

Child Protection and Safeguarding

Purpose

This policy sets out the approach, philosophy and procedures for protecting children from all kinds of maltreatment and harm whilst under the supervision and care of Little Haven Nursery. It ensures and standardises the support given to children, fostering children's feelings of security and confidence.

Definitions

Administration	The staff responsible for carrying out the administrative affairs of the EEI, such as the accountant, receptionist, administrator and Nurse
Child	A person under the age of 4 years, as per Federal Decree Law No (51) of 2022 Regulating Nurseries.
Child Protection	All measures, steps and actions taken to prevent, protect and support children from risks of maltreatment whilst they are under our care.
Child Protection Centre – Ministry of Interior (MOI-CPC)	An organizational unit housed at the Ministry of Interior that undertakes the role of developing and implementing initiatives and processes that aim to protect children living or visiting the UAE.
Child Protection Coordinator (CPC)	An appointed staff member at the EEI who is professionally trained and equipped with skills to act upon child protection concerns that arise within their EEI. The CPC is the key contact for staff and authorities where a concern is identified within the EEI. They should also be point of contact for the EEI to respond to emergencies, report to the CPU and other authorities involved, liaise with parents and provide on-going support to the child.
Child Protection Specialist (CPS)	The ADEK appointed person authorized and charged by the Abu Dhabi Judicial Department/Ministry of Community Development and ADEK to preserve the rights of the child within the CPS's powers, in accordance with Federal Decree Law No. (3) of 2016 Concerning Child Rights and bylaws.
Child Protection Team	Appointed members from within the EEI's senior staff, such as the CPC and Deputy CPC who are professionally trained and equipped with skills to act upon child protection concerns that arise within the EEI. They are the key contact for staff and authorities where a concern is identified within the EEI.
Child Protection Unit	The organisational unit at ADEK aimed at developing and implementing child protection mechanisms and measures for educational institutions under its regulatory jurisdiction, in line with Federal Decree Law No. (3) of 2016 Concerning Child Rights and bylaws. It is responsible for receiving and assessing child maltreatment concerns in line with the procedures detailed in the document.
Deputy Child Protection	The member of staff responsible for undertaking the duties of the CPC in case the latter is unavailable.



Coordinator (Deputy CPC)	
Duty of Care	The legal obligation of the EEI and its staff to take reasonable steps to ensure the safety and wellbeing of the children in their care. This includes taking appropriate precautions to prevent accidents and injuries, ensuring that the environment is safe and suitable for children and responding promptly to any incidents that occur. Duty of care at the EEI also includes providing appropriate supervision, support and care for the children and ensuring that the children's physical, emotional and developmental needs are met.
Early Education Institutions (EEIs)	All ADEK-licensed institutions that offer early years' services (E.g. nurseries).
Emotional Abuse	An act, whether consistent or inconsistent, used to make a child feel unloved, worthless and of no value and integrity, interfering with the child's positive mental and emotional development (ECA, 2024). Emotional abuse may include denying children opportunities to express their views, deliberately silencing them, or mocking what they say or how they communicate. It may also involve seeing or hearing maltreatment of another individual (child or person) as well as any form of bullying, or deliberately intimidating or frightening children.
Exploitation	Use of children in work or other activities for the benefit of others. This includes, but is not limited to, child labour and exploitation of children in prostitution or involvement in gangs, militia or military. These activities are to the detriment of the children's physical or mental health, education, moral, or social development (ECA, 2024).
Family Care Authority (FCA)	The FCA is an independent entity with full legal autonomy. It acts as the relevant authority and a single point of contact providing integrated services for all family-care beneficiaries in Abu Dhabi. It is an affiliate under the Department of Community Development (DCD) and is tasked with advancing the quality of life for families in Abu Dhabi.
Harm	The ill-treatment or the impairment of the health or development of the child.
Invited Visitor	Any individual visiting the EEI on a temporary basis to interact with children (e.g. photographers, bookfair staff, entertainers, visiting sports instructors, extra-curricular activity service providers).
Key Group	Known as 'Class' in more formal educational settings, it comprises a group of children, an EE Educator and any other members of the key team.
Key Team	The team of staff in a child's key group, whom they interact with daily and who take care of the physical, emotional and



	educational needs. Typically, this is the EE Educator and EE Aide.
Maltreatment	Any act or omission of an act (e.g. negligence) that would cause harm to the child and prevent their upbringing and development in a sounds, safe and healthy manner. This includes abuse, physical, emotional, sexual, neglect and exploitation.
Mandated Reported	A person who is required by law (Under Article 42 of Federal Decree Law No. (3) of 2016 Concerning Child Rights) to report any child maltreatment concerns to the Child Protection Specialist. This includes the educators in educational institutions or any adult on internal and external institution premises from which the child requests assistance in notifying the authorities (e.g. the Police, MOI-CPC, MoE, ESE and ADEK) about his/her suffering or any other child's suffering (ECA, 2024).
Neglect	Failure of a supervising parent or adult to provide the basic needs and rights of a child towards their physical safety, development and well-being, which may lead to a failure to thrive in the context of the resources reasonably available to the parent or adult and causes, or has a high probability of causing significant harm to the child's health and/or physical, social, educational, mental, spiritual or moral integrity (ECA, 2024).
Perpetrator	A person who engages in maltreatment, or who has been determined to cause , or knowingly allowed the maltreatment of a child.
Physical Abuse	An intentional physical act which results in, has high likelihood of resulting in, or poses a threat of resulting in immediate and/or long-term physical injury or harm to the child's health, survival and development (ECA, 2024).
Safeguarding	Protecting children from all kinds of risk of harm, including maltreatment and other types of risks that impact their overall health and development, well-being and safety.
Safety Concern Form	A form used to document the details of a case or a suspected case of child abuse or neglect.
Sexual Abuse	<p>Involvement of a child in sexual activity that they may or may not fully comprehend, or that violates the laws or social taboos of society.</p> <p>Child sexual abuse is evidenced by the activity between an adult and a child, or a child and a child, who by age or development is in a relationship of responsibility, trust or power. The intent of the activity is to gratify or satisfy the needs of the other person (ECA, 2024).</p> <p>Activities could also include practices that do not involve any physical contact, such as involving children in watching or producing pornographic material, watching sexual</p>

	practices or encouraging children to behave in inappropriate sexual ways.
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Policy Statement

Little Haven Nursery has developed and implements this Child Protection and Safeguarding Policy, which serves to identify and support children who are at risk of harm, as enforced by Federal Decree Law No. (3) of 2016 Concerning Child Rights, as enforced by 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 and other relevant UAE laws.

Little Haven Nursery shall comply with the provisions of this policy and all related Dama Al Aman policies, handbooks and guides.

This policy addresses and ensures the following;

- Little Haven Nursery's Duty of Care and Child Protection and Safeguarding Statement.
- Designated persons for Child Protection
- Procedures for handling suspected incidents of maltreatment
- Staff training and awareness
- Management responsibilities
- Visit rules
- Confidentiality

1. General Principles

1.1 Duty of Care

In line with Federal Decree Law No. (3) of 2016 Concerning Child Rights which protects children's rights to learn and play in a safe and secure environment, Little Haven Nursery has a legal duty of care to uphold and maintain the environment for the overall well-being of the children in our care.

1.2 Child Protection and Safeguarding Statement

All children in Abu Dhabi should feel safe and protected. They have the right to be protected from harm wherever they are and protecting them is everyone's responsibility. This policy aims to provide guidelines to respond to concerns of child maltreatment. It defines the steps, roles and responsibilities of all stakeholders in ensuring the protection of children, as stipulated in relevant national laws and policies.

This policy is based on 4 guiding principles;

The best interest of the child – Ensuring that the best interests of the child are prioritized in all procedures to safeguard their rights. All actions should ensure that the child’s right to safety and their on-going development should never be compromised. We will constantly evaluate the positive and negative consequences of actions and wherever possible discuss these with the child in an age appropriate way. We will also (if appropriate and safe to do so) consult with parents/guardians, before taking actions.

Equity and non-discrimination – We will ensure that all children receive appropriate care and support in their best interests, regardless of any individual characteristics, gender, age, socio-economic background, race, religion, ethnicity or disability.

Respecting the child’s privacy and confidentiality of information – All information ensures that the child and family’s privacy and confidentiality (both victim’s and perpetrator’s), documentation and storage of all information is maintained securely and primarily only shared with child protection officials. When information is shared, it is on a need-to-know basis and limited only to the information necessary to enable better protection.

Mandatory and timely reporting – All nursery staff are required (as per Federal Law No. 3 of 2016 on Child Rights). To adopt the principle of mandatory and timely reporting to the relevant authorities in case of disclosure, suspected maltreatment and identification of a child maltreatment concern that is identified within the nursery, its surroundings or during external activities organised by the nursery.

2. Designated Persons

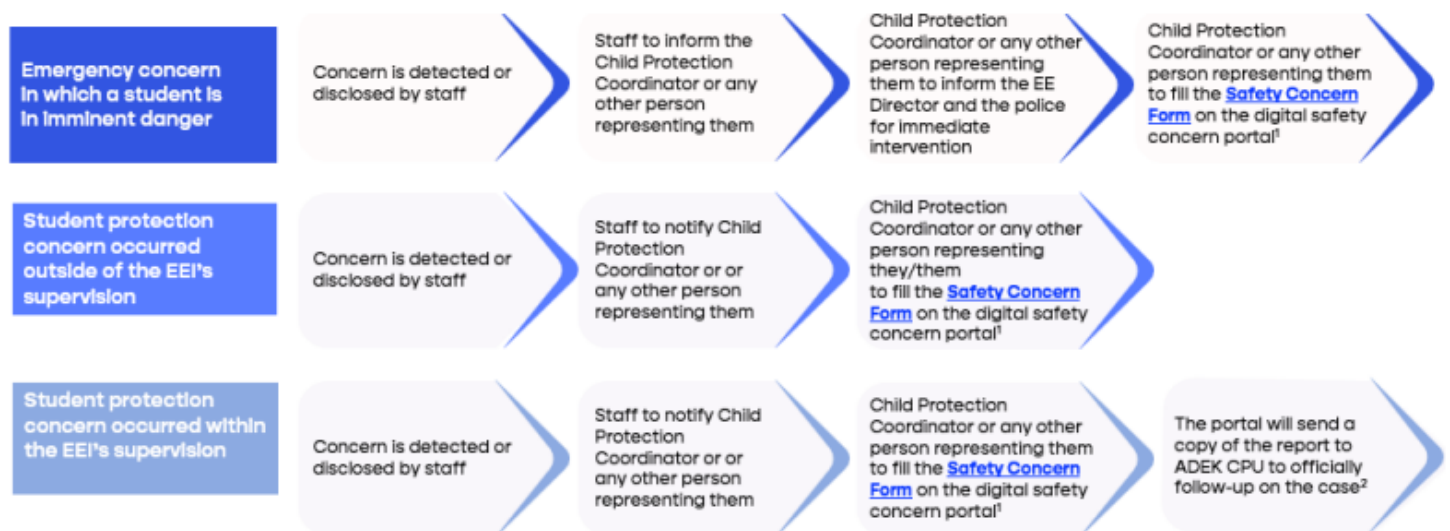
- a) Little Haven Nursery has an appointed Child Protection Coordinator (CPC) and Child Protection Team (CPT), these appointments are reported to ADEK annually.
- b) The CPC is responsible for case management within the nursery. There is a nominated delegate, in case the CPC is unavailable/unable to perform their duties, or is under suspicion of child maltreatment.
- c) The CPT is comprised of the CPC and the deputy CPC and the Nurse.
- d) Members of the CPT undergo ADEK – mandated training and are preferably senior members of staff.
- e) The CPC is the first point of contact when a case of maltreatment is identified. The CPC will also liaise with the ADEK Child Protection Specialist (CPS) to report the maltreatment concern case, in addition to taking on all mandated responsibilities issued by the CPS/CPU.

3. Procedures for Handling Suspected Incidents of Maltreatment

Little Haven Nursery has clear procedures for dealing with suspected or confirmed incidents of child maltreatment, in line with Federal Decree Law No. (3) of 2016 Concerning Child Rights. The below measures are mandatory and in line with the guide Handling Child Maltreatment Concerns within Nurseries (ECA, 2024) provided that no other legal provisions in this regard are violated.

- All staff – including any person who in performing their duties has regular or temporary contact with children and who provides services to children within Little Haven Nursery, are mandated by Federal Law No. (3) of 2016 Concerning Child Rights to report all cases of alleged, and/or suspected maltreatment (conducted by any alleged/suspected perpetrator inside or outside the Nursery) directly to the ADEK Child Protection Unit (CPU) within 24 hours upon suspicion.
- All concerns of maltreatment disclosed in the nursery should be notified to the CPC, or any other person representing them. In the case that the reported is unable to reach the CPC, or any other person representing them, or any other members of the CPT, or that it is not in the best interest of the child to inform the CPC, then they should inform the CPU at ADEK and or the FCA directly.
- Emergency cases, where the child is in imminent danger, must be reported without delay by the CPC to the Police (999) and the Nursery Director with a copy of the Safety Concern Form.
- All staff must follow the procedures outlined in Figure. 1 Safety Concern Referrals in Abu Dhabi within Nurseries (ECA, 2024).

Figure 1. Safety Concern Referrals in Abu Dhabi EEIs



- After submitting the [Safety Concern Form](#) on the digital safety concern portal, a copy of the report is automatically shared with FCA, ADEK CPU, and MoI CPC.
- For cases occurring within EEIs' supervision, the ADEK CPU will review the information first before referring to the FCA for case management. Note: The ADEK CPU will take the necessary procedures to follow-up on the cases after receiving the report.

Relevant contact details are as follows;

- Abu Dhabi Police: 999
- Family Care Authority (FCA): 800 444 icm@adfca.gov.ae
- MoE Child Protection Unit (CPU): 80085 cpu@moe.gov.ae
- Safety Concern Portal: <https://daasafetyconcern.abudhabi/>

EIs should contact the MoE CPU, which is the hotline for all reporting from where the request will be redirected to the ADEK CPU.

4. Staff Training and Awareness

Little Haven Nursery must train all staff on this policy and ensure that all staff are fully aware of and understand their responsibilities and obligations under this policy before their first day of work. Further to this Little Haven Nursery must have in place an on-going training mechanism to constantly ensure that staff are up to date on child protection and safeguarding procedures, including the below mandatory requirements:

- a) The CPC and deputy CPC have completed all child protection policy and safeguarding training as mandated by ADEK, including an affidavit attesting to upholding the highest ethical standards and code of conduct in the management of child maltreatment.
- b) All Little Haven Nursery staff must complete the ADEK-mandated child protection policy and safeguarding training and sign off that they have received training and understand their responsibilities.
- c) Little Haven Nursery 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.
- d) Volunteers also receive adequate induction and training on Little Haven Nursery's child protection and safeguarding measures and sign off on having read the policy.
- e) All invited visitors are also required to attest to having read and understood Little Haven Nursery's Child protection Policy.

5. Disciplinary Process

Should a member of Little Haven Nursery staff be alleged of child maltreatment then the following disciplinary process must be followed in line with the requirements of the Handling Child Maltreatment Concerns within Nurseries (ECA, 2024):

- Any allegation against any nursery personnel should be directly reported to the CPC, or any other person representing them.
- Any allegation against the CPC or any person representing them should be reported to the nursery manager.
- An internal investigation must be initiated and the alleged staff member should be placed on administrative leave whilst the case is under investigation.
- The investigation must be completed in collaboration with ADEK CPU.
- If the allegation is proved to be true, immediate action should be taken to report the case to the Abu Dhabi Police and terminate their employment.
- Strict confidentiality should be maintained at all stages of the internal investigation.
- If the allegation is unsubstantiated, the staff member may be reinstated with additional support and monitoring.
- A full report of the allegation and investigation must be documented

6. Management Responsibilities

Little Haven Nursery management must ensure that all staff are aware of and fully understand the child protection and safeguarding component within all of its policies and strive to implement the policies with determination, vigilance and sensitivity. Management must:

- a) Mandate that staff, volunteers or invited visitors are vetted and receive necessary clearances from the relevant local authorities before being allowed to interact within the nursery environment
- b) Develop and present a set of guidelines (within the Staff Handbook) which summarises and separates the child protection and safeguarding implications in each of the policies.
- c) Ensure that the following contact details are visibly displayed around the nursery:
 - Abu Dhabi police: 999
 - Family Care Authority (FCA): 800 444 icm@adfca.gov.ae
 - Moe Child Protection Unit (CPU): 800 85 cpu@moe.gov.ae

7. Visit Rules

All visitors to Little Haven nursery must sign the visitors' book at the front desk. This includes:

- Date, time and reason for visiting.
- Visitors must present their Emirates ID and this will be kept until the visitor exits the premises.
- A visitors' badge must be always worn.

Visits from parents, both registered and prospective must take place outside of pick-up and drop-off hours (between 8 am – 9.30 am and 3 pm – 4 pm).

All suppliers, workers or maintenance staff are only allowed to enter the nursery after operating hours. In case of an emergency, they must have the consent from the management before entering. In such cases they must always be accompanied by a member of the administration.

Contracted contractors must share their trade license and personnel ID's before conducting any work on the premises.

The following types of visits are prohibited during operational hours:

- Visits by individuals or companies that disrupt children's learning or interrupt the regular flow of nursery operations.
- Visits by individuals who are not parents of children enrolled or are not prospective parents.
- Visits by companies or vendors without prior scheduling or arrangements (e.g. salespeople) and/or arrangements with parents if their child is involved (e.g. in the case of birthday celebrations or special events).

8. Confidentiality

All staff of Little Haven Nursery must abide by the requirements of Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data to safeguard institutional data. The data (records, images, information etc.) of all children is protected in line with the below:

Safeguarding Child Protection Data

- Maltreatment case reports and children's data is kept strictly confidential, including any footage from surveillance systems.
- The identities of the concerned child, the alleged/suspected perpetrator and the person reporting the case must be kept confidential by all parties involved.
- The data shall be shared with authorised individuals from ADEK and the FCA and within investigative teams and the Abu Dhabi Judicial Department.
- Authorised individuals shall be strictly prohibited from discussing active or closed cases with the media, any third parties or other staff and/or unauthorised staff, except investigative and judicial authorities and those within legal responsibilities.
- Written records of child protection concerns shall be kept securely and separated from the main set of children's files.
- Copies of child protection records and/or records of concern are transferred accordingly (separate from children's files) when a child leaves the nursery.

Safeguarding Children's Personal Data

- Children's physical medical records and personal family details must be filed separately and kept in a locked cabinet, with access given only to the staff concerned, such as the Nurse or management.
- Staff are only to use the devices provided by the nursery (iPad's) to take photographs of children, regardless of the purpose they are used for (e.g. learning journals, observations, Parent app, social media). If the staff member is using their own device, it is only with prior consent from the management and after signing a confidentiality agreement.
- Children's pictures for marketing, social media and website publications are only used when parents have given prior consent. The consent forms must be signed by parents at the time of registration.
- iPad's are not to be removed from the nursery premises and always stored safely at the end of each day.
- The use of mobile phones is strictly prohibited during the time that staff are interacting with children.
- The rules regarding the use of mobile phones are clearly communicated to staff during induction and in the Staff Handbook.
- CCTV coverage and functionality is checked regularly by management and the maintenance provider to ensure that it is working and recording sufficiently.
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References

- Behaviour Management Policy
- Duty of Care Policy
- Emergency Management Policy
- Incident Management Policy
- Surveillance Policy
- Staffing Policy
- Student Protection Policy
- Dama Al Aman Student Protection Policy for Educational Institutions (ECA, 2024)
- Dama Al Aman Handling Child Maltreatment Guide within Nurseries (ECA, 2024)
- (DDA Child Protection Committee, 2024) Dama Al Aman Handbook for Nurseries
- Decree related to Federal Law No. (21) of 2021
- Federal Decree Law No. (21) of 2021
- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law)
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data
- Federal Decree Law No. (51) of 2022 Concerning Regulating Nurseries
- UAE Ministry of Education Regulatory Compliance Manual for Early Childhood Institutions (2020)
- UAE Ministerial Decision No. (1) for 1989 in Relation to Nurseries

Date Written: 6th May 2025