

Winsome Tots

Nursery

Health Safety and Wellbeing Policy

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Child Protection and Safeguarding Policy Summary

Statement of intent

We at WTN ensure to provide a safe and welcoming environment for children. An environment where children are respected and valued. We take all necessary measures to ensure that children are safe and protected against risks inside the nursery or during outings, and that all staff are fully aware of the safety and security requirements and procedures. We are alert to the signs of abuse. Protecting children is everyone's responsibility at our school. We have procedures to ensure that children receive the best support physically and emotionally.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

Winsome Tots Nursery uses the National Childcare Standards of the UAE as well as the UK Welfare Standards to ensure the highest standards of health and safety are met at all times.

The health and safety of our community is of the utmost importance to us and so we have in place strict policies and procedures for

- Staff Training
- Security Systems
- Handwashing
- nappy changing
- dealing with illness
- sanitization of the environment
- Fire Evacuation

Safety

Staff Training

- We Ensure that our staffs are competent enough to carry out health and safety responsibilities.
- All our staff receive continues health and safety training and regularly update their knowledge and understanding of health safety policies and procedures.

- Induction training programs for staff on health and safety procedures.
- We ensure all staff employed have been checked for criminal records
- First contact should any accident / incident occur

Centre Manager

- *To report an accident or illness*
- *To receive training/retraining*
- *To seek advice on first aid/ fire drills.*
- *To discuss staffing policies*

Safety and Security

- Systems are in place for the safe arrival and departure of children. Staff, volunteers and visitors are monitored and recorded.
- We have security system in place to avoid unauthorized access to our premises and to prevent children from leaving our premises unnoticed.
- Posters regarding necessary health and safety information are posted in and around the school.
- We have risk assessment and Action plan documents for hazards and risks management indoors and outdoors. And which are Checked and updated Daily, weekly and termly.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Doors and windows are made from materials that prevent accidental breakage and also secured so that children cannot climb through them or their fingers being trapped in door.
- Kitchen access to our children is taken care
- There are separate facilities for hand washing and washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- All electrical/gas equipment conforms to safety requirements and is checked regularly and children are taught not to touch them.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Our outdoor area is walled and all our outdoor activities are supervised at all times
- Our outdoor area is checked for safety and cleared of rubbish before it is used. The sand pit is covered when not in use.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through activities we provide and the routines we follow.
- The layout of play equipment of both indoor and outdoor allows adults and children to move safely and freely between.

Classroom and children safety

- Teacher is responsible for the welfare and safety of the students of her class. In order to ensure their safety, the children must be supervised at all times.
- The teacher at no point of time can leave her children in the class unsupervised including during snack time.
- At no point in time should any child be forced to do an activity/writing/coloring etc.
- Harsh reprimands or punishments are strictly not permitted.
- The teacher will be responsible for the maintenance of equipment she uses. All equipment's including the teaching aids used have to be cleaned with the help of support staff regularly.
- Regular checks must be carried out to inspect broken parts and all replacement should be

informed to the co-coordinator immediately.

- The teacher must always be on the lookout for sharp corners, protruding objects like window stopper etc.
- Children must be made to wash their hands with soap before snacks. Be aware of children who may have food allergy or skin allergy.
- Children should always be escorted with the support staff every time they wish to use the toilet.
- No child should be asked to switch on or switch off the lights or fans.
- No board pins should be kept within the reach of children and also look for fallen pins as they may hurt children.
- Store all staplers, rulers, scissors and other objects safely and out of reach in the art room. When the class is over, the teacher must keep all the equipment's (toys, books, teaching aids etc.) safely in storage cabinets.

Outdoor Play

The outdoor play area is used daily regardless of weather conditions as far as reasonably possible.

- Every group has been allocated sometime to use the play area, but these are flexible.
- As part of setting up the outdoor play area, staff has to carry out safety checks to protect the children from any dangers.
- In addition, we carry out quarterly risk assessments which include the outdoor play area to ensure it remains safe for the children to use.
- All the children have free play most of the time using all the equipment, while the staff supervise closely to encourage children's play and to allow children to take risks safely.

Health and Safety Training

All staff have to undertake basic health and safety training every two years. Reviewing Fire safety in the campus, Safe food handling, and First aid in an emergency, Infection control, daily health and safety checks, door security and other safety procedures.

Policy on Handing Over of Children

- Only the parent(s) or guardians identified and authorised by the parents can pick up a child.
- The child's folder should have a list of other authorized persons with their photographs and the parent's consent and signature against each such person.
- Under no circumstances can a child be released to anyone not on the signed form.
- Photo bearer cards are issued at the start of the session to all people authorised to pick up a child. Staff to ask for this card every time the child is dispersed and verify that the photograph on the card matches the person taking away the child.
- Staff to call the parents if the person who has come to pick up the child fails to show their bearer card.

Hygiene

We have a daily cleaning routine for the nursery.

- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. providing tissues and wipes.

Food and Drink

- Staff that prepares and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.

- All food and drink is stored appropriately.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Field Trips

Regarding field trips we have safety systems:

We arrange many field trips to local facilities so the children can develop life skills such as crossing the road, being aware of strangers and being alert

- A risk assessment is carried out before an outing takes place
- Parents always sign consent forms before any major outings.
- Our teacher to child ratio is high and children are assigned to individual staff to ensure each child is individually supervised.
- The ratio of child/teacher and child/adult will vary according to the nature of the activity, so as to ensure the adequate safety of the students involved, the ratio will be increased by 30% to the classroom ratio.
- Parents will be included as volunteers in field trips.
- Parents who are in continuous trainings with us in safety and well-being of children will only be included as volunteers.
- Permission for children to take part in such activities in the Nursery campus is automatic as part of the WTN's contract to look after the child. If parents do not wish their child take part in field trips outside the campus, then they can mention it in the Field Trip Permission form and keep the child at home on that particular day.

Fire Drills

- Our emergency evacuation procedures approved by Fire safety officer is clearly displayed in the premises and practiced regularly.

Fire Emergency Procedure

- All staff are aware of their specific responsibilities, fire exit routes, location of and how to use the firefighting equipment and the assembly point.
- Fire drills are carried out every quarter to ensure all adults and children are familiar with what to do in the event of a fire or any other emergency

First Aid

- Teachers are preferred to have a pediatric first aid (PFA) certificate to register and must continue to hold this at all times that they are registered.
- At least one person who has a current pediatric first aid (PFA) certificate will be on the premises and available at all times when children are present.

First Aid Kit

- Our first aid kit complies with the health and safety (First Aid) regulations.
- We have accident and incident record to record accidents to analyze.

First Aid Equipment

- The designated member of our staff checks the supplies of the first aid boxes on a weekly basis.
- Expired medicines to be discarded and restocked, promptly.
- One first aid box should be located in a shelf of a closet in the front office closet.
- An additional first aid kit must be available at the centre and to be taken on all field trips including nature walks.
- First aid can be administered by any staff trained in first aid.

Contents of First Aid Kit:

1. Gauze bandages
2. Scissors
3. Band-Aids
4. Triangular bandage
5. Cotton
6. Thermometer
7. Rubber gloves (next to box)
8. Instant Ice Packs (freezer)
9. Tweezers
10. CPR face mask

Emergency Care Policy

Emergency Telephone Numbers (Sticker) will be displayed.

Risk assessments

WTN has identified the main risks associated with the pre-school operations under the following areas:

Classrooms, outside play area, field trips, pantry, doorways and students.

We have created model risk assessments in these areas which will be reviewed quarterly.

Injury, Prevention Plan

1. Conduct daily safety checks of the centre. The centre manager will check and examine all equipment, electrical points and toys in the rooms and outdoor playground. Sharp edges should be blunted out.
2. A record should be maintained of any unusual or serious incidents including but not limited to behavioural incidents, accidents, property destruction or emergencies. These reports must be reviewed each month.
3. Parents should be given a written accident document informing them of any injuries. Parents and staff must sign the document and then file it in children's folder. The written form must be given to parents at pick up time on the same day as the injury.

Universal Health Care Precautions

Wash your hands (for all teaching and non-teaching staff)

- On arrival for the day
- After using the toilet (for self or for helping a child)
- After changing diapers
- After handling any bodily fluids runny nose, phlegm, vomit, etc.
- Before meals and snacks
- Before preparing or serving food.
- After water or sand play
- After handling pets, animals or any surface or equipment that may have been contaminated by their contact of animals
- After gardening
- Before and after administering medication
- After handling garbage or cleaning
- Before leaving the centre (recommended)

Latex gloves must be worn when:

- Helping a child use the toilet
- There is contact with blood, vomit, nose discharge, etc.
- Surfaces that have been contaminated have to be cleaned.
- Hands must be washed after removing these gloves.

Use disinfectant to:

- Sanitize all table surfaces before and after snack/lunch time
- Sanitize toys/objects used by children weekly.

9. Transport Policy

Perhaps one of the safest modes of transportation for school children is school bus. Parents trust that their child will be safe in the bus. Hence, school bus safety is something which we cannot and should not ignore.

School buses are one of the most popular and safest means of transportation for school children. But, accidents happen and school authorities need to be very careful to ensure a smooth and safe drive for their school children.

10.1 Guidelines for school van/ bus

The head of the school will be held responsible if the guidelines are not followed. School also must provide

one mobile phone inside the bus which can be used during an emergency. We will discuss the guidelines for the following aspects.

- ❖ Hiring a driver & qualities of a good driver.
- ❖ Maintain quality buses.
- ❖ School Bus safety rules.
- ❖ Advantages of having GPS tracking.
- ❖ Mock Drills.

10.2 Hiring a Driver & qualities of a good driver

- ❖ Valid License to drive with thorough background check.
- ❖ Experience in driving school buses – an additional advantage.
- ❖ Drivers must drive at a designated speed only and take the designated routes.
- ❖ Drivers should not use mobile phones while driving.
- ❖ They should not interact with students and bus staff beyond a limit.
- ❖ They must wait for the children to get up or down the bus.
- ❖ Whenever they back the bus, they must ensure that there are no children walking or running on the way.
- ❖ When they reach the school zone, they should be more careful as there might be children. They should slow down and drive very carefully.
- ❖ The drivers should be medically fit.
- ❖ Drivers should know the traffic rules & safety procedures.

10.3 Maintain quality of Buses

WTN outsources buses. We ensure that the buses are of comparable quality.

- ❖ All the school vans must fit the vehicles with closed circuit television cameras (CCTVs), GPS systems, sirens and grills on windows.
- ❖ The GPS and CCTV arrangement is compulsory in each school bus and should be in working condition always.
- ❖ The vehicle cannot have curtains or films on the windows.
- ❖ The vehicle should have fire extinguisher & emergency exit window.
- ❖ The school bus should be serviced for quality on regular basis.

School van/bus safety rules

Sometimes, accidents occur due to carelessness of children, which can be avoided if children and parents know bus safety rules. Here are a few safety rules which will be handed over to parents.

Getting on the bus/van safely

- ❖ Always be at the bus stop 5 minutes before its arrival time to avoid mishaps.
- ❖ Never run towards the bus. Wait for the bus to stop.
- ❖ Wait in a queue to get on board. Never push other children to get inside.
- ❖ Let the younger children board the bus first.
- ❖ Always stay away from rear wheels of the bus.

Riding the bus safely

A well-trained lady attender will be accompanying children in the bus to

- ❖ Make the children sit properly, facing forward.
- ❖ Place the bag under the seat or on the lap. Not to keep anything on the aisle.
- ❖ Do not let the children take their head to peep outside. Also, let them keep their hands and arms inside.
- ❖ Do not throw anything inside or outside the bus.
- ❖ The children should not shout/ fight in the bus as the driver will not be able to concentrate on the road.
- ❖ The children must follow the bus driver/ attendant's instruction carefully.

Getting down the bus safely

- ❖ The children must keep sitting until the bus stops completely.
- ❖ Do not let the children push; guide them to get down one after the other.
- ❖ Before getting down, let the attendant keep her eyes on the road to check on passing vehicles.
- ❖ Support staff will help children to get down from the bus.
- ❖ After getting down the bus, let the children step aside and walk to the gate of the school. The children should not stand near the bus as the driver might not be able to see them.
- ❖ Parents should wait for their children at the same side of the street the bus stop.

Other safety measures

- ❖ Whenever the bus stops at a bus stop, the helper should get down first and then let/ help the child to get down. Once all the children get down, then only they should board the bus again.
- ❖ There will be a first – aid kit on the bus. And the helper/teacher knows how to give first aid.
- ❖ Buses should not be over-crowded. The number of passengers in the bus should not be more than the seating capacity. One seat per child is the seating ratio.
- ❖ The doors of the bus should be closed while it is moving.
- ❖ Buses should be parked inside/near the school gate while boarding and deboarding.

GPS tracking for a safer drive

GPS or Geo Positioning System is a safety measure to ensure better safety of children. It can determine location, time, speed, trip distance, distance to destination, etc. It helps in more ways than we can think.

- ❖ Parents can track where their child is, thus eliminating uncertainty. Parents can be assured that their children will not get lost as they can track them through RFID tags. (*RFID tagging is an ID system that uses small radio frequency identification devices for identification and tracking purposes*)
- ❖ During emergency situations, drivers can use GPS software to find the nearest police station, hospital, garage, etc.
- ❖ When the bus is on the road, it is under constant surveillance of the school, thus the concerned authorities know the speed of the bus and how it is being managed.
- ❖ A parent gets notified when the bus is about to reach their designated bus stop.
- ❖ Alerts are sent to parents and concerned authorities for any updated information, such as student medical issues or any change in school bus routes and travel restrictions.
- ❖ Mock evacuation drills are conducted for all children who use school buses so that they know where emergency exits are and how to use them.

Photographs policy and Parental permission

1. At the WTN we do take photos of the children at play within the Nursery which are then displayed in the entrance area to give parents an idea of what the children have been up to at the Nursery over the last few weeks.
2. When new photos replace those in the entrance, the old photos are then kept in an album or shared

with the parents. Most can be displayed throughout the Nursery at the child's height so that the children can take pride in seeing themselves at play, while others can be used as evidence in children's Personal Achievement Reports.

3. All photos are displayed on a rotational basis to make sure they remain current. Eventually, the photos will form part of a child's personal photo album when the time comes for them to leave our Nursery.
4. Permission for the children to have their photo taken and displayed within the Nursery's social Media page only is automatic as part of the Winsome Tots Nursery's contract to look after the child. If parents do not wish their child to have their photo taken, then we will ensure their child is always out of the photograph.
5. If we were to use a photo for external marketing purposes, then specific permission will be obtained from the parents of the children in the photo for that photograph only. If parents do not give their permission, then the photo may still be used with their child blacked out.
6. Sometimes parents attend some special events at the Nursery and take photos and videos with their own cameras. We explain that any photos they take can only be used in their family and must not be put on the internet.

Sickness

- Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorized adults-
- If a child becomes ill while in the Nursery, the parent or authorized person will be contacted immediately and asked to pick up the child. We ensure to record any important information regarding the sickness and share with the parents, without delay.
- Parents give prior written permission for the administration of medication. This states the name of the child, name of the parent(s), date the medication starts, name of the medication, the dose and times, or how and when the medication is to be administered.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- We do not provide care for children, *who may be* unwell, have
 - Severe cold and fever, sneezing, runny nose and coughing.
 - Conjunctivitis
 - Bronchitis
 - Unexplained rashes
 - Diarrhoea
 - Vomiting
 - Any contagious disease
 - An infection (ear, eye, throat, stomach etc.) for which the child has been prescribed an antibiotic for. The child may not be brought to Nursery until he/she has been on the medication for at least 24 hours..

- If a child exhibits any symptoms of an infectious disease, the centre will ask the parent to take the child back home, immediately.

Individual Health Care Plan for Children with Chronic Illness:

- 1)** If a child suffers from a chronic medical condition or Allergy, that has been diagnosed by a licensed health care practitioner, we have an individual health care plan for the child. This will be kept along with the child's other records. The plan will include the following:
 - ✓ Description of the chronic condition or Allergy
 - ✓ Description of the symptoms
 - ✓ Details of any medical treatment that may be necessary while the child is in our care
 - ✓ Details of potential consequences to the child's health if the treatment is not administered
 - ✓ Details of the training required for the staff to give the treatment
 - ✓ Details of who will give the training (the physician or the parents with the physician's written consent)
- 2)** The concerned teacher should make a reasonable attempt to contact the parents prior to administering any unanticipated medication or treatment for any non-life-threatening situation that may arise. If the parents cannot be reached in advance, then contact has to be established as soon as possible after the treatment.
- 3)** The Nursery will document all medication and treatment given to the child in the child's medication and treatment log.
- 4)** In case of Allergy, teacher will not allow the child to take part in any food-related tastings/activities and the child has to be taken out of the class for the duration of the activity/event
- 5)** This plan needs to be updated every year, or in response to any changes in treatment of the allergen
- 6)** The written parental consent for all of the above will be valid for one year.
- 7)** We have tie up with the closest clinic, in case of emergency the clinic professionals will be contacted.
- 8)** The professionals/ clinic contact numbers will be put up in good visible areas.

Medication for Short Term Illness

- The setting will administer only those medications that have been ordered by the child's health care practitioner in a formal prescription on the doctor's letterhead.
- For any other oral non-prescription medications, a written consent from both the parent and the health care practitioner's authorization has to be submitted to the school before the teacher can administer the drug to the child.
- The teachers must not administer any medication contrary to the directions on the original container, unless authorized in writing by the child's physician. Any medications without clear instructions on the container must be administered only in accordance with a written physician's descriptive order.
- All medications must be kept out of the reach of children and under proper conditions for sanitation, storage, security and safety. This pertains to both the time when the child is in the school premise and during the transportation of the child to and from school. (Medications will be kept in a locked cabinet or refrigerator, if required) Medications will be stored away from food and toxic materials.
- All unused medication will be returned to the parent directly. If this is not possible, the centre must discard the medication.
- The Nursery must maintain a written record of the administration of the medication, including the name of the medication, the dosage, the time and the method of administration and who administered it.
- Topical medication (not for open wounds or broken skin) can be applied without the parent's written permission. Logging is not required for this topical medication. However, teachers must let the parent know when it has been applied, informally.
- Parent consent must be renewed weekly with dosage, times, days and purpose. Logging will be implemented to keep track.

Day Care

In accordance with the National Standards for Day Care, we keep records of:

- Adults: children life threatening allergies and need adrenaline injector
- Names and addresses of all staff on the premises, including temporary staff who work with the

- children or who have substantial access to them.
- Names and addresses of the owners.
- All records relating to the staff's employment within the setting, including application forms, references.
- Names, addresses and telephone numbers of parents and adults authorized to collect children from school
- Names, addresses and telephone numbers of emergency contact in case of children's illness or accident.
- The allergies, dietary requirements and illnesses of individual.

Sleeping children

- A member of staff in sits with the children while they are sleeping after lunch to ensure they are safe. During the sleep/rest period, they sooth the children to sleep and help any child who needs to go to the toilet.
- In addition, for the older children who do not sleep, they encourage the children to talk quietly and prepare activities for them to challenge their learning.
- Sometimes a child, regardless of their age may want to sleep during the school hours. We accommodate this for the children by making a bed for them in one of the rooms where they can sleep. The child is carefully monitored by the staff to ensure they are not left alone. When the child wakes up they can rejoin the activities.

Safeguarding

Safeguarding children is everyone's responsibility. Everyone who comes in contact with children and families has a role to play.

Winsome Tot Nursery is dedicated to safeguarding all children in their care by ensuring they are being protected and feel safe and secure at all times in all our settings. We achieve this through a number of sub – sections which follow:

- Child Protection.
- Suitable people/ staffing policies
- Health
- Food and Drink
- Positive Behavior Management
- Safety and Suitability of Premises, Environment and Equipment
- Special educational Needs
- Information and Records

The Center Manager ensures the following in the Nursery:

1. General guidance, advice and training are given to staff on a day-to-day basis if needed.

2. The Centre Manager are fully aware of any safeguarding concerns as they occur and to be updated throughout.
3. Children's information and records are complete and up to date.
4. To liaise with the local authority designated officer for women and children.

Our duty to protect the children in our care and towards Safer Recruitment

5. It is our responsibility to report any suspicions of child abuse to the local authorities and follow guidance detailed. Any allegations (and actions taken) within 24 hours of serious harm or abuse by any person living, working or looking after children in the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) to be reported to child safeguarding authorities.
6. When recruiting new staff (police verification done), we take every precaution to ensure the person is suitable and safe to work with children. We obtain signed declaration forms from the new staff on any known medical conditions, alcohol or drug use. As part of the induction process, the new staff will be given a hand out on 'child protection and what to do when they have a concern' to ensure they start well.
7. In addition, staff in the setting need to be aware that children with additional needs and/or disabilities can be particularly vulnerable. This may arise from the child's possible difficulty in communicating their concerns. Staff should, therefore, be aware of children's individual needs when considering child protection issues. **(read to our intimate care policy further)**
8. Staff reference Manual to help understanding:

Common signs of child abuse in Early Years

PHYSICAL	NEGLECT
❖ Bruising in unusual places, as grip marks or in regular shapes e.g. shoes. They may be in various stages of healing.	❖ Unwashed, unfed, undernourished, poorly dressed, unsuitable clothing for weather or not the right size.
❖ Cigarette or other burns	❖ Basic needs not met i.e. not taken to the dentist, doctor or optician.
❖ Recurrent aches, pains or injuries. The frequency is relevant.	❖ Illness do not go away.

❖ The child pulling away from affection as it may hurt their injuries	❖ Lots of bruises as they are not being suitably supervised.
❖ Behavior may change	❖ Withdrawn behavior
❖ Extreme signs of violence	❖ Denying a child their development i.e. treating them like a baby when they are pre – school age.
❖ Full or partial female genital mutilation	

SEXUAL	EMOTIONAL
❖ Withdrawn or bullish behavior.	❖ Withdrawn behavior. Child has low self-esteem.
❖ Regressive behavior e.g. bed wetting.	❖ Child becomes unusually emotional or crying.
❖ Inappropriate sexual language and behavior for a child.	❖ Child does not join in activities.
❖ Play with themselves sexually.	❖ Lack of interaction between parent and child.
❖ Catching a sexually related illness.	❖ Child says ‘mummy doesn’t like me’
❖ Children saying things that they heard or saw online.	❖ Child becomes over attached to one teacher.

- If a child discloses any information regarding abuse, the staff are to remain calm, listen, communicate at an appropriate level, ensure their reaction is ‘positive’ and praise them for speaking up. They must not probe for answers, make assumptions, say anything negative, say it’s a secret or delay in reporting it.
- Staff must deliver any personal care in accordance with Winsome Tots’ policy and procedures, ensuring privacy for the child as much as possible, but at the same time ensuring they can be witnessed with the children e.g. leaving a door open.
- Staff must keep other staff informed of their movements, particularly when delivering personal care, and keep records of all personal care in writing.

- As children develop, they should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practical. Staff must never have their mobile phone on when with the children.
- Staff must maintain professional boundaries and be open and transparent in their behavior. They should avoid behavior which could be misinterpreted e.g. inappropriate cuddling, touching, kissing or letting the children climb or lie on them.
- Staff working with children hold a position of power or influence and must not use this power for any personal advantage or gratification.
- Staff should act professionally, with maturity and make good judgments and never be under the influence of alcohol or any substance which may affect their ability to care for children.
- Staff are asked to complete a new **'Staff Declaration'** every year and have a duty to keep their employers informed if there is a change in their personal circumstances which may affect their suitability to work with children.

Institutional Rules Regarding Child Abuse

- It is the policy of the Winsome Tots Nursery that no corporal punishment should be meted out to children. No child should be subjected to cruel or severe punishment, humiliations, verbal, emotional or physical abuse, including but not limited to, the denial of food. It is the policy of the program that no one has unmonitored contact with the children at any time. Staff must be in sight/sound of each other at all times.

The following steps have to be taken if a staff member is suspected of abusing and/or neglecting a child at the Nursery program:

- ✓ Whoever has reasonable cause to believe that a staff member may have been abusive or neglectful to a child (ren) shall immediately notify the centre manager.
- ✓ The centre manager will investigate, assess and prepare a written report of the situation, within 24 hours. Delay in this report writing shall not exceed 36 hours under any circumstance. The report shall include dates, times, names of all parties involved (adults and children), places and description of the incident(s).
- ✓ The suspected or alleged employee shall be immediately removed from working directly with children at the centre. If the services of the employee have to be terminated, he/she shall be paid only after an unsubstantiated report has been established.
- ✓ Confidentiality will be maintained at all times.

Records to protect parents and the Nursery against any future allegations of child abuse

To ensure parents and the Nursery are protected from future allegations of child abuse, all parties must ensure any common symptoms or birthmarks displayed by their child or a child in their care are recorded in writing and countersigned.

- For this reason, any parent who brings their child in to the Nursery with very visible injuries on their body must bring these to the attention of the Nursery and give a satisfactory explanation as to the cause.
- This information, if serious, will be recorded on an 'Accident at home' form, and stored in the child's file, which is signed by the parent and countersigned by the Nursery.
- Alternatively, if an accident occurs during Nursery hours, then the Nursery completes an account of it on an **Accident/ Incident form** which is signed by the Nursery, countersigned by the parents at the end of the day and kept in the child's file.

Well-being

- We ensure well-being of our children by fostering positive relationship
- Creating a warm emotional environment, so that children can experience consistency, feel a sense of belonging and understand what is expected of them.
- Employ a strong key person system- so that children have a strong attachment with person within the setting
- Build strong relationships between everyone in the setting, including between children
- By supporting healthy eating habits. Children are encouraged to try a wide range of food and they are involved in the preparation of snacks and meals, so that they develop a taste for food that contains variety of nutrients.
- Social skills developing good friendships, cooperate and resolve conflicts peaceably by encouraging child-initiated play.
- A good routine meets children's learning and development needs supporting their health and well being

Reference:

Dubai municipality health requirements for Nurseries., document referred DM -PH&SD -P7-W122

Early Childhood Care and Education Evaluation Framework

Standards to support the continuous improvement of the quality of care, teaching and learning in early childhood centre

Dubai National child care standards

Early Childhood Care and Education Evaluation Framework

Standards to support the continuous improvement of the quality of care, teaching and learning in early childhood centers 0- 8