility for raising the child and taking into consideration his best interests. Relevant authorities shall take all necessary measures to guarantee the child parents or caregiver will bear the common responsibilities and duties they are entitled with in raising and nurturing the child and growing him up as best as possible.

15-2 in case the child is under the custody of any of the parents, his parent or his representative shall support him financially and be responsible for his education, vaccines, treatment and obtaining his supporting documents and shall bear the primary responsibility for securing the necessary conditions for the child development within his financial capacities and abilities.

15-3 taking into consideration the paragraph 3-4 hereof, all relevant authorities shall guarantee the communication of the child with his parents and visiting them. He may not be separated from his parents by force unless a judicial sentence is issued to prevent any or both of them from that. The authority concerned with the protection of the child shall temporarily prevent any direct contact between the child and any of his parents or their representative s if they are accused of harming or abusing him until a judicial order is issued or the judge gives his permission of the same taking into consideration the best interests of the child.

15-4 Relevant authorities shall provide appropriate help for parents or their representatives to enable them to assume their responsibilities in raising the child through guaranteeing the development of institutions, facilities, and services of child care.

15-5 Relevant authorities shall take all necessary measures to provide the services and utilities of caring for children in the facilities where the child mother is working

15-6 Relevant authorities shall guarantee the right of the family of each poor child in benefitting from the services of social insurance including giving subsidies and assistance according to the social insurance law

15-7 Relevant authorities shall guarantee the right of each child in a living standard suitable for his physical, mental, moral and social development

15-8 Relevant authorities shall take all necessary measures to guarantee collecting the child's expenses from his lawful supporter and guarantee he gets it in a continuous form.

15-9 Taking into consideration the best interest of the child, the child separated from any or both of his parents shall have the right to keep personal relations and direct communication with both his parents. Relevant authorities shall guarantee the child's contact with his parents and remind them in case of their separation not to distort the image of any of them in the child eyes. It is prohibited to define the police stations as places to see the children.

15-10 the child is guaranteed the right of custody and the right to be seen or visited at any of the parents by the other parent at certain times . In case parents or the person acting for them couldn't reach an agreement with regard to the place of visit, the order of visit shall be enforced in the social centers specialized for this. The Ministry of Labor and Social Development and other relevant authorities encourage and support the establishment of centers and units for family meetings in its branches or at the affiliated associations or supervising them for psychological and social support of the child.

15-11 In case the party who has the custody of the child refuses that the other parent sees his child or in case the child under custody didn't return back after the visit to the party who has custody or who is legally assigned to take care of him, the specialized authority for the protection of the child at the Ministry of Labor and Social Development may ask the police to obligate him of compliance, if he insisted, he shall be referred to the specialized courts to claim obligating him to comply and apply the penalties stated in the enforcement law determined in this regard. In all cases, the baby can't be taken from his mother unless upon a judicial order or upon proving she hurts or tortures him with a decisive evidence.



## **ARTICLE SIXTEEN**

All authorities shall take into consideration the child interest in all procedures taken in its regard and hurry on carrying it out in addition to taking into account his mental, psychological, physical, educational and learning needs in a way that conforms to his age and health and otherwise.

16-1 Relevant authorities shall guarantee the right of each child in a suitable living standard for his physical, mental, moral and social growth. Such authorities shall have the power to control the needs that the child gets such as physical, psychological, educational and learning needs wither in the original family, alternative family, social care institutions, schools or other places that the child used to visit or deal with. Relevant authorities shall take all necessary measures and procedures to guarantee the child gets his different needs.

16-2 Relevant authorities shall work on issuing instructions to its employees that ensures giving the child the priority over others in all dealings and all judicial, administrative, health, educational and other procedures. The child protection and best interests shall have the priority in all decisions and procedures related to childhood whichever is the authority that issues or follows it.

16-3 before making a marriage contract, it must be made sure that anyone who gets married under eighteen years old won't get any harm and will achieve his best interests either male or female.

16-4 neither ordinary nor legal persons dealing with the child may do any act that may negatively affect the mental, psychological, physical, educational or learning abilities of the child. The parent or any one acting on his behalf shall report any act that the child may get exposed to and that doesn't consider his mental, psychological, physical, educational or learning needs or his age, health or interest. The relevant authorities, each in its own specialty take the necessary measures to prevent it or address any actions that take place.

16-5 It isn't permissible to delay the child's obtaining his ID proof. If there is any problem regarding the supporting documents of any or both of his parents, he shall be given a proof that enables him to get the learning, treatment and other rights.

16-6 the child under the care of the Ministry of Labor and Social development or institutions or associations subject to its supervision, ore alternative or foster families and has no identity documents shall be enabled to get his educational and treatment and other rights according to a letter by the Ministry to be sent to the concerned authority to enable the child of his rights.

### **ARTICLE SEVENTEEN**

Relevant Authorities shall take all necessary arrangements for care and rehabilitation in case the child exists in an environment that endangers his mental, psychological, physical or educational safety and may lead him to delinquency

17-9 Relevant Authorities shall take all necessary arrangements to protect the child from delinquency that endangers his mental, psychological, physical or educational safety and may lead him to delinquency if he existed in surroundings that threaten his raising up as appropriate.

Such cases include:

- 1- Endangering his safety, morals, health or life
- 2- In case the conditions of his bringing up within the family, at school, care institutions or others would endanger him, or if he is subject to negligence, abuse, violence, exploitation or homelessness
- 3- If the child was deprived unreasonably from his right, even partially from the custody or visit of any of his parents if he is under the custody of the other.
- 4- If his supporter abandoned him or if he lost one or both his parents or abandoning him and his responsibility
- 5- If the child is deprived from basic learning
- 6- If he was encouraged, inside the family or the school or the care institutions, to violence or immoral acts, porno, commercial exploitation harassment, illegal usage of alcoholic beverages or narcotic substances affecting his mental status
- 7- If he was found begging. Begging includes offering trivial commodities or services for sale or doing tumbling games that doesn't fit his age or collected trash or other jobs
- 8- If he has no residence or used to stay at night in the streets or other places not prepared for residence or accommodation
- 9- If he engaged with delinquent or suspected or infamous persons

10- If he was infamous or uncontrolled by his father, guardian, supporter or any one who has authority over him or in case of death or absence or incompetence of his guardian or parent.

11- If there is no one who can guarantee a lawful means of living or has no honest supporter.

12- If he has a physical, mental or psychological or other disease that could affect his ability on recognition or choice so that he may endanger his safety or other's due to this disease or illness.

17-2 Relevant Authorities shall take the adequate arrangements for care and rehabilitation in case the child was in any of the above cases in a way to guarantee his care inside his family or the alternative family or the social care houses or institutions

### **ARTICLE Eighteen**

Relevant Authorities shall take the necessary arrangements for the following:

- Take an active and constructive role in the field of prevention and health guidance and awareness of the child rights especially with regard to his health and nutrition and the advantages of breastfeeding and safety of his thoughts and preventing him from accidents and injuries of smoking and showing its dangers during pregnancy and showing the rights of the child through different media means
- Supporting the school health system to do its role in full in the field of prevention and health guidance
- Guarantee the child right in getting the education necessary to his age.
- Prevention from infectious or serious diseases
- Securing the child against injuries of vehicles accidents and other accidents
- Preventing children from the risks of environmental pollution
- Ending the suffering of the children who live bad conditions such as disputed children, street children, homeless children and victims of disasters and wars.

18-1 The Ministry of Health and other relevant authorities shall take all necessary measures and procedures to take care of the child health and enable him to enjoy the highest health standard that he can reach by providing the health utilities suitable for treating the children and their

health rehabilitation, guaranteeing that the child won't be deprived from any of his rights in getting any of the health care services.

18-2 Each child should have a health book which data shall be registered in a special register at the specialized health center, to be delivered to the child's parent or guardian. This health book is to be submitted each time of medical check for the child at the primary care centers or the health units or the like. The health status of the child is to be recorded therein as well as the vaccination given to the child and its dates.

18-3 The health book containing the vaccinations is to be attached to the child documents of admission to the primary school- whenever possible- aiming at registering the results of the regular medical check made to the child and the changes to his health status including any diseases or injuries, and it shall be kept in his school file.

18-4 The health authorities, upon a letter, shall determine the regular check up procedures to the school children and the scheduled times according to the regulating instructions and guidelines

18-5 Coloring additives or preservatives or any other dietary additions may be added to foods or specialized products for children nutrition unless are in conformity with the approved conditions and specifications by the concerned authorities

18-6 It is not permissible to advertise for any foods or products specialized for kids nutrition unless it is registered and gets a license to be traded by the concerned authorities, especially breast milk alternatives.

18-7 schools and specialized educational authorities shall not allow the entry or sale of inappropriate foods. Such authorities shall, in coordination with health authorities and other relevant authorities, determine the type of meals and food to be sold in school canteens or those offered by suppliers or contractors to schools. It is prohibited to sell soft drinks or energy drinks or any other items harmful to the children health.

18-8 The child has the right to be prevented from infectious diseases and to be provided with the treatment in emergent cases in public hospitals and centers.

18-9 Those who are willing to get married shall be obligated to subject to medical tests to prove they have no genetic or infectious diseases to protect the child

18-10 children living in difficult conditions such as disputed children, street and homeless children, victims of disasters and wars in a way that contributes in eliminating their suffering by supporting them financially and by accommodation, treatment. Learning and rehabilitation according to the need of each case. Street and homeless children whom found, by investigations, that they were exposed to negligence and has no family or supports and suffer mental or psychological illness shall be put in any of the specialized governmental hospitals according to a letter by the Ministry of Labor and Social Development or the police. If by the police, they shall inform the Ministry of Labor and Social Development about the case to visit and follow it up.

18/11 Relevant Health Authorities shall take appropriate measures to:

- (a) Decrease mortality of babies
- (b) Guarantee the provision of medical assistance and health care necessary for mothers and children
- (c) Controlling children diseases and taking care and developing primary health and guarantee the child's right in providing him health care for free in governmental hospitals and centers
- (d) Guaranteeing health care appropriate for mother pre- and post natal and during delivery time, then providing services of regular check up for mother and child to make sure they are free from genetic and serious diseases and guarantee healthy development of the child.
- (e) Working on spreading health education in different media means and in different educational schools and institutions, and educating fathers and mothers about the basic information related to child health and nutrition, advantages of breastfeeding, principles of maintaining health and sanitation and protection from incidents.
- (f) Developing preventive health care and guidance for parents, educational bodies and family related services.
- (g) Taking all appropriate effective measures aiming at cancelling traditional practices that are detrimental to children health.

18-12 All Media shall play a constructive and effective role in the field of prevention and health guidance, especially with regard to child health, nutrition, advantages of breastfeeding, prevention of accidents, disadvantages of smoking and energy drinks.

18-3 Education is the right of all children for free in the State's schools, educational guardianship of the child shall belong to his parents or the person who has his custody or who acts on behalf of them, in a way to achieve the child's interest. Relevant authorities shall provide the child with the education appropriate to his age, and it shall specifically:

- a) Make primary education obligatory, available and free for all. Child shall not be deprived of his right in education.
- b) Encouraging the development of all different types of general and professional education and provide and make it available to all children and support them financially
- c) Taking all measurements to encourage regular attendance at schools and decrease rates of drop-out.
- d) Making educational and professional information and guidance available to all children and their caregivers
- e) Taking all necessary measurements that guarantees running the law at schools in a way that conforms with the humanitarian dignity of the child and with the laws and regulations in the Kingdom
- f) Making high education available for all based upon abilities.
- g) Child education shall be directed towards:
  - 1- Developing the child's abidance by his religion, his pride in his homeland, his respect to his identity, culture, language and national values
  - 2- Developing the child character, talents, capabilities and mental and physical abilities to the maximum
  - 3- Developing the child respect to human rights and main liberties according to the relevant applicable laws, regulations and agreements in the Kingdom
  - 4- Preparing the child for a responsible life in an enlightened community with the soul of understanding, peace, tolerance, equality and justice.

18-14 Ministry of Health shall take all necessary arrangement in order to develop its abilities in the field of preventive health care, treatment health care, health guidance, related to child's health nutrition and protection.

18-15 All relevant authorities shall take all measurements necessary for the child to get social insurance if needed and health insurance according to applicable laws and regulation in the Kingdom

18-16 Child should be informed about his right in a periodical review for the treatment he is given in case he is hospitalized for purposes of care, protection or treatment of his physical or mental status and shall be informed of all other conditions related to his hospitalization.

18-17 Ministry of Education and all other related administration shall take all arrangements adequate to guarantee enforcing the law in the schools and educational institution in a way that copes with the child's dignity and keeps his rights and avoids him abuse and negligence.

18-8 It must be taken care of educating the child in a way that guarantees eradicating ignorance all around the Kingdom in a way to facilitate the child's access to scientific and technical knowledge and modern learning ways. Children needs in remote places specifically shall be considered

18-9 The administrations of schools and different educational institutions and administrations of centers and commercial markets and children playgrounds and public gardens and recreational places shall take all necessary measures for securing children from injuries resulting out of accidents in general and vehicle accidents in particular including putting signboards and activating the role of supervisors and people accompanying children and take all necessary precautions in this regard.

18-20 Any one who has the child in his vehicle shall abide by letting him sit in the back seat and fasten the seat belt and put him in a special chair if he is under three years old.

18-21 the child has the right to live in a good, healthy and clean environment. All effective measures shall be taken to cancel any practices harmful to his health. Child shall be protected from environmental pollution and this shall be considered when establishing or renting schools and encourage children on respecting and protecting the natural environment.

18-22 Each child has the right in a break time and a playing and activities time that are suitable to his age and to participate in the cultural or social life

18-23 The children of special needs has the right in education and training at the same schools and centers prepared for ordinary children if his case allows. In cases of exceptional handicap, education and training shall be secured in private schools, classes or centers provided that it is connected to the ordinary education system and appropriate to the children needs, all kinds and grades of education shall be provided according to the needs of those children, it shall also be provided by educationally qualified teachers to teach and train them according to their disability.

18-24 Relevant authorities shall encourage the establishment of children centers or clubs that guarantee the provision of social, educational, and learning care for children by filling their leisure time with sound educational means and methods in a way to meet the following objectives:

- 1- Taking care of the child socially and educationally during their leisure time in the holidays and before and after the school day
- 2- Completing the family role towards the child and working on helping the working mother in protecting the child from physical and educational negligence and preventing them from delinquency.
- 3- Giving the child the opportunity to grow fully from all physical, mental, sentimental aspects and gaining new expertise and skills and trying to develop as much of his skills as possible
- 4- Helping children to increase their educational achievement
- 5- Strengthening connections between the club or the center and the children families
- 6- Preparing the child family and providing them with the knowledge and spreading awareness about raising up the child and elements of bringing him up and preparing him according to correct educational methods.

## **ARTICLE NINETEEN**

Relevant authorities shall develop health, educational, learning, psychological and social programs to rehabilitate the child who was exposed to any of the abuse and negligence cases:

19-1 All Relevant authorities, especially Ministry of labor and Social development and Ministry of Health shall take all the necessary arrangements to encourage physical and psychological



rehabilitation and social re-inclusion of the child who becomes the victim to any forms of negligence, exploitation, abuse, torture or any other forms of harsh treatment or punishment or inhuman or controlling or armed disputes. Such rehabilitation and re--inclusion shall occur in an environment that enhances the child's health and respect to himself and his dignity.

19-2 Taking all the procedures related to the child rehabilitation who was exposed to abuse in a way that guarantees his return to his biological family in a natural status, including treatment, psychological rehabilitation, educational and learning courses and developing social skills and self-protection skills of the child and treating parents or his caregiver from addiction if necessary.

19-3 Cases of children who was exposed to abuse, negligence or maltreatment shall be studied from all health, psychological, social, economic and regulatory aspects and taking all appropriate measures and follow up these cases periodically in case of delivering the child to his parents or caregiver.

## **ARTICLE TWENTY**

All relevant authorities shall develop comprehensive quality standards for children games either manufactured locally or imported so that it shall be in conformity with health, environmental and cultural specifications and standards and safety means and not violating sharia controls.

20-1 locally manufactured or imported children toys must be made of solid anti corrosion and anti-rust materials and shall be conforming to the Saudi and Gulf standards with regard -to general safety requirements and installation and location requirements and inspection and maintenance requirements.

20-2 It shall be made sure that the children toys are free from any chemicals that are harmful to the child's safety and health. It shall be made of materials that can Endure children movement and work smoothly and has all safety requirements met.

20-3 Toys or any parts of it shall not include any moving parts that are easy to swallow by the child. It shall be free from any sharp or coarse angles or edges that might harm him

20-4 Toys shall not be inflammable and shall be painted in a fixed paint, it shall not secrete lactic, toxic or irritating substances, and toys made of plastic must tolerate high temperatures.

20-5 battery compartments place in the toys shall be hidden and they shall not depend on a direct source of electricity and electricity must not be a requirement for it to operate.

20-6 Whenever possible, toys shall be a source of learning.

20-7 Children must not be violating the Islamic Sharia provisions

20-8 The toy or its booklet or manual must bear instruction for safe usage of the product and the method of cleaning before using. it must also show the method of storage and the appropriate age of children to use it and possible threats and any other information that maintains the child's safety. All information must be in Arabic as a main language. English can be added. Statements must short and simple and common in daily life.

## **ARTICLE TWENTY ONE**

**Provisions and procedures stipulated herein might not violate the following:**

- **Obligations of other concerned authorities each according to its own specialization**
- **Any sentence that guaranteed a better protection to the child provided in any other law or international agreement in which the Kingdom is a party.**

**21-1** all other public and private relevant authorities that has something to do with the child protection shall continue to offer its services for the child protection and assistance according to the provisions of the laws such authorities are subject to and in a way that achieves the objectives of the law and its regulation and that doesn't contradict it.

**21-2** The enforcement of the system provisions and executive regulations shall not prevent claiming any other better rights for the protection of the child that are assigned by other laws or international agreements in which the Kingdom is a party.

## **ARTICLE TEENTY TWO**

- Whoever knows about a case of abuse or negligence shall inform the concerned authorities immediately
- All concerned authorities shall facilitate the procedures of reporting cases of abuse or negligence especially children reporting such cases

- The regulation shall determine the procedures or reporting the cases of abuse and negligence and how to deal with it.

22-1 Whoever knew about any case that violates the provisions of this law and its executive regulation, especially cases of abuse and negligence towards a child shall immediately notify the concerned authorities and the concerned authorities shall facilitate the procedures of reporting cases.

22-2 Any public or private authority shall be obliged to notify the Ministry of Labor and Social Development or the police of any case that violates the provisions of this law and its executive regulation, especially cases of abuse and negligence towards a child that they get to know of immediately after knowing or getting a report about it.

22-3 If the violation of the case of abuse or negligence requires emergent intervention, such authority shall notify the police immediately while keeping the privacy of the informant identity.

22-4 the work place notified by any of its workers about a violation or a case of abuse or negligence towards a child shall be responsible for all the outcomes resulting out of its delay or not reporting the case. Such responsibility shall be borne by natural persons representing such work place when the violation or abuse or negligence occurs, their responsibility shall not be mitigated if they stopped to be representative of this work place at time of investigation for any reason.

22-5 when discovering any case of abuse or negligence against a child or not enabling him of his rights by the schools or other educational institutions and there was a failure in finding appropriate solutions for the case by the educational institution, the school administration or whoever acts on its behalf shall notify the concerned body at the Ministry of Labor and Social Development about this in addition to sending a report of the case, it shall work on facilitating the access of the ministry delegates to the school or the educational institution to meet the concerned child and follow up its situation. In cases of serious abuse or negligence, police shall be notified as well. In all cases the Education districts and schools shall develop an appropriate mechanism to send all statistics related to the child abuse or negligence to the Ministry of Labor and Social development including the cases solved amicably by them

22-6 When a case of abuse or negligence of a child is discovered or a child wasn't enabled of his rights by the health authorities, such authority shall provide him with the medical treatment and care necessary for his case. It shall make sure to notify the concerned authority at the Ministry of Labor and Social Development about this together with sending a report about the case. It shall also work on facilitating the access of the delegates of the Ministry of Labor to the child to meet and follow up its situation. In cases of serious abuse or negligence, police shall be notified as well. In all cases, the health authorities shall develop an appropriate mechanism to send all statistics related to the child abuse or negligence to the Ministry of Labor and Social development including the cases solved amicably by them

22-7 The reports receiving center shall receive all reports from all places in the Kingdom about the cases violating the child law and its executive regulation, especially cases of abuse or negligence either by people, police or other public or private authorities. After making sure of the informant identity, it shall document the report and review its attachments if any. Reports from anonymous parties are not accepted.

22-8 The reports receiving center shall refer the report to the concerned social protection unit in the region where the reported case exists to follow its responsibilities regarding the report.

22-9 The reports receiving center shall prepare the records and regulating forms to receive the reports. It shall also prepare an electronic documentation for all the incoming reports related to children

22-10 The reports receiving center shall record all the incoming phone calls to the center on the number dedicated for reporting and keep its privacy.

22-1 The reports receiving center shall prepare periodic statistical reports about the reports and complaints it received related to children and classify them according to the type of violation, harm or negligence and its seriousness degree and the sex of the child who got exposed to such incident and the nature of the informant and the number of cases solved.

22-12 The General Administration of protection at the Ministry of Labor and Social Development shall deal with any reports received by the Ministry from public and private authorities in a way that doesn't contradict with the tasks and responsibilities of The reports receiving center and it shall refer them to the concerned social protection unit to investigate, study and address it or submit it to seek directions in its regard.

22-13 the identity of the informant about the violation or the abuse case must not disclosed without his consent and his written approval except in the following cases:

- (a) If the social protection unit believes that treating this case of abuse requires the disclosure of the identity of the informant for essential reasons according to the own discretion of the unit, provided that this is to be kept at minimum
- (b) If the social protection unit received an official request with reasons by any of the formal authorities or if the disclosure request is issued by a judicial authority. All authorities to whom the informant identity was disclosed shall abide by keeping it confidential and not to easily disclose it and anyone violates this shall be held accountable.

22-14 any informant for a violation for the provisions of the law or its executive regulation for a case of abuse or negligence for the child shall be considered as having a good intention unless other evidences or proofs prove otherwise

22-15 If it was found that the report was not correct, the aggrieved party and any concerned party may claim the punishment of the informant according to the applicable laws without prejudice to the aggrieved party right in claiming a compensation, the burden of proving the bad intention lies upon the Plaintiff.

22-16 all reports related to an abuse or negligence towards the child shall be dealt with by contacting the case and assessing its situation with regard to seriousness and conduct the required medical treatment if necessary and taking all necessary procedures that are appropriate to deal with the case. Accepting and following up the report doesn't require the acceptance of the parent or the like.

22/17 The Social Protection Unit, when handling the cases of abuse and negligence, shall take the necessary arrangements for handling such cases gradually, provided that priority of addressing such matters shall be given to the preventive, guiding procedures and reconciliation between parties of the case guaranteeing the child interest.

22-18 If the Social Protection Unit believed that the child interest requires being satisfied with handling the case by providing the psychological, family, and social guidance, it shall make sure that this procedure won't lead to a harsher damage to the child, by using the necessary methods to keep him safe.

22-19 The Social Protection Unit shall provide the child with health and social care including medical and psychological treatment and rehabilitation programs. This also includes those who need care from people surrounding him because of abuse or negligence or any other violation to the provisions of the law and its executive regulation. The necessary care shall be provided by referring the case to the specialized authorities according to the type of procedure or care required. In case such authority didn't accept the case or dealing with it or providing the necessary care, the Ministry of Labor and Social Development shall address the administrative governor to guarantee achieving this,

22-20 in cases of non-serious abuse or negligence, the Social Protection Unit may order to keep the child with his family with an undertaking by the head of the household or the person acting on his behalf to protect the child and enable him to directly contact the unit and visit him at any time to follow up with his case if necessary. Also get the party who caused such abuse or negligence to stop doing any kind of abuse or negligence to the child and being obliged to enable the child to get all his legal rights and to do his responsibilities towards the child and provide him with all his basic needs and bear all the responsibility in case of violating this.

22-21 In case the party who violated the law or committed any abuse or negligence against the child refused to come to the headquarters of the Social Protection Unit or to respond to its instructions, the unit shall ask the police to seize and fetch him to its headquarters so that the report against him can be completed. This procedure applies to whoever violates the unit orders or fails to respond to its instructions of those who are related to the child the victim of abuse or negligence or violation.

22-22 The case of abuse or negligence shall be described as serious in case the abuse or negligence resulted in a significant clear damage to the child that requires immediate intervention to stop it or prevent it from re-occurring and if the abuse or negligence is proved by a medical report. Abuse and negligence case is to be described as serious if it leads to any fears that the child would be exposed to a bigger or continued damage to his life or safety or health by the person who is the source of abuse or negligence. In such cases, the administrative governor and specialized security authorities must be notified.

22-23 if the Social Protection Unit found out from the report that the case is serious, it shall notify the police and other specialized security authorities about the matter of abuse or

negligence. It shall ask such authorities to take all necessary procedures to deal with that case according to its seriousness.

22-24 the child exposed to abuse or negligence shall be met to listen to his statements by the male or female specialized officers at the Social Protection Unit. After that solutions and appropriate procedures for his case that should be taken in his regard and are within the terms of reference of the Ministry of Labor and Social Development are to be submitted to him to take his approval on them. In case he refused to be accompanied or accommodated, he shall be informed that his case will continue to be followed up and the appropriate procedures will be taken against the party who abuses him. It shall be taken into consideration that the child may be taken against his will if he was staying in a place of danger that threatens his safety and it was failed to put him at any of his relatives who may take care of him well.

22-25 the child will be met in attendance of a male or female social or psychological worker at the Social Protection Unit and he will be interrogated in a method that is appropriate to his age in addition to avoiding anything that might cause him to fear or affect his will. He might be listened to individually in attendance of one of his relatives if his interest required so.

22-26 If the child became a victim of abuse or negligence by any of his broken up parents and the it won't be appropriate to keep the child with the source of abuse, the Social Protection Unit, after studying the case and assessing the best interest of the child, may order to hand him over immediately to his other parent or any of his relatives who can provide him with temporary necessary care until his situation is resolved. This procedure won't be prevented even if a sentence of custody was issued to the party who abuses or neglects the child, in which case the court that issued such sentence shall immediately be notified about the incident with a report about the case to take the necessary procedures regarding reconsidering the worthiness of the party who has custody over the child to this custody, in all cases whoever objects to this procedure shall resort to courts.

22-7 the child shall be accommodated or hosted according to the following conditions:

- (A) Accommodation and/or hosting is limited to children under eighteen years old
- (B) The child must have been exposed to abuse or negligence provided in the Child Protection Law and its executive regulation and it was failed to put him at any of his relatives or an alternative family.

(C) Accommodation of the child doesn't require his parent's approval

(D) Accommodation period is three days and can be extended for another period not exceeding two months in case the conditions of the child required. In case addressing this case required longer period of time, it can be extended to other periods under the approval of the concerned deputy minister of the Ministry of Labor and Social Development

22-28 When agreeing on the accommodation or hosting of the child, the Social protection unit shall carry out the following procedures:

- (a) Make sure from the police if there is any report of absence or escape regarding the child.  
In all cases the child won't be moved to the Arrest or observation place unless it is proved that he is involved in a crime that requires him to be arrested and that there is an indictment decision against him issued by any investigation authority that requires arresting him due to a case he is a suspect in or if a judicial order was issued to arrest him
- (b) Conducting the medical check up necessary to the child. If not available immediately he shall be to the accommodation place dedicated for receiving such cases immediately until he is subjected to check up and it is made sure of his safety.
- (c) In case the child suffers chronic psychological illness, he shall be referred to any of the specialized hospitals or health centers for mental diseases to treat him. In case any of these authorities apologized to accept his case or dealing with it, this matter shall be submitted to the administrative governor
- (d) The child and those interested in his affairs shall be get to understand that his accommodation or hosting will be temporarily until his problem is solved or other alternative solutions are sought with regard to housing or returning back to his family after taking all necessary procedures to eliminate the cases of child abuse or negligence, and child be enabled to continue his study during the term of his accommodation or hosting. In all cases, child shall not be prevented from contacting his family under the supervision of the unit.
- (e) The child who is hosted or put in an accommodation may not come out unless after making sure, through a social research, that he won't be exposed to any abuse or



negligence that threaten his safety or his life. During accommodation or hosting, his family shall be contacted frequently to encourage him to receive him. The reconciliation committee shall be sought if necessary to carry this out.

22-29 The child who is hosted or put in an accommodation shall be enabled, if his age permits, to go out and return during accommodation or hosting with the accompany of his supervisors or under their supervision provided that this won't harm his situation. This shall take place for purposes of following up his study or doing a recreational, sports activities or shopping for his basic needs or in case the unit believed it would be better for him to participate in cultural or recreational activities outside the accommodation or hosting curriculum. The child must abide by the instructions of the Social protection unit in this regard. His getting out and returning shall be according to the procedures determined by the unit. In case of his absence or not returning, the unit shall immediately notify the police and be discharged of the responsibility. His family shall also be notified if required. Such incident shall not prevent the unto from receiving the child again after interrogating him about his absence or failure to return, in addition to taking necessary procedures with regard for the child not to repeat this again

22-30 In case the violation or the incident of abuse or negligence was made against a guest child at one of the houses affiliated to the Ministry of Labor and Social Development or against a guest child at one of the houses affiliated to an authority supervised by the Ministry, the ministry shall make an internal investigation and inform the police about the case to take the necessary procedures within its specialization and follow up the report without disregarding the punishment of the abuser or the neglecting party with the disciplinary punishment necessary and the guest child or his family may claim a compensation.

22-31 The Ministry of Labor and social development shall coordinate with the Ministry of Interior in order to provide the security guards necessary for the properties of Social Protection Units, hosting houses and other facilities affiliated to the Ministry which are concerned with children or others or which work nature in the field of protection from harm and negligence to provide necessary security protection.

22-32 The police and other concerned security authorities shall respond immediately to the request of the Social Protection Unit by entering any location and provide complete protection to the specialized officials concern<sup>3d</sup> with the case at the Social Protection Unit.

22-33 The concerned professionals at the Social Protection Unit shall move to the location of the child if it found out that treating his case requires so. In all cases, the police and other concerned authorities shall abide by bringing the case parties to the Social Protection Unit site based upon the request of the specialized officials at the unit.

22-34 in cases where specialized professionals at the Social Protection Unit determine to move to the child location to follow it up, the police shall be informed immediately to facilitate their entry to the location and guarantee their safety and stay with them while following up the case. The police shall enter the sites whose inhabitants or occupiers refuse the entry of the specialized officials of the protection unit, in which case the police shall ensure their safety and not to engage them in raid and storming operations.

### **ARTICLE TWENTY THREE**

- **Taking into consideration the provisions of paragraph (3) of article twenty two of this law, the investigation and prosecution authority shall undertake investigating the violations of the provisions of this law and file the case before the concerned court.**
- **Taking into consideration the requirements of other relevant laws, the concerned court shall consider the violations of this law and determine the appropriate punishment against the violator.**

23-1 The Ministry of Labor and Social Development and police stations shall refer the cases related to abuse or negligence of children and other violations to the provisions hereof and its executive regulation, and other most important cases in which investigation is necessary are to be referred to the Investigation and Prosecution Authority

23-2 The Investigation and Prosecution Authority shall investigate the cases submitted to it with regard to children either the child is a victim or an accused. It shall ask the Ministry of Labor and Social Development to provide it with a report of its case and the procedures to be taken in his regard. This report with the case shall be submitted to the concerned court if the investigation authority didn't agree on withholding the case according to law.

23-3 When condemning the child of violating any violation for the laws or instructions, it shall be considered to deal with him in a way that maintains his dignity, self esteem and enhance his self respect, it shall also consider his age and facilitate his re-inclusion in the society

23-4 The child shall be assumed innocent when investigating and trialing him until his condemnation is proved according to law.

23-5 the child shall be immediately informed, if he can understand what he is being told, about the charges against him in attendance of his father or his representative or the responsible party of his matters in addition to enabling him to hire an attorney and to get the appropriate legal assistance

23-6 The child shall benefit from judicial jurisdiction and procedures related to incidents at the Kingdom whenever he has any interest. The child age, case and surrounding conditions shall be taken into consideration when dealing with the child.

23-7 all authorities of arrest and investigation shall take into consideration the application of laws and guidelines that determine a minimum age for questioning the child criminally so that he shouldn't be subject to a criminal investigation in case he didn't reach the minimum age defined in such laws and regulations.

23-8 the court concerned with looking into the violations of this law and its executive regulation shall take into consideration the provisions of the Law of protection from harm and its executive regulation when determining the appropriate punishment against the violator.

23-9 whenever possible, necessary arrangements for dealing with the child and correcting his behavior shall be considered without resorting to punishment procedures and preventing his freedom

23-10 In case of putting the child in any of the social care or accommodation houses, he shall have all appropriate requirements such as care, guidance, supervision, mentoring, and advice and give him the right of choosing matters of no harm. In addition to enabling him to receive learning programs, professional training and other institutional care alternatives to guarantee treating the child in a way that keeps him his rights and appropriate with his age, welfare, conditions and crime if any.

23-11 At the stage of investigation with the child, there should be a male or female social worker from the protection administration whenever possible.

#### **ARTICLE TWENTY FOUR**

The Minister of Labor and Social Development shall issue the regulation within ninety days of the date of publication of this law in the official gazette after coordination with the Ministry of Interior, Ministry of Education, Ministry of Health and Human rights authority and other relevant authorities each according to his specialization. This is to be enforced as of the date of enforcing this law.

24-1 The Minister of Labor and Social Development shall issue all detailed practical rules, controls or mechanisms related to executing this regulation or any of its articles

24-2 The Deputy Ministry for Social Care and Family at the Ministry of Labor and Social Development shall review and evaluate the application of this regulation each two years as of the date of its issuance or whenever needed. It shall submit any suggestions it deems possible to the Minister of Labor and Social Development to take necessary procedures in this regard.

#### **ARTICLE TWENTY FIVE**

25-1 This law shall come into force ninety days after its publication in the official gazette

25-2 this regulation shall be effective as of the date of its publication

**Done By God`s blessing**