



## **Health and Safety Policy**

**January 2024**

We believe that staff, parents/carers and young people should all be in a safe environment all the time. Staff will receive the relevant information, training and supervision to ensure health and safety issues are reviewed on a regular basis.

Equipment and resources will be safe, clean and meet the necessary safety Requirements. Regular safety checks will be made to assess the wear and tear of the equipment. Any defects should be reported to the line manager and removed from use immediately.

In the event of an accident requiring first aid, a qualified first aider will administer it. A first aider will be always on the premises. Accidents will be recorded in the accident book and signed by staff members and parents/carers. Accidents that require hospital treatment will be reported to the young person's education provider/social worker/LEA. Staff will be familiar with the fire evacuation plan when working on site and will take part in practices regular basis.

Any child or staff member suffering from infections, contagious or notifiable disease will not be attending or delivering sessions. Advice will be sought for the department of public health medicine and social services inspection unit. Any outbreaks of infection will be notified to the environmental health services and social services inspection unit.

The safety of children is of paramount importance. In order to ensure the safety of both children and adults, we will ensure safety in the following areas:

### **Environment**

- Safety checks on premises, both indoors and outdoors, will be before every session.
- Equipment will be checked regularly, and any dangerous items repaired/discarded.

The layout and space ratios will allow children and adults to move safely and freely between activities.

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- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed, and fire exits will be easily identifiable.
- Electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate recognising that materials suitable for an older child may pose a risk to younger/less mature children.

## **Supervision**

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens/cookers.
- If a small group goes out (e.g. To the wildlife area) there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

## **Adult safety**

- All adults in the group, both staff and visitors will be aware of and respect safety policies.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

## **Management**

- A folder will be always available for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults including parents and carers will be aware of the system(s) in operation for children's drop offs and it will always be confirmed where the child is being dropped off and who to.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.

A correctly stocked first aid box will be always available.

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## **Special considerations**

Some areas and activities pose hazards. All staff will be aware of these:

- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.
- Systems will be in place to ensure that no child can leave the premises unattended.

## **Risk Assessment**

An annual risk assessment is carried out. Findings of the risk assessment will be communicated to all persons affected.

## **Security Policy**

SV Mentoring is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in any activity at any time.
- Staff / child ratios will be adhered to (dependent on each individual requirement )
- Children will not be dropped off with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain with staff and parents will be informed of the decision.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

## **Complaints and Comments Policy**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at SV Mentoring, the following procedure should be adhered to:

Parents should speak to a member of staff who should be responsive to your issues.

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- If parents are unhappy with the action taken by members of staff, contact with the manager should be made.
- Following this response, the LEA will be informed, and appropriate action will be taken. If parents wish, the LEA can be contacted at the initial stage of their issues.
- If a complaint or concern is made by a child or parent against a member of staff then the issues will be dealt with by the LADO. Following this the member of staff involved may be suspended for a period.
- All complaints and comments will be recorded and a written response of actions will be kept on file and allocated to the parents/carers.

## **Equal Opportunities Policy**

SV Mentoring is committed to provide and achieve equal opportunities for the children in their care and their families. We believe that excellent childcare is, by definition, non-sexist and that the elimination of sexism will benefit all children.

Our aim is to provide an environment where children have the freedom to explore race, class, sex, disability, national origins and religious beliefs by providing the essential toys, equipment and learning opportunities. Positive images of women, men, disabilities, cultures and level of ability will be reflected through the activities.

SV Mentoring will maintain a non-discriminatory approach, working with children and parents/carers. Everyone will be treated equally regardless of their race, gender, culture, disability, religion or beliefs.

Children, parents/carers and staff will be listened to and able to express their views. We acknowledge that pre-conceptions relating to gender and sexism are abundant within language and we will challenge such language where appropriate.

Staff training to further knowledge of other cultures and festivals, where appropriate will be accessed to enhance the provision.

## **Equal Opportunities Policy**

Equal opportunities statement

At SV Mentoring we are aware of the importance of equal opportunities with regards to race, religion, gender and disability. We actively promote equal opportunities to every of our practice be it working with children, parents, other members of staff or other professional's.

We strive to achieve this by:

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Planning and providing an environment that offers good quality interventions to reflect children's individual needs and abilities.

- Through providing opportunities for the children to access equipment and resources independently, we aim to promote freedom of choice. We monitor this by careful observations of the children and by sharing these evaluations or concerns with other team members; from this we can then make plans to meet the individual child.
- Treating each child as an individual.
- Treating and addressing people the way we would expect to be treated Ourselves, courteously and with respect. We listen to what people have to say and value any comments or suggestions they make.
- Providing resources and equipment that demonstrate disability, gender, race and that promotes and celebrates cultures and religions. For example, within the intervention programme we have a range of activities that are non stereotypical to gender roles. If we have children that speak different languages, we will try our utmost best to provide communication methods to cater for these needs.
- Challenging any breach of equal opportunity and taking the matter very Seriously.
- Being a positive role model, through interaction, encouragement and support we hope to teach children to value and respect not only themselves but also each other.

## **Parental Involvement Policy**

SV Mentoring believes that all parents/carers and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

SV Mentoring will encourage parents and carers to express their views and will value any information shared with staff members. Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements, for example through meetings.

It is our policy to contact parents/ carers when there is a concern about a Childs progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss theses issues with you as they arise. General comments and complaints are also welcome.

## **Behaviour Policy**

Overview

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- We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property.
- Understandable rules are applied to be fair and consistent.
- Under no circumstances do we use any form of corporal punishment. Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems. If a child's behaviour does not improve parents would be asked to attend a meeting to be part of creating a behaviour management plan that is agreed by all parties.

Our agreed rules are clearly explained to the children. The basis is as follows:

- Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult. Unwanted behaviour shows a lack of respect for others, disrupts their activities and learning and may even damage property.
- SV Mentoring recognises all areas of behaviour and can distinguish behaviour which requires discipline and behaviour which does not.
- Discipline is all about positive reinforcement of acceptable behaviour and providing positive role models.

Procedures for dealing with unwanted behaviour

- Redirection—staff will direct child to another activity.
- A clear explanation of why behaviour is unacceptable.
- Staff will speak calmly, clearly, positively and maintain control.
- Staff will give a firm warning and a reasonable consequence if behaviour does not stop.
- Staff will remove a child from the activity if necessary .
- Give child a fresh start after incident.
- Reinforce good behaviour.

When dealing with unwanted behaviour staff will not:

- Shout at or criticise the child.
- Label the child.
- Use any form of corporal punishment.

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- Humiliate or frighten the child.

Dealing with and establishing good behaviour

Rewards can be:

- Social rewards: smiling, clapping, praise.
- Activity rewards: let the child choose an activity they would like to do next.
- Token rewards: give the child a gift voucher.

Dealing with a withdrawn child

Our aim is to provide a happy, caring, stimulating and challenging environment. We endeavour to ensure all children feel secure within any setting and are treated as individuals and given fair opportunities to learn and progress taking into account whether their language and understanding is matched to their developmental stage.

Children can often show signs of withdrawn behaviour and require a little assistance and encouragement to progress.

Our procedure for dealing with withdrawn behaviour are as follows:

- Praise and reward.
- Encouragement.
- Provide one to one care. The staff initially assist the child with tasks then gradually reduce intervention and give the child more independence during the activities.
- If it is noticed that the child holds back choosing activities, then staff must give the child direction and gradually decrease this as the child shows more independence.
- Staff will discuss with the parents the behaviour we are experiencing during interventions to see if there are any signs of this behaviour at home. Full support and advice will be given to parents/carers as appropriate.

## **Special Educational Needs Policy**

General statement of values and beliefs

- SV Mentoring believes that children with disabilities are children first, sharing the same needs and desires as all children.
- We feel that where possible all children should share social and learning experiences with their peers in local settings.
- Inclusion is a human right with benefits to all.



- Our aim is that all children will be happy in any environment with activities to suit individual needs and abilities.

Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.

### **Parent partnership**

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need for us to support and include the individual in every activity we plan.

Where we have a concern about any aspect of your child's development we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour.

In conclusion, we aim to include all children into our interventions regardless of their needs.

### **Reportable Accidents, Dangerous Occurrence Policy**

A reportable accident is any accident which results in a child in our care needing hospital care.

The procedure to follow if such an accident happens is as follows:

- Call 999 for assistance or arrange to take the child immediately to the nearest Accident and Emergency Department.
- Contact the child's parent/carer.
- One senior member of staff will attend the hospital with the child and one member of staff with the child's parent to offer full support to both parent and injured child.
- Full details of the incident will be documented in our accident/incident record.
- Once the child is well enough to return to the parents are required to complete a hospital report form.
- Within 24 hours of the accident contact the environmental health department and inform them of the details of the accident.
- Within 24 hours of the accident contact the LEA and inform them of the details of the accident.

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## **No Smoking Policy**

SV Mentoring recognises the health hazards of smoking for smokers and non-smokers and acknowledges the rights of staff, children and parent/carers to work or play in a smoke free environment. Consequently, it has adopted a “No Smoking Policy”.

- SV Mentoring has a “No Smoking Policy” which means that smoking is not allowed anywhere inside any buildings or on the premises. This applies to staff, volunteers, students, visitors, parents and carers.
- The objective of the No smoking Policy is establishing a healthy environment for all staff, volunteer, students, visitors, parents and carers; its success depends upon the consideration and cooperation of both smokers and non-smokers. All staff, students, visitors, parents and carers are expected to respect the statement.
- Violations of the no smoking policy should be reported to senior management who shall forward them to the LEA.

Day to day responsibility for implementing the policy will be that of staff; in cases where the subject of smoking creates problems or difficulties amongst employees, the management should be consulted.

## **Bullying Policy**

DON'T SUFFER IN SILENCE

Information for parents and families

Every school/group/activity camp is likely to have some problem with bullying at one time or another. It is required by law that your child's school/group/club has an anti-bully policy and uses it to reduce and prevent bullying as many school/groups/clubs have already successfully done.

Bullying behaviour includes:

- Name calling and nasty words
- Threats and extortion
- Physical violence
- Damage to belongings
- Leaving children out of social activities deliberately and frequently Spreading malicious rumours

Parents, carers and families have an important part to play in helping to deal with bullying. First, discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression. Second, ask to see the bullying policy.

## **SV Mentoring anti-bullying policy**

- Recognise that bullying exists and needs to be dealt with.

Bullying can be deterred if everyone in the intervention understands that we will not tolerate it. Bullies must know that their behaviour is unacceptable.

- We need to encourage an open atmosphere where victims and observers of the incidents feel right in revelling the bullies.
- Be aware of relationships in club that could lead to bullying. i.e., the little niggles, teases etc. defuse them before they become incidents.
- Make sure that there are no hiding places in club and its surrounding area in which bullies can use.
- Encourage older children to protect and watch over younger children without using bullying tactics themselves.
- Encourage both children and parents to report incidents or bullying and make sure they are dealt with.

## **Procedures for dealing with bullies**

- Many of the minor incidents that occur in interventions can most effectively be dealt with by a member of staff.
- Any serious or persistent incidents must be reported to the manager.
- The victims must be reassured that they will be protected, and the perpetrators stopped from repeating this behaviour.
- This will first be achieved by discussion with the victim and the bully.
- Records of all incidents and discussions will be kept.
- Sanctions or withdrawal of privileges will be applied where appropriate.
- Parents of bullies will be informed and involved at an early stage.
- Outside agencies can be involved if necessary.

## **Trips and Outings Policy**

SV Mentoring believes in extending opportunities by offering new experiences whilst maintaining a safe environment. Trips and outings will be appropriate to all children's development and abilities,

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Parents/carers will be included in discussions on trips and outings where possible. A risk assessment will be completed prior to the outing. Health and safety is of paramount importance. Children will be supervised by adult at all times and the appropriate adult/child ratio will be put in place.

Vehicles used for trips and outings will comply with all safety legislations and appropriate restraints will be used for all children. Parents must give consent for their children to take part in trips and outings. The manager will be familiar with the venue/area to be visited and will ensure that children's emergency details are taken on outings and kept secure. A qualified first aider will attend all outings. A mobile phone will be taken to enable continuity of safety.

## **Sickness Policy**

It is the parent/carers responsibility to ensure that their child is not ill when participating in any kind of provision. Children suspected of suffering from infectious conditions will be excluded from activities for 48 hours or until medical treatment has been sought and the child is well.

Parent/carers should inform the manager as soon as possible of their child's absence. In the case of a child becoming ill during a intervention, staff will inform parents/carers as soon as possible and will be requested to collect their child or be at home for them to be dropped off by a member of staff. This is for the wellbeing of other children and staff on the premises and to safeguard the spread of infection.

## **Illnesses and Communicable Diseases**

Minimum periods of exclusions from out of school club:

- Antibiotics: First 2 days at home.
- Temperature: If sent home ill, child must be off for 24 hours.
- Vomiting: If sent home ill, child must be off for 48 hours.
- Conjunctivitis: Kept at home for 2 days; thereafter until eyes are no longer weeping.
- Diarrhoea: 48 hours.
- Chickenpox: When all spots have dried over.
- Gastroenteritis, food poisoning, salmonellosis and dysentery: Advise to be given by Physician.
- Infective hepatitis: 7 days from onset of jaundice.
- Measles: 7 days from onset of rash.
- Meningococcal infection: Until recovered from illness.
- Mumps: Until the swelling has subsided and in no case less than 7 days from onset of illness.

- Pertussis (whooping cough): 21 days from onset of paroxysmal cough.
- Poliomyelitis: until declared free from infection by District Community Physician.
- COVID 19: any symptoms displayed must be followed up with a COVID 19 test and isolation, return to activities will not take place until proof of a negative result has been submitted to the manager.

Rubella (German Measles): 4 days from appearance of rash.

- Scarlet Fever and streptococcal infection of the throat: Until appropriate medical treatment has been given and in no case for less than 3 days from the start of the treatment.
- Tuberculosis: Until declared free from infection by the District Community Physician.
- Typhoid fever: Until declared free from infection by a Physician.
- Impetigo: Until the skin is healed.
- Pediculosis (lice) Until appropriate treatment has been given.
- Plantar warts: No exclusion. Should be treated and covered.
- Ringworm of scalp: Until cured.
- Ringworm of body: Seldom necessary to exclude provided treatment is being given.
- Scabies: Need not be excluded once appropriate treatment has been given.

## **Medication Policy**

- No medicines shall be administered to any child without prior written consent of the parent/carer.
- All medication will be signed in recording the name of the child, time to be taken, the dosage and parent signature on the relevant records.
- Medication will be stored in a safe, secure place out of reach of the children.
- Staff are to check the medication is clearly marked with the child's name, dosage and date of dispensing.
- Staff are to sign when medication has been given.
- Parents are to sign, the medication record informing them of the medication received.
- Only prescribed medication will be administered by the provision.

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- Children's medication and allergy information is to be sent to the manager due to child protection and confidentiality

## **Lost children Policy**

Offsite interventions

- In the event of a lost child, the manager should be informed immediately. All other children and staff should group together immediately in one area. The lead person should inform all other staff of the situation and deploy staff where necessary.
- A search should be made of the immediate area and regular contact should be kept with manager to monitor the situation.
- In the event of the child not being found staff should contact the child's parent/carer, local police and the manager.
- Arrangements should be made for other children to return home if safe to do so.

## Whistleblowing Policy and Procedure

1.1 Employees are often the first to realise that there may be something seriously wrong with their organisation and/or LA. However, they may not express their growing concerns because they feel that speaking up would be disloyal to their colleagues or to the LA. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may be just suspicion of malpractice and wrongdoing at work.

1.2 SV Mentoring are committed to the highest possible standards of openness, probity and accountability. In line with this commitment, we encourage employees and others with genuine concerns about any of the organisations work to come forward and voice those concerns.

This policy document makes it clear that employees can do so without fear or reprisals. The whistleblowing policy is intended to encourage and enable employees to raise such concerns within their organisation or where appropriate the LADO rather than overlooking the problem or blowing the whistle outside.

1.3 This procedure accords with the requirements of the Public Interest Disclosure Act 1998 and is compatible with the conventions contained in the Human Rights Act 1998.

1.4 The procedure allows employees to raise concerns about the management of SV Mentoring with LADO and to raise concerns about the governance of the organisation.

The procedure also allows school-based employees who have concerns about the organisation to raise these concerns with LADO. **AIMS AND SCOPE OF THIS POLICY**

2.1 This policy aims to:

- Provide avenues for you to raise genuine concerns and receive feedback on any action taken.
- Allow you to take the matter further if you are dissatisfied with the organisations response.

- Reassure you that steps will be taken to protect you from reprisals or victimisation for whistleblowing in good faith.

2.2 There are procedures in place to enable you to lodge a grievance relating to your own employment. This whistleblowing policy is intended to cover genuine concerns that fall outside the scope of other procedures.

## **Principles for effective**

### **Professional practice within the workplace**

- No employee should allow their outside activities to interfere with their work. They should not allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No employee should make use of or exploit the provision, their connection with the provision or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Adults should understand that the behaviour and actions of their family members may raise questions about their suitability to work with children.
- Employees have a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Any employee who believes that they may have a conflict of interest should consult their line manager and declare a of conflict of interest.
- Adults should always approve any planned social contact with children of families with the manager. Report and record any situation which may place a child at risk or which may compromise the setting or the own professional standing.