Safety, Security, Child Protection and Well Being

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5.1 Children and Staff Safety

Playhouse Nursery makes children's safety its first and foremost priority. Child protection laws and regulations in the Nursery are in accordance with UAE government laws, child protection agencies of the UAE, and MOE/ ADEK regulations and encompass the following:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up and learn in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

The Principle/ manager in the school takes lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They ensure that everyone in school (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times.

When new staff, volunteers or regular visitors join our school they are informed of the safety procedures in place and how to share concerns with them. Any member of staff, volunteer or visitor to the school who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred must report it immediately to the Principle/ Manager.

All staff members receive child protection training which is regularly updated and in line with UAE government laws, child protection agencies of the UAE, and MOE/ ADEK regulations

In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

For the safety of the children as well as the staff the Nursery has installed a CCTV system that covers the school and records footage for a minimum of up to 30 days.

Staff Conduct

- All staff members are made aware of the boundaries of appropriate behavior and conduct. Any form of child abuse committed by the staff verbal or otherwise will lead to immediate dismissal and if necessary reporting to the proper authorities.

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The four main types of abuse referred to in Keeping Children Safe in Education are:

• Physical

• Emotional

• Sexual

• Neglect

Our school is aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection.

Children with special educational needs and disabilities

Our school understands that children with special educational needs (SEN) and disabilities can face additional challenges. Additional barriers can exist when recognizing abuse and neglect in this group of children. This can include:

• Assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration;

• Children with SEN and disabilities can be disproportionally impacted by things like bullying without outwardly showing any signs;

• Communication barriers and difficulties in overcoming these barriers

5.3 Fire Protection

All staff at Playhouse receive fire drill training in-house and follow the evacuation procedures as listed below.

In the event of an emergency evacuation please do the following:

1- All teachers/ assistants must take their class and escort them to the Assembly Area (outside the main gate).

2- Teachers/ assistants must take their emergency packets downstairs and once in the assembly area double check the presence of each student. They will then signify all clear with a thumbs-up and missing with a thumbs down to the ground floor supervisor.

3- Teachers/ assistants should immediately leave the building with their students as soon as they hear the alarm go off. They should not wait for students that are in another area of the school.

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- Corporal punishment is not allowed at Playhouse and will lead to verbal or written warnings and if it continues will end in dismissal of a staff member.

Our staff's safety is also a top priority therefore they receive regular training in safety issues regarding their job in accordance with UAE laws and Playhouse Nursery regulations.

5.2 Child Protection

The UAE gives top priority to children's care and development. At the federal level, Ministry of Interior and Ministry of Community Development undertake protection of children.

Social Care and Minors Affairs Foundation in Abu Dhabi and Awqaf and Minors Affairs Foundation in Dubai support the federal entities in ensuring the well-being of minors. The UAE has initiated Wadeema's Law and several regulations and initiatives to support this.

Wadeema's Law

Federal Law No. 3 of 2016 concerning child rights, also known as Wadeema's Law, 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 abuses.

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. (www.government.ae)

Abuse is considered as the 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 others (e.g. via the internet). They may be abused by an adult or adults or another child or children"

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Role of Fire Warden

- The receptionist on the ground floor should take the main emergency packet off the wall, open both glass doors and prop open the gate. She will stand in the assembly area to control the students as they arrive.

- The Fire Warden on the 1st floor will open the gate and direct the students and staff to the nearest exit and after doing a sweep of the 1st floor be the last to leave.

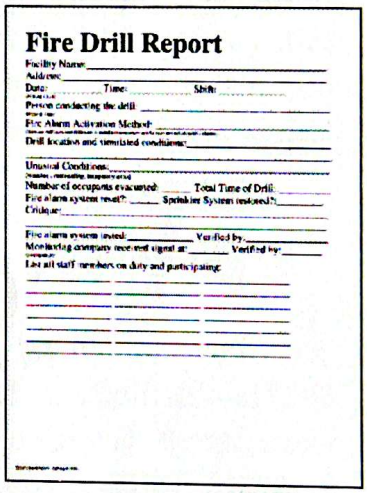
- The Fire Warden on the ground floor (Principle) will be the last to leave. She will make a final sweep of the playroom, cafeteria, bathroom, office, and playgrounds on the ground floor. If necessary she will also help in evacuating the toddlers who are unable to walk.

Attendance will be given to the wardens once everyone has cleared the building.

*No one will return inside the building for any reason!

*During daytime classes the 2nd floor is always closed off and locked with a safety gate, and as such no need for any staff members to go to the last floor.

After each fire drill a written report will be filed for later referral.


Fire Drill Report

Fire drills will be carried out at least 4 times a year with the participation of all staff and students. Cooperation with the fire department will vary as needed.

5.4 Child Supervision

Children of all ages must be under the constant supervision at Playhouse Nursery. As such the Nursery follows the ADEK ascribed regulations of child to adult ratio (refer to **4.8 Staff/ Child Ratios)**

5.5 Behavior Management

Here at Playhouse we believe that behavior is learnt, we can therefore teach children to be kind through staff acting as positive role models. The way this is encouraged is through planning, resources and play.
In order to achieve our aims we will:
• Provide and age appropriate environment with stimulating activities, using observations in our planning.
• Ensure that the environment is safe, attractive, welcoming, inviting, and include

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activities for children that focus on their interests and their choices.
• Encourage good communication between staff to ensure the smooth running of sessions.

Adults are expected to provide positive role models to children at all times, i.e. turn taking, sharing and general social skills. This is the way staff communicates with each other and with the children in their care.
Alongside parents/carers we will have a consistent, calm and friendly approach when dealing with undesirable behavior.

We offer an open door policy to all parents/carers in which they can discuss any issue or concern in confidence or private with the key person or management team. To enable us to have clear consistent communication with parents/carers notice boards, daily reports, newsletters, parent/carer evenings and events days are also provided. We will also take into consideration the strategies used at home to deal with undesirable behavior in line with our nursery policy as well as UAE laws.

Managing Inappropriate Behavior

Staff should never use any form of physical punishment, restraint, or humiliation when dealing with undesirable behavior. This is against Playhouse policies and UAE laws. Such acts will be dealt with severely and result in the dismissal of staff. (refer to 5.1). Staff have to ensure that the children are aware that hurting their friends or making unkind comments towards them is not acceptable.

Whilst in the nursery, staff should use a gentle, calm tone, and child friendly and age appropriate language when dealing with undesirable behavior. Always keep calm; never show that undesirable behavior has had any impact on you. Always make sure that when discussing undesirable behavior that you go down to the child's level. An explanation of why the behavior was inappropriate should always be given in clear, age appropriate manner. Please be discreet and if other children are trying to listen to the conversation, gently encourage them to do something else or ask a member of staff to distract them. Ensure that you remember that the behavior is to blame and not the child.

Our approach is to give praise to toddlers in order to promote positive behavior rather than blaming the other child whose behavior was deemed to be unacceptable. On occasion it may be necessary to separate children from one another or if there is a

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situation where there is a risk of them causing the other/each other harm. If this has been necessary we will inform the parent/carer at pick up. In situations where the children are causing each other distress i.e. over a particular toy, they may be encouraged to take turns or be distracted with another activity or toy.

No child/children should be sent to the book corner or a particular area in the room to be used as punishment. Staff must refrain from suggesting that a child will be sent to another playroom, if their negative behavior continues. Treats must not be withheld or exchanged for something else, in order to make a child behave. The nursery has a no time out policy.

Staff must be discreet when communicating incidents of challenging behavior to other staff. When relaying to a parent a behavior incident remember this should be done discreetly away from others. Where possible we allow the children to sort out disagreements themselves and reach a solution by talking and compromising. If your child displays undesirable physical behavior it will be noted in the incident book. This is used for records of any form of undesirable physical behavior that occurs during the day and may show a pattern or trigger which provokes the child's negative behavior, helping the staff to put strategies into place.

All incidents will be recorded in the daily incident log and kept confidentially in the office. The right to share the information filed in this book with the parents is at the discretion of the Principle/ manager and in accordance with Playhouse policies and UAE laws.

Special Educational Needs

If a child has a special educational need and if there is also issues with their behavior we will work closely with parents/carers, and outside agencies to come up with strategies to help with the situation.

Bullying

Our approach to bullying is the same as the approach to any other unacceptable behavior in that we will give the child a clear explanation of why we feel what he/she is doing is wrong. Discussion will take place with all children involved and this will also include parent/carers.

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5.6 Inclusive Early Childhood Education and Care (Children with Determination)

Students with Special Educational Needs or SEN are students that face any number of psychological or physical challenges and as such are in need of Individual Educational Plans or IEPS. Playhouse nursery follows the steps below to ensure that all SEN students receive the attention that they deserve.

1- The students must be evaluated by a certified medical or psychological body within the UAE regardless of any other evaluations that have taken place outside the country.
2- Certified papers must be turned over to the Nursery to provide the staff with the necessary information on how to work with the student.
3- A detailed IEP will be created for the student in cooperation with any outside organizations that might be working with the child.
4- After the creation of the IEP all primary carers (teachers, staff, family, shadow teachers…) will have a joint meeting to add their input to the IEP.
5- Meetings will be held on a termly basis and/ or whenever deemed necessary by the Nursery or family.
6- Any shadow teachers that are with the child must be certified by the family through MOE/ ADEK.
7- Parents must provide equipment for children with physical disabilities as the Nursery will not provide them.

All SEN students are considered a part of their class and at no time will they be separated from the group due to their special abilities. Also refer to **5.2 Child Protection and 5.5 Behavior Management** for further instructions on dealing with SEN students.

5.7 Security Video Surveillance (CCTV)

Playhouse Nursery has a wide range of CCTV cameras placed throughout the Nursery for the safety and well-being of the children and staff. The footage of these cameras are uploaded and saved to a server for a minimum of 30 days, as per ADEK regulations.

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Footage of the cameras are available to parents at reception during working hours and can be seen through the reception's TV area. If parents wish to see the footage of a certain time, they must put an official request through to management.

Incidents

Should accidents or incidents take place, the footage will be made available to parents and management for review. If necessary it will also be made available to law enforcement agencies and organizations related to MOE; i.e. child protection agencies, ADEK, police, fire department…

Also per Playhouse's internal policies any members from our mother company Hadeed Emirates Contracting that wish to see footage from the CCTVs will do so at the discretion of the Owner/ Manager.

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