



Child Protection Policy

Purpose of Policy

We aim to provide an environment in which children will feel safe, secure and cared for, the purpose of this policy is to provide the staff and parents of KinderAcademy with guidelines and support on the subject of child abuse and how they can act to assist in the protection of children in their care.

The Guidance in context

KinderAcademy For Young Scholars works in accordance with “The Office of the Children’s Registry We also refer to the following:

- **The Childcare and Protection Act, Regulations 2007**
- **The UN Convention on the Rights of the child**

A copy of all documents above is available at KinderAcademy for all staff and parents to view or it can be viewed online

Children have a right to protection from being hurt, and from violence, abuse and neglect (United Nations Convention on the Rights of the Child, Article 19)

Definitions

For child protection purposes this policy refers to any child aged 0 – 6 years

A parent is defined as any person who has parental responsibilities over a child. For example: a mother or father. We may also include in this; foster and adoptive parents and guardians, including those who may have substantial care of a child.

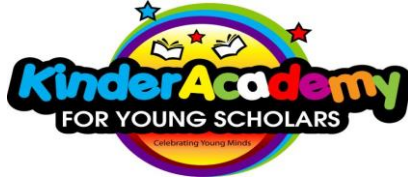
A caregiver: These people may not have specific parental responsibilities but nonetheless have a duty of care for the child. This is **inclusive** of KinderAcademy staff.

What is Child Abuse?

Child Abuse is the term used to describe ways in which children are intentionally or inadvertently harmed or placed at risk of harm, usually by adults, and often by people that they trust.

Categories of Abuse

- **Physical Injury:** This is defined as any injury inflicted or knowingly not prevented by any person having custody or care of a child. Physical abuse is often defined by injuries that cannot be explained by the normal play activities of a child, and is defined as hitting or hurting a child on purpose.
- **Neglect:** This is defined as the willful failure to meet the basic needs of a child, for example, not clothing, feeding or caring for a child adequately and leaving them without adequate supervision.
- **Emotional Abuse:** This is defined as any abuse or torment which would have an effect on the mental health and wellbeing of a child. Most commonly emotional abuse is categorized as shouting at a child, making a child feel worthless, exposing a child to inappropriate and never punishment and inconsistency of behavior towards a child.
- **Sexual Abuse:** This is defined as the exploitation of children in order to meet the demands of adults or other children. Sexual abuse may include: involvement of children in masturbation, involvement of children in pornographic activity, including taking pornographic photographs and involving children in watching or viewing pornographic



materials, involvement of children in sexual activity, including; rape, sodomy, oral sex and sexual intercourse with a child, even with their consent.

- **Bullying:** Bullying is defined as any form of abuse on a child which is inflicted upon them by their peers, this abuse can be subtle, including, teasing, being ignored or left out, being pushed or pulled about, or having money or possessions taken.

Recognition of Child Abuse

It is not in the responsibility of members of staff at KinderAcademy to identify the specific category of abuse that a child may be experiencing but rather to highlight any causes for concern to the appropriate person and organizations.

The following list although not exhaustive may be indicative of some of the signs and symptoms of child abuse, it should be noted that some children may display some of these signs in times of stress; it does not necessarily mean that they are being abused.

Indicators of Abuse

- Injuries to the child that are not consistent with the normal play activities of a child, either in position or type.
- Inconsistent or unreasonable explanation of an injury by a child, parent or caregiver
- Inconsistent or inappropriate behavior such as sexually explicit remarks or actions, mood swings, uncharacteristically quiet/aggressive, severe tantrums.
- Becoming isolated socially
- Overeating, loss of appetite, weight loss, weight gain.
- Inappropriately dressed or ill-kept and/or dirty
- Self inflicting injury
- Open distrust of, or discomfort with, parent or caregiver
- Delayed social development, poor language and speech
- Excessively nervous behavior, such as rocking or hair twisting
- Low self esteem

General indicators of abuse, though often typical of sexual abuse

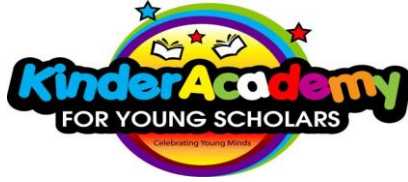
- Recurring Abdominal Pain
- Reluctance to go home
- Flinching when approached or touched
- Recurring headaches

Recording and Reporting of an Incident – Suspicions of Abuse

All staff should be aware that any incidents must be recorded. It is also very important for staff to communicate about matters of this kind.

If a member of staff suspects that a child is under threat there are a number of steps that must be taken.

1. Inform the principal or the person in charge, in the event that the principal/person in charge is not available staff should refer to the OCR's office or contact the out of hours telephone number for guidelines
2. Report the specific concerns that you have to the principal or the person in charge.
3. Record your suspicions and give them to the principal/person in charge, records of suspicions must include the following information:
 - The nature of the suspicion
 - Details of any injury
 - Times, dates and any other relevant information
 - Dates, times and names of other adults involved with the child who may substantiate the suspicion



- The principal or person in charge will then determine the situation and refer the case to Office of the Children's Registry or the police

Disclosure of Abuse

If a child discloses to you that they have been abused, the member of staff should:

Inform the child that in order to help them you have to tell the principal, the member of staff should reassure the child that they can trust them and that they have done the right thing in telling you what has been going on.

Listen to the child and note down what they say to you **in their own words**. It is important at this stage that you do not interrupt the child and you do not ask questions.

Report the disclosure to the principal or person responsible. The principal will then contact the Office of Children's Registry or the police who will investigate the disclosure. If it is felt that the child is in immediate danger then the manager or member of staff should contact the police

It should be noted that if a member of staff is named in the disclosure the member of staff should be as discrete as possible and inform the principal / person in charge as soon as possible. In addition to this if a member of staff observes another member of staff harming a child they should report this to the principal /person in charge who will act according to **The Childcare and Protection Act .Regulation 2017**.

In addition to this if the principal is named in the disclosure the member of staff should be discrete and contact the Director or any authorities detailed below:

- Office of Children's Registry **Toll Free: 1-888- PROTECT (776-8328) (LIME)**
- Child Development Agency Tel: 1-876-972-2686
- Brown's Town Police 1-876-975-2233

KinderAcademy recognizes that it can be a traumatic experience for a member of staff to be witness to a child's disclosure of abuse; therefore all staff will be offered information on counselling services if needed to help them through this time.

General Information on Child Protection

In order to maintain the levels of protection, all persons working with children must have an up to date Police Record on file and have 2 references.

Responding to a Child who confides in you

- Stay Calm
- Do not make promises you cannot keep
- Offer reassurance and support
- Immediately tell your Principal
- Record the facts and discussion in the child's own words and give a copy to your principal
- Do not take control of the situation yourself
- Maintain confidentiality
- Keep records
- Talk to the right people



COMMUNICATION PLAN FOR STAFF AND PARENTS:

- _____ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by _____ with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located _____.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.

Allergies, Special needs or medical conditions policy

Procedures

When parents start their children at KinderCare they are asked if their child suffers from any known allergies or medical conditions. Parents should state on the registration form if their child has any additional or special needs, such as impaired vision, brittle bones, eczema or speech delay (examples only). This is recorded on the registration form.

If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc.).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.
- If a child is identified to have a nut allergy, other parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

If a child has additional needs, a risk assessment form is completed to detail the following:



- Details of the additional need (i.e. the area of physical, intellectual delay or medical condition.)
- The nature of the need (e.g. severe / mild medical condition, mild learning
- Control measures – to prevent worsening of any condition.
- Suggested approaches – to help ensure any additional needs are dealt with appropriately.
- This form is kept in the child’s personal file and a copy given to relevant staff members / displayed in child’s room.
- Parents train staff in how to administer any medication / first aid/ preventative measures.

Life Saving Medication and Invasive Treatments

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

The Director must have:

- A letter from the child's Doctor stating the child's condition and what medication if any is to be administered;
- Written consent from the parent or guardian allowing staff to administer medication; and
- Proof of training in the administration of such medication by the child's Doctor, a public health nurse

KinderAcademy may not always be in a position to accept all children with additional needs, should there we perceive the group care environment to not be a safe one for a child or should our staff not be able to safely manage a medical condition or behaviour. We will always act in the best interest of the children.



Complaints Procedure

Statement of Intent

It is the policy of KinderAcademy to welcome children's and parents views in the development of our service. Our children/staff/parents have the right to voice their opinions and concerns. We will give careful attention and prompt and courteous response to any suggestions, comments and complaints, ensuring the development of a high quality service.

A complaint can be defined as an expression of dissatisfaction, made by a parent, member of public or partner agency/organisation. Complaints may be made by a parent, in writing, by phone, in a face-to-face meeting.

Policy & procedure;

- Parents should, first bring their comment or complaint to the attention of a relevant staff member. If they are not satisfied by the response they should raise the issue with the Director.
- If the parent feels that the matter is unresolved, within a week, then the complaint must be put in writing, to the Director.
- The Director will acknowledge receipt of the complaint, in writing, within 3 working days.
- The Director will assume responsibility for dealing with the formal written complaint.
- If the complaint is related to the behavior of a member of staff, the staff member must be informed that a formal complaint has been made and must be given the full details. The disciplinary procedure may be used, if deemed necessary.
- Management will, depending on the nature and complexity of the complaint, decide upon a time-frame for its resolution. This time-frame will not exceed 1 month.
- Confidentiality is of the utmost importance when dealing with complaints and comments. (See Policy on Confidentiality)
- A written response will be issued to the complainant within the agreed time frame.

Partnership with Parents & Guardians

Statement of Intent

KinderAcademy recognises the importance of working in partnership with parents/guardians to promote the best interests of children and that parents play a key role in the education of their children. We will work in partnership with and support parents in this role.

Policy & Procedures

- Ensure parents/guardians are given regular information about their child's progress through informal and formal feedback –verbal and written.
- Opening hours will reflect the needs of working parents. Opening hours will be reviewed from time-to-time. At present the opening hours are 6.00am – 6.00pm
- Ensure that all parents/guardians are informed about meetings and any other activities being organised by KinderCare.
- Ensure all parents/guardians are aware of the policies and procedures.
- Encourage parents/guardians to contribute their own skills, knowledge and interests through curriculum activities, as child protection guidelines allow.



- Provide parents/guardians with regular updated information by way of parent's letters, notice board, email, text messaging (what's app) and by web.
- Parents/guardians will complete a parental Information Sheet form at registration.
- Ensure parents views and needs are incorporated, parents rights respected, in regard to all cultural and religious differences.
- Welcome comments and feedback.
- Ensure all parents/guardians are aware of the policies and procedures.
- Encourage parents/guardians to let us know and keep us up to date with any relevant changes to a child's home life to ensure we can support the family through the transition.

Open Door Policy

It is our policy at KinderCare Academy to offer a bright, warm, welcoming environment. Parents are welcome to visit any time they wish.

Procedures

- All parents are welcome to visit KinderCare at any time, however parents should be aware that we may not be able to give you our attention at this time as the needs of the children in our care come first.
- Parents are asked to respect the childrens' routine and are asked to visit quietly during sleep times etc.
- Parents should be aware that some children may get upset if they see a parent during the day, please ensure you stay out of sight if you are not collecting your child.

Potential parents are welcome to visit, however an appointment must be made in advance

End Note

All parents should be aware that members of staff attend regular child protection training in order that we keep your children safe from harm.

KinderAcademy has a duty to report any suspicions of abuse and neglect to any of the contacts previously listed above who have a duty to investigate such matters.

Child Protection Code of Conduct

KinderAcademy supports the **Childcare and Protection Act**, and as such all members of staff are required to abide by the code of conduct as detailed below;

All Members of Staff Should:

- Play your part in helping to develop an ethos where all people matter and are treated with equality, and respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example, their faith and beliefs)
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to a member of staff immediately if you suspect that a child is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups of children to being isolated and hurt.



- Ensure that when you are working with children you are at least within sight or hearing of other adults.
- Listen carefully when a child 'tells you' (sometimes through drawings and behavior as well as words) that they are being harmed and report what you have discovered immediately to your principal.
- Report immediately any suspicion that a child may be at risk of harm or abuse.
- Never dismiss what a child tells you as lies or exaggeration
- Only restrain a child who is at imminent harm of inflicting harm to themselves or others.
- Never underestimate the contribution that you can make to the development of safe communities for children.

Members of Staff Should Not:

- Exaggerate or trivialize another workers concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either go away or that someone else will deal with it.
- Discuss personal issues about a child or their family with other people except where it concerns the wellbeing of the child.
- Be drawn into derogatory remarks or gestures in front of the children or young people.
- Allow a child or young person to be bullied or harmed by anyone else in the organization
- Allow children to swear or use sexualized language unchallenged.



Members of Staff Should Never:

- Engage in sexually provocative games, including horseplay
- Never allow others to or yourself engage in touching a child in a sexually provocative manner
- Never make sexually suggestive comments to a child, even in fun
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint
- Never form inappropriate emotional or physical relationships with children
- Harass or intimidate a child or worker because of their age, race, gender, sexual orientation, religious belief, socio-economic status or disability
- Unnecessarily invite or allow children to stay with you at your home.*

***Where members of staff invite or allow children to enter their own homes (for example, when playing with the staff members own children or upon request of the child's parent), this must be done with the express permission of the child's parent or guardian. In addition, the member of staff should inform the principal of the arrangement and follow the child protection policy and the code of conduct as expressed above at all times. KinderAcademy for Young Scholars accepts no responsibility for the actions of its employees when they are not within their working hours. Parents and guardians should be aware that where they request a member of staff to look after their children out KinderAcademy hours this is done by personal arrangement and has no bearing on KinderAcademy for Young Scholars.**