



Creative Kids Early Learning Centre

Safeguarding/Child Protection Policy

KEY CONTACTS WITHIN THE CENTRE

CHILD PROTECTION OFFICER NAME:

Tabassum Rahman Khan 055-8397565

DEPUTY CHILD PROTECTION OFFICER NAME:

Ms Shyma Anish 056-8175838

KEY CONTACTS WITHIN THE LOCAL AREA

The DUBAI POLICE CHILD PROTECTION HOTLINE confidentiality and advice. CONTACT NUMBER: 800-243
Website: www.dubaipolice.gov.ae

AL AMEEN SERVICE

CONTACT NUMBER 800-4-888

ALTERNATIVE REFERRALS

When members of the Centre have URGENT and IMMEDIATE concerns for the safety and welfare of a child or young person during Centre hours they should make an immediate referral to a member of the Child Protection Team or any accessible member of the Leadership Team.

For all NON – URGENT referrals and enquiries telephone 04-3999111

1. INTRODUCTION

CKELC takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

“The welfare of the child is paramount” (UK Children Act 1989). “Because of their day to day contact with individual children during the Centre terms, teachers and other Centre staff are particularly well placed to observe the outward signs of abuse/neglect/neglect, changes in behaviour or failure to develop.”

(Working Together under the Children Act 1989)

2. PURPOSE

2.1 An effective whole-Centre child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the Centre’s

commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child

2.2 There are three main elements to our child protection policy;

a) Prevention through the creation of a positive Centre atmosphere and the teaching, and pastoral support offered to children. b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns. c) Support to children who may have been abuse/neglected.

2.1 This policy applies to all children, staff, governors, volunteers and visitors to CKELC.

2.2 This Centre recognises it is an agent of referral and not of investigation.

3. CENTRE POLICY

3.1 We recognise that for our children, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse/neglect. Our Centre will therefore:

a) Establish and maintain an environment where children feel safe and secure and are encouraged to talk, and are listened to. b) Ensure that children know that there are adults within the Centre who they can approach if they are worried or are in difficulty. c) Include in the curriculum activities and opportunities for PHSE, which equip children with the skills they need to stay safe from abuse/neglect. Centre Enrichment Days are the key means of delivery currently. Further information can be obtained from the Centre's Heads of Section Officer(s). d) Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Further information can be obtained from the Centre's Heads of Section.

e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from outside agencies.

4. FRAMEWORK and DUBAI CONTEXT

4.1 Child protection is the responsibility of all adults and especially those working with children. The development of appropriate Centre procedures and the monitoring of good practice are the responsibilities of the Person for Child Protection and Safeguarding

4.2 In Dubai and the United Arab Emirates there was no infrastructure of Educational Safeguarding and/or Social Care Services. Following cases which caused concern in the Emirati community, Sheikh Mohammed, the Ruler of Dubai, supported the drafting of a Federal law on child protection "to ensure a secure and stable future for children in the U.A.E." In April 2012, it was reported that Dubai had "embraced a new policy to protect children against all forms of violence, abuse/neglect, exploitation and neglect and offer support and care for those in need." The policy "aims to provide protection to Emirati and expatriate children under the age 18 who live permanently or temporarily in Dubai." The Dubai Strategic Plan 2015 called for the provision of "proper social services to meet the requirements of the local community."

4.4 In November 2012, the UAE Cabinet approved "Wudeema's Law" to "protect children in the UAE. The law included creating special units that intervene when children are at risk and stresses that all children have rights regardless of religion and nationality."

4.5 The Federal Law No 3 named 'The Child Rights Law' came into effect on the 15th of June 2016. The legislation ensures and stresses that all children must be provided with appropriate living standards, access to health services, education, equal opportunities in essential services and facilities without any kind of discrimination. The law protects children against all forms of negligence, exploitation, physical and psychological abuse/neglects. In addition, smoking in public and private vehicles and indoor facilities where children are present is also prohibited under the law.

The law allows childcare specialists to remove children from their homes against parents' wishes and without judicial permission in cases of imminent danger. In less severe cases, specialists may intervene by visiting the child regularly, providing social services and mediating a solution between the family and the child.

Those who put children in danger, abandon them, neglect them, leave them without supervision, do not enroll them in school or register them upon their birth will be subject to a prison sentence or a fine. The law applies to all children up to the age of 18.

5. ROLES AND RESPONSIBILITIES

5.1 All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within the Centre who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

5.2 It is the role of the Child Protection Officer to ensure that all of the child protection procedures are followed within the Centre, and to make appropriate, timely referrals if practicable. If for any reason the Child Protection Officer (see cover sheet) is unavailable, the Deputy Child Protection Officer has been identified who will act in their absence (see cover sheet). Additionally, it is the role of the Child Protection Officer to ensure all staff employed including temporary staff and volunteers within the Centre are aware of the Centre's internal procedures, to advise staff and to offer support to those requiring this.

5.3 The Governing Body and Centre leadership team are responsible for ensuring that the Centre follows safe recruitment processes. As part of the Centres recruitment and vetting process, enhanced Disclosure and Barring Services (DBS), DfES List Vetting and Barring, and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children.

5.4 The role of the Nominated Governor for Child Protection is to ensure that the Centre has an effective policy, that the Guidelines are complied with and to support the Centre in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

5.5 The Child Protection Officer and the Manager provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

6. PROCEDURES

6.1 All action is taken in line with the following guidance; a) Local UAE Safeguarding Guidelines and Local UAE Child Protection Procedures, **the UAE Children's Rights – Federal law no 3**

A copy of these documents will have held by the Child Protection Officer/ in the policies folder of the centre

b) In line with the Centre's policy of modelling UK and the UAE best practice, "Safeguarding Children in Education" (DfES/0027/2004) <http://www.teachernet.gov.uk/wholeCentre/familyandcommunity/childprotectio n/>

c) "What to Do If You're Worried A Child Is Being Abused/neglected" (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department) - see Information for Professionals / National Guidance and Legislation

d) Working Together to Safeguard Children (2010, Department of Health) - see Information for Professionals / National Guidance and Legislation on government website.

6.2 Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the Centre who rarely work unsupervised, more usually working alongside members of the Centre staff. However, the Manager will ensure they are aware of the Centre's policy and the identity of the Child Protection Officer.

6.3 Any member of staff, volunteer or visitor to the Centre who receives a disclosure of abuse/neglect, an allegation or suspects that abuse/neglect may have occurred must report it immediately to the Child Protection Officer (see cover sheet) or in their absence, the Deputy Child Protection Officer (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

6.4 The Child Protection Officer or their Deputy will immediately refer cases of suspected abuse/neglect or allegations in accordance with the procedures outlined within this policy.

6.5 The Centre will always undertake to share an intention to refer a child with the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken.

6.6 A statement in the Centre brochure will inform parents about our Centre's duties and responsibilities under child protection procedures. Parents can obtain a copy of the Centre child protection policy on the CKELC website or request one directly from the Centre.

7. TRAINING AND SUPPORT

7.1 The Manager and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at three yearly intervals as set out in Safeguarding Children in Education (DfES 0027/2004).

7.2 The Centre will ensure that the Child Protection Officer also undertakes training and refresher training at two yearly intervals to keep knowledge and skills up to date Temporary staff and volunteers who work with children in the Centre will be made aware of the Centre's arrangements for child protection and their responsibilities.

7.3 Support will be available for staff from the Manager in the first instance, and from members of the Centre's leadership team where there are concerns about queries about child protection. All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook.

8. PROFESSIONAL CONFIDENTIALITY

8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Child Protection Officer and may require further investigation by appropriate authorities.

8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

9. RECORDS AND MONITORING

9.1 Well-kept records are essential to good child protection practice. Our Centre is clear about the need to record any concern held about a child or children within our Centre, the status of such records and when these records should be passed over to other agencies.

9.2 Any member of staff receiving a disclosure of abuse/neglect or noticing signs or indicators of abuse/neglect, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

9.3 These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place by the Child Protection Officer. In the same way notes must be kept of any pupil who is being monitored for child protection reasons.

9.4 If a pupil transfers from the Centre, these files (If required so), will be copied for the new establishment and forwarded to the pupil's new Centre marked confidential and for the attention of the receiving Centre's Child Protection Officer.

10. ATTENDANCE AT CHILD PROTECTION CONFERENCES

10.1 It is the responsibility of the Child Protection Officer to ensure that the Centre is represented or a report is submitted to any child protection conference called for children on their Centre roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the Centre has and be prepared to make decisions on registration at the end of the conference.

10.2 When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Child Protection Officer's responsibility to ensure that the child is monitored regarding their Centre attendance, welfare and presentation. **(This clause has been included as a part of the basic policy requirement and guidelines, however this clause is not being followed in our setting as it is not in conjunction with the regulatory requirement for CKELC from the law of the Land/ Regulatory Authorities in the UAE)**

11. SUPPORTING CHILDREN AT RISK

11.1 Our Centre recognises that children who are abused/neglected or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

11.2 This Centre may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at Centre their behaviour may still be challenging and defiant or they may be withdrawn.

11.3 This Centre will endeavour to support children through: a) The curriculum to encourage self-esteem and self-motivation. b) The Centre ethos which promotes a positive, supportive and secure environment and which gives all children and adults a sense of being respected and valued. c) The implementation of the Centre's behaviour management policies. d) A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but s/he is valued. e) Regular liaison with other professionals and agencies who support the children and their families. f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so. g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations. h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse/neglect so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse/neglect. i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse/neglect, children may also be vulnerable and in need of support or protection.

11.4 This policy should be considered alongside other related policies in the Centre. These are the policy for the management of children' behaviour (including our policy on physical intervention and our policy on bullying) and the health and safety policy, Usage of Mobile Phone policy, Children's Arrival and Departure Policy, failure to pick up a Child policy, Intimate Care and Toileting Policy, Transport/Bus policy

12. SAFE CENTRE, SAFE STAFF

12.1 It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse/neglect/neglect by parents are similarly displayed when members of staff are accused of abuse/neglect/neglect/neglect.

12.2 Only authorised agencies may investigate child abuse/neglect/neglect allegations (Currently, in Dubai this would mean the Police only). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

12.3 If for any reason it is decided that a referral is not appropriate, it will be necessary to address matters in accordance with the Centre's complaints/disciplinary procedures.

13. USE OF THE CENTRE PREMISES BY OTHER ORGANISATIONS

13.1 Where services or activities are provided separately by another body, using the Centre premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

14. WHISTLEBLOWING

14.1 We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

14.2 All staff are expected to fully comply, always, with the Centre's Professional Code of Conduct Policy.

14.3 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to a member of the Centre's Leadership Team.

14.4 If a member of staff has concerns about the conduct of a member of the Centre's Leadership Team (other than the Manager) they should contact the Director.

15. POLICY REVIEW

a) The Centre's Leadership Team is responsible for ensuring the annual review of this policy.

b) The Leadership Team is also responsible for ensuring that the list of key contacts is kept up to date.