



Child protection policy

Aims

These procedures apply to all staff, employees, students, and volunteers working in the ELC. The aim of our procedures is to prevent children from being abused, and to recognize and be aware that the responsibility falls on everyone's shoulders and to safeguard and promote the welfare of children at this center in the following ways: -

- ✓ Raise awareness of child protection and safeguarding roles and responsibilities with staff and volunteers as per the Child protection act Federal Law No.3 of 2016 concerning child rights, also known as Wadeema's Law and the Statutory Framework of EYFS.
- ✓ Develop, implement, and review procedures in our ELC that enable all staff and volunteers to identify and report cases, or suspected cases, of abuse.
- ✓ Support children who have been abused in accordance with an agreed child protection plan.
- ✓ Support children with additional needs.
- ✓ Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children as per UAE law and KHDA regulations.
- ✓ Establish a safe environment in which children can learn and develop.



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- ✓ Ensure that allegations or concerns against staff are dealt with in accordance with Ministry of Education policies and procedures in collaboration with police.
- ✓ Informing staff of the correct procedures to be followed.

Purpose

The Beautiful Horizons ELC fully recognizes its responsibility to safeguard and promote the welfare of children at our ELC. The purpose of this policy is to provide staff, employees, students, and volunteers with the guidance they need in order to keep children safe and secure in our ELC and to inform parents and guardians how we will safeguard their children whilst they are in our care as per the KHDA guidelines on safety and protection of children.

Context

We recognize that children have a right to feel secure and cannot learn effectively unless they do so. Parents, carers, and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect, emotional, physical, or sexual abuse or a combination of such types of abuse. All children have a right to be protected from abuse. Whilst the center will work openly with parents as far as possible, the center reserves the right to contact the authority, without notifying parents if this is in the child's best interests.

Definitions of abuse and neglect:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.



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Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact such as kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal



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substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- ✓ Provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
- ✓ Protect a child from physical and emotional harm or danger.

Whole Staff Responsibilities

This ELC recognizes that because of their day-to-day contact with children, nursery ELC staff is well placed to observe the outward signs of abuse.

The center will therefore: -

- ✓ Establish and maintain an environment where children feel secure, are encouraged to talk and are heard.
- ✓ Take photographs of children that the parents have given their consent for, with tablets that stay safely and under lock and key on the premises for observation and recording purposes.
- ✓ Ensure children know that there are adults in the ELC whom they can approach if they are worried about any problems.
- ✓ Include opportunities in the curriculum for children to develop the skills they need to recognize and stay safe from abuse.
- ✓ Follow the procedures set out by the Ministry of Education and take account of guidance issued by the Ministry of Interior and the training given by the child



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protection officer of the center.

- ✓ Treat all disclosures with the strictest confidence.
- ✓ Ensure that parents understand the responsibility placed on the center and its staff for child protection by setting out its obligations in an annual ELC report and that parent are offered a copy of this policy on request.
- ✓ Notify the Ministry of Interior/ Child Protection Center of any cases of alleged or suspected child abuse and the police.

The ELC Management will ensure:

- ✓ Ensure that the ELC staff is fully aware of and understand their responsibilities and obligations under this policy.
- ✓ Ensure that the ELC only hire and accepts adults on their premises that have been vetted and barred for, and only after the criminal records have been submitted by the police and their references have been checked with their previous employer or institute.
- ✓ Ensure they have received appropriate training and attend training every term.
- ✓ Ensure that all staff, students, and volunteers are aware of and abide by the no mobile phones are allowed inside the classrooms rule.
- ✓ Ensure every member of staff, governors and volunteers knows the name of the designated person in case of child protection case on the premises, their role, and their contact details. (ELC Manager)
- ✓ Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the



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designated child protection person

- ✓ Ensure that whole ELC training occurs termly so that every member of staff, governors and volunteers can fulfill their child protection responsibilities effectively and to comply with the requirements of the Ministry of Education.
- ✓ Keep written records of child protection concerns that are kept securely and separately from the main pupil file and use these records to assess the likelihood of risk.
- ✓ Ensure that copies of child protection records and/or records of concern are transferred accordingly (separate from student files) when a child leaves the center.
- ✓ Ensure that where a student leaves the ELC, their information is transferred to the new center immediately.

Responsibilities of adults within the ELC community:

- ✓ All adults are required to be aware of and alert to the signs of abuse.
- ✓ If an adult identifies that a child may be in an abusive situation, they should record their concerns and report them to the designated child protection person as soon as possible.
- ✓ If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- ✓ If the disclosure is an allegation against a member of staff, they will follow the allegations procedures attached to this policy.



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At Beautiful Horizons ELC, we will educate and encourage children to Keep Safe through:

- ✓ The content of the EYFS statutory framework and KHDA guidelines.
- ✓ The center ethos which promotes a positive, supportive, and secure environment and gives children a sense of being valued
- ✓ A "Rights, Respect and Responsibility" agenda
- ✓ The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Visitors

Visits in the ELC during ELC hours is not permitted unless for training purposes or health visit checkups for the children.

- ✓ Parents that have children registered in ELC are welcome to come in with an appointment to meet the staff
- ✓ Only authorized personnel(s) are allowed on the premises during the ELC session
- ✓ Any external suppliers that need to come into the center need to sign in at the front desk reception and hand over their ID(s) which are all kept until they exit the premises. A staff has to always accompany the visitors or suppliers.

Security

We safeguard children safety and security in the ELC through:



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- ✓ A security coded door and finger swipes to access entry and exit to our premises
- ✓ CCTV cameras in the entire ELC
- ✓ Main doors are closed at 9AM during ELC days to ensure that all children are accounted for in their designated classes and absentees reported to the administration
- ✓ Any applicant, volunteer or student have to get a police clearance to ensure they have a good conduct report. On arrival each day, one has to sign in and wearing a badge indicating they are volunteers should be done daily when they report to work
- ✓ All new recruits are reference checked; police clearance record is required, and medical examination done to state they are fit to work in a children environment
- ✓ Pick up authorities are checked and updated regularly when necessary.
- ✓ Only cameras on iPads provided by the ELC are to be used and mobile phones are not allowed in classrooms.
- ✓ Tours to view the ELC are conducted every day at 1:30PM after the children are out of the premises. No requests of early tours to see the children operate will be entertained
- ✓ The age acceptable for the bus is 2 years and above. Children in the ELC bus are always accompanied with a female bus attendant who guides and assists them until they reach their destination and handed over to the authorized person for pickup. If the person picking up is not authorized by the parent we DON'T hand over the child and they might be returned back to ELC. A CCTV camera is present for reference in case of any incidences. Communication channel should always be from the parent to the bus attendant or parent to the ELC and NOT the bus



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driver. This is done to strictly follow the Dubai road safety rules.

Procedures

The ELC Manager is the Child Protection Coordinator. She deals with this responsibility in swift and in a confidential manner; she might at certain situations involve the nurse and Social Workers in the different sections.

The child protection coordinator is guided by two principles:

- ✓ the welfare of the child
- ✓ the confidentiality of the situation

The coordinator's role is to be familiar with the procedures and actions which should be taken by the center to support any child who may be at risk. Besides, she must be sure that all staff, teaching, and non-teaching are aware of their responsibilities in relation to child protection.

Teachers who suspect that a child in their class may be a victim of abuse should not try to investigate, but rather they should inform the Nurse about their concerns. The Nurse immediately informs the manager.

A meeting is held, and minutes will be recorded. In the event of actual bodily harm to a child then a diagram of the body is used to indicate the location of the area of concern.

As stated previously, abuse can be of a physical, emotional, sexual or neglect nature. Staff must pass their information on about abuse which a child gives them to the designated person.



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The manager, nurse, or social worker or MOI-CP works closely with the police. All parties involved handle such investigations in a sensitive manner taking into consideration the interest of the child.

The center usually makes a referral to the Ministry of Interior- Child Protection and the police without communicating with parents' first if staff finds out any indications of child's abuse. In some circumstances the center informs parents first.

Information related to individual child protection issues is considered very confidential. Hence, it is passed on to appropriate persons only.

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should:

- Do not promise confidentiality, you have a duty to share this information and refer to Child Protection Coordinator (Manager, nurse, social worker)
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g., 'Everything will be alright now', 'You'll never have to see that person again'.
- Do reassure and alleviate guilt if the child refers to it. For example, you could



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say, 'You're not to blame'.

- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (e.g., Did he touch your private parts?), ask open questions such as 'Anything else to tell me?'
- Do not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place any non-verbal behavior and the exact words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.
- Whatever the nature of your concerns, discuss them with your manager or nurse.
- Refer "What to do if you are worried a child is being abused" guide for professionals We, faculty and staff, at Beautiful Horizons ELC share the responsibility for keeping our children safe and we are committed to act in the child's best interests.

Monitoring and Review

The nurse informs the manager of any incidents. The manager will regularly monitor and review any incidents.

Signed _____ Date _____



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