



CHILD PROTECTION AND SAFEGUARDING POLICY



We at Great Minds Early Childhood center recognize our moral responsibility to create a safe & supportive environment for all children & to safeguard & promote their welfare.

We are committed to promoting a safe & welcoming environment for all children where they feel valued & respected.

KEY PERSONNEL

Within the center;

Child protection lead 1	Areti Panagiotou- Founder, CPL
Child Protection lead 2	Dhanalakshmi Danapal-HSO
Child Protection lead 3	Anupama Ponnangathu-Teacher
Child Protection lead 4	

Key contact within local area

The DUBAI POLICE CHILD PROTECTION HOTLINE for confidentiality & advice

Contact number: 800-243

Website: www.dubaipolice.gov.ae

Al Ameen service contact number: 800-4-888

1. Good Practice & Staff Code of Conduct

All staff are responsible for maintaining a safe, respectful and supportive environment for children. Staff should:

- Treat every child with respect and act as positive role models.
- Encourage safe, positive and respectful behaviour.
- Listen carefully to children and remain alert to changes in behaviour or signs of abuse, neglect or exploitation.
- Recognise that challenging or unusual behaviour may be a sign of abuse.
- Ask children's permission before physical contact, except where necessary for safety or first aid.



- Maintain appropriate language and interactions and never use sexualised, inappropriate or derogatory language.
- Be aware that some children may be at increased risk due to their personal or family circumstances.
- Follow the center's rules regarding communication and relationships with children, including social media.
- Report safeguarding concerns to the designated Child Protection Lead (CPL) and, where necessary, the Police. Staff must **not investigate concerns themselves**.

2. Supporting Children, Families & Staff

Safeguarding concerns can be distressing for everyone involved. The center will:

- Take all suspicions and disclosures seriously.
- Have a designated Child Protection Lead as the main point of contact.
- Use separate staff to manage allegations against employees where necessary to avoid conflicts of interest.
- Provide appropriate support and time for those experiencing distress.
- Keep information confidential and share it only on a **need-to-know basis**.
- Store safeguarding records securely.
- Provide information about counselling, helplines and external support where appropriate.
- Cooperate fully with relevant authorities and statutory agencies.

3. Staff Training & Safe Recruitment

All staff must receive safeguarding training so they can recognise possible signs of abuse, neglect and exploitation and understand how to respond.

Safe recruitment includes checking candidates' education and employment history, obtaining at least two references, carrying out background checks, and investigating any unexplained gaps in employment.

4. Site & Visitor Security

To maintain a secure environment:

- Visitors must have a prior appointment.
- Visitors' Emirates IDs and phone numbers must be recorded in the visitor log.
- CCTV monitors the premises and building entrance.
- Visitors must be escorted or supervised while on site.



5. Record Keeping

Any safeguarding concern must be **recorded clearly, accurately and promptly**. Records should include the date, details of the concern/event, action taken and whether a referral is required. All records must be stored securely and confidentially.

6. Photography & Images

To protect children:

- Parental consent must be obtained before taking photographs or videos.
- Children must be appropriately dressed.
- Images must only be taken using the center's approved educational tablet, **never personal phones or cameras**.

7. Possible Indicators of Abuse

Staff must report concerns but **must not investigate or decide whether abuse has occurred**.

Possible warning signs may include:

- Unexplained bruises, burns, fractures or other injuries.
- Pain or discomfort.
- Frequently covering the body, even in warm weather.
- Poor hygiene or appearing uncared for.
- Difficulty forming friendships.
- Fearfulness or anxiety.
- Risky or reckless behaviour.
- Self-harm.
- Frequent absence or lateness.
- Reluctance or fear about going home.
- Significant changes in behaviour, such as becoming aggressive, withdrawn or unusually quiet.
- Avoiding or being uncomfortable with physical contact.

8. Taking Action on a Concern

Staff should always remember: **"It could happen here."**

The process is:



1. The teacher identifies a concern and documents the reason for the referral.
2. The concern is reported to the CPL/Manager, Health & Safety Officer.
3. The CPL may investigate and inform the Proprietor where appropriate.
4. A meeting between the center's team and the carers of the child will be conducted.
5. Where required, concerns are reported to the relevant authorities immediately, particularly where there is evidence of physical or sexual abuse, and no later than the end of the day.
6. Staff must **not conduct their own investigation**.
7. Information must only be shared with relevant people on a **need-to-know basis**.
8. Staff should seek support if dealing with distress or anxiety.

9. Body Map Guidance

Body Maps should be used to document visible injuries or signs of harm.

- Use a **black pen**, never pencil or correction fluid.
- Do not remove a child's clothing to examine an injury unless the area is already accessible for treatment.
- Staff must **never photograph injuries**.
- Concerns and records should be reported promptly to the appropriate safeguarding personnel or authorities.

10. Allegations Against Staff

All staff have a responsibility to report concerns about colleagues, including seemingly minor breaches of professional conduct. The **welfare of the child is always the priority**.

At Great Minds ECC, concerns or allegations about a colleague should be reported to the CPL/**Manager**, who will then notify the **Health & Safety Officer** for appropriate investigation and action. The complaints policy among staff will be implemented including the completion of the complaints form.

Document reviewed September 2026	Reviewed on behalf of Great Minds ECC by Areti Panagiotou
Date for next review June 2027	
Where this document is displayed	Policies 2026-2027



BODY MAP

(This form is to be completed at the time of observation)

Name of the Child: _____

Date of Birth: _____

Date & time of observation: _____

