



Child Protection & Safeguarding Policy

Children & Staff Safety

Emirates Kinder Care Nursery feels that the safety and security of the children, parents and carers and staff are paramount to the running of the EEI. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Visitors, other than parents and carers collecting their children must pre-arrange their visits and carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.

Child Protection

Purpose of Policy

We aim to provide an environment in which children and young people will feel safe, secure and cared for. The purpose of this policy is to identify and support children who are at risk of harm and to provide the staff and parents of Emirates Kinder Care Nursery with guidelines and support on the subject of child abuse and how they can act to assist in the protection of children and young people in the EEI.

This policy and guidance have been developed with reference and adherence to the Federal Decree Law No. (3) of 2016 Concerning Child Rights, Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law, Federal Decree Law No. (5) of 1983 Concerning Nurseries, Federal Decree Law No. (18) of 2020 Concerning Private Education, Executive Council Chairman Decision No. (26) of 2013 Regarding the Regulation of Private Schools in the Emirate of Abu Dhabi, Dama Al Aman policies

What is Child Abuse?

Child Abuse is the term used to describe ways in which children are intentionally or inadvertently harmed or placed at risk of harm, usually by adults, and often by people that they trust.

Categories of Abuse

- **Physical Injury:** This is defined as any injury inflicted or knowingly not prevented by any person having custody or care of a child. Physical abuse is often defined by injuries that cannot be explained by the normal play activities of a child, and is defined as hitting or hurting a child on purpose.
- **Neglect:** This is defined as the willful failure to meet the basic needs of a child, for example, not clothing, feeding or caring for a child adequately and leaving them without adequate supervision.



- **Emotional Abuse:** This is defined as any abuse or torment which would have an effect on the mental health and wellbeing of a child. Most commonly emotional abuse is categorized as shouting at a child, making a child feel worthless, exposing a child to inappropriate and never punishment and inconsistency of behavior towards a child.
- **Sexual Abuse:** This is defined as the exploitation of children in order to meet the demands of adults or other children. Sexual abuse may include: involvement of children in masturbation, involvement of children in pornographic activity, including taking pornographic photographs and involving children in watching or viewing pornographic materials, involvement of children in sexual activity, including; rape, sodomy, oral sex and sexual intercourse with a child, even with their consent.
- **Bullying:** Bullying is defined as any form of abuse on a child which is inflicted upon them by their peers, this abuse can be subtle, including, teasing, being ignored or left out, being pushed or pulled about, or having money or possessions taken.

Recognition of Child Abuse

It is not in the remit of members of staff at Emirates kinder care Nursery to identify the specific category of abuse that a child may be experiencing but rather to highlight any causes for concern to the appropriate person and organizations.

The following list although not exhaustive may be indicative of some of the signs and symptoms of child abuse, it should be noted that some children may display some of these signs in times of stress; it does not necessarily mean that they are being abused.

Indicators of Abuse

- Injuries to the child that are not consistent with the normal play activities of a child, either in position or type.
- Inconsistent or unreasonable explanation of an injury by a child, parent or carer
- Inconsistent or inappropriate behavior such as sexually explicit remarks or actions, mood swings, uncharacteristically quiet/aggressive, severe tantrums.
- Becoming isolated socially
- Overeating, loss of appetite, weight loss, weight gain.
- Inappropriately dressed or ill-kept and/or dirty
- Self-inflicting injury
- Open distrust of, or discomfort with, parent or carer
- Delayed social development, poor language and speech
- Excessively nervous behavior, such as rocking or hair twisting
- Low self esteem

General indicators of abuse, though often typical of sexual abuse

- Recurring Abdominal Pain
- Reluctance to go home
- Flinching when approached or touched
- Recurring headaches



Recording and Reporting of an Incident – Suspicions of Abuse

All staff should be aware that any incidents must be recorded. It is also very important for staff to communicate about matters of this kind. If a member of staff suspects that a child is under threat there are a number of steps that must be taken.

1. **Inform** the EE Director /and or the (CPC) child protection coordinator the responsible for child protection in the EEI, in the event that the EE Director is not available staff should refer to the local authority child protection guidelines.

2. **Report** the specific concerns that you have to the EE Director /and or the (CPC) child protection coordinator the responsible for child protection in the EEI.

3. **Record** your suspicions and give them to the EE Director /and or the (CPC) child protection coordinator the responsible for child protection in the EEI, records of suspicions must include the following information:

- The nature of the suspicion
- Details of any injury
- Times, dates and any other relevant information
- Dates, times and names of other adults involved with the child who may substantiate the suspicion
- The EE Director or CPC key person in charge will then determine the situation and refer the case to child protection unite (CPU) at ADEK and child protection center – ministry of interior (MOI _ CPC) or the police

Disclosure of Abuse

If a child discloses to you that they have been abused, the member of staff should:

Inform the child that in order to help them you have to tell your EE Director and CPC, the member of staff should tell the child who this person is and reassure the child that they can trust them and that they have done the right thing in telling you what has been going on.

Listen to the child and note down what they say to you **in their own words**. It is important at this stage that you do not interrupt the child and you do not ask questions.

Disclosure of Abuse (CONT)

Report the disclosure to the EE Director and CPC who are responsible for child protection in the EEI, then contact to child protection unite (CPU) at ADEK and/or child protection center – ministry of interior (MOI _ CPC) and/or the police who will investigate the disclosure. If the EE Director and CPC dealing with the situation at the time thinks that the case is serious enough to involve CPU immediately, then please contact the relevant MOI-CPU, or contact CPU out of hour's service. If it is felt that the child is in immediate danger, then the EE Director or CPC or key staff should contact the police.



It should be noted that if a member of staff is named in the disclosure the member of staff should be as discrete as possible and inform the EE Director as soon as possible. In addition to this if a member of staff observes another member of staff harming a child they should report this to the owners / manager who will act according to the [Ministry of Interior Child Protection Center](#).

In addition to this if the EE Director is named in the disclosure the member of staff should be discrete and contact the EEI owners or any authorities detailed below:

- a Abu Dhabi Police: 999
- b Family Care Authority (FCA): 800444
- c MoE Child Protection Unit (CPU)*: 80085
- d Safety Concern Portal: icm@adfca.gov.ae
cpu@moe.gov.ae /
<https://daasafetyconcern.abudhabi/>

Emirates kinder care Nursery recognizes that it can be a traumatic experience for a member of staff to be witness to a child's disclosure of abuse; therefore all staff will be offered information on counselling services to help them through this time.

Responding to a Child who confides in you

- Stay Calm
- Do not make promises you cannot keep
- Offer reassurance and support
- Immediately tell your EE Director
- Record the facts and discussion in the child's own words and give a copy to your manager
- Do not take control of the situation yourself
- Maintain confidentiality
- Keep records
- Talk to the right people

End Note

All parents should be aware that members of staff attend regular child protection training in order that we keep your children safe from harm.

The Nursery has a duty to report any suspicions of abuse and neglect to any of the contacts below who have a duty to investigate such matters:

Duty of care :

All Members of EKCEN staff have a duty of care in relation to children. EE Director, EE Educators, EE Assitants and other staff working with children must take reasonable steps to minimise the risk of reasonably foreseeable harm, including by:



- Always put the care, welfare and safety needs of a child first
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- All staff working with children owe a duty of care to those children.
- Play your part in helping to develop an ethos where all people matter and are treated with equality, and respect and dignity
- providing suitable and safe premises
- providing an adequate system of children supervision
- undertaking risk assessments for EEI activities and events
- implementing strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to children (including injuries suffered as a result of bullying)
- ensuring that appropriate medical assistance is provided to a sick or injured student
- ensuring the EEI complies with the Child Safe Standards
- taking other reasonable precautions to minimise the risk of child abuse by an individual associated with the EEI
- managing employee recruitment, conduct and performance
- generally monitoring all children and intervening where there is inappropriate child behaviour
- responding to accidents and taking appropriate measures to follow up any incidents that have occurred, which may involve ensuring that the incident is reported to another staff member with responsibility for further action,
- In some circumstances, a EEI's duty of care will extend beyond EEI hours and outside of EEI grounds.

Safeguarding Children's Personal Data

- Children's physical medical records and personal family details shall be filed separately and kept in a locked cabinet, with access given only to the concerned staff member, such as the nurse or management.
- Staff shall be instructed to only use the device(s) provided by the EEI to take photographs of children, regardless of the purpose they are used for (e.g., learning journals, observations, social media, etc). Sometimes the staff member is using their own device if they have permission from the management and have signed a confidentiality agreement form.
- Children's pictures for marketing, social media, and website publications are only to be taken and used if parents have given their consent, signed by parents at the time of registration and a list of children who DO NOT have parent consent is displayed in each key group to ensure that all staff are aware of the children who are not permitted to be on social media.
- Mobile devices are always stored safely at the EEI premises (locked) .
- It's not allowed to use mobile phones during the time staff are interacting with children.
- All rules regarding the use of mobile phones are clearly communicated to all staff during induction training and mentioned in the Staff Guidelines and Handbook.
- CCTV coverage and functionality are checked regularly by the maintenance company and the EE Director to ensure that it is working/recording sufficiently.

Staff training:

- All EKC staff completed the child protection training and they are aware and understand their responsibilities.
- EKC ensures that all staff receive training on the awareness, understanding, and handling of all forms of maltreatment to help them identify signs of possible maltreatment that a child may have been subjected to by others.
- Volunteers receive adequate induction and are informed on the EEC's child protection policy and it's not allowed to leave them alone with children at any time.

Disciplinary Process:

EKC has a comprehensive, fair and clearly outline for disciplinary process taken in response to the maltreatment of children or breach of confidentiality caused by a member of staff.

These measures are:

- Immediate temporary administrative leave until the suspicion is adjudicated.
- The disciplinary process be communicated to all staff during staff induction and/or staff training, and included within the Staff Guidelines Handbook.
- EECs collect signed affidavits from each staff member, attesting to having read and understood the Child Protection and Safeguarding Policy and disciplinary process.

Child Protection Team (CPT)

