

# Plas Derw Trust

## Kids Club in the Woods

### Policies and procedures

June 2016



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## Statement of Purpose

### NM 1.2

Plas Derw Trust is a registered charity which runs a variety of Children's recreation sessions. Our operations include Saplings club for 5-7 year olds, Kids Club in the Woods for Children aged 7-14 and adventure club for children aged 7-15. Our Clubs run at the Following sites; Coed Treifriath Caerwys, Coed Llys Northop, Wepre Country Park Connahs Quay and Chester Lakes, Doddleston. In accordance with our own policies and procedure we have a ratio of 1:6 with under 7's and 1:8 with 7 and over.

Saplings and Kids Club in the Woods is influenced by Forest School which is a chance for young people to achieve and develop self-confidence through hands-on learning experiences in the woods and outdoors. They will learn how to make interesting objects; how and why we should care for the environment, how to make a fire to make a camp. If the children are ready they may be instructed in the use of sharp edged tools such as pen knives and may also use the Kelly kettles to make hot drinks. We hope that they will come away with increased sense of self-esteem and respect for themselves, others and the environment.

The clubs run throughout the year during school Holidays and some weekends. Times vary according to the season but are normally within the hours of 9am – 4pm. Plas Derw employ contract Forest School Practitioners to deliver their sessions in addition to Plas Derw Staff. All current staff have English as their first language and some have a little knowledge of Welsh. All staff and contract leaders adhere to Plas Derw's Policies and procedures which are available on request.

For more information please contact the office on 01352 840 955 or email [anjela@plasderw.co.uk](mailto:anjela@plasderw.co.uk)

## Admission Policy

### NMS 1.1 2.2, 3.1, 3.2, 3.3

- There is no set maximum occupancy for the setting however sessions are normally set at 12 for saplings, 14-16 for Kids Club and 16 for Adventure Club. We are registered for 20 children per day.
- Potential parents and their children are welcome to view a session. However as sessions are booked well in advance they may be unlikely to be able to attend a session until the next half term.
- Prior to attendance parents and guardians are required to complete the medical consent form, providing full and accurate information about their child or children. Emergency contact details must be provided in addition to parent contacts.
- Attendance to the club is booked by Parents and guardians either via the website or by calling the office. Payment must be made at point of booking, in exceptional circumstances bookings can be made and paid for at a later date prior to the attendance. This must be arranged with the office.
- The cost per session is reviewed by staff annually.
- Plas Derw welcomes children with special needs and English as an additional language.
- Plas Derw adheres to Equal Opportunities Policy.

- Staff members are welcome to register their children with Plas Derw Trust and will be required to complete all forms and be given the same opportunities as external parents.

## Behaviour Policy

NMS 7.5, 9.1 9.2 9.5

Plas Derw Trust will promote and role model positive behaviour at all times. Staff will be aware of the different children, their needs, interests and personalities. Issues such as tiredness and changes at home can contribute to children's behaviour. Young children will be encouraged to understand what unacceptable behaviour is and distracted from these with areas of interest, and communication. Talking about feelings and emotions will help to support understanding.

Challenging behaviour will not be dealt with using restraint unless in extreme circumstances, such as the child is at risk of hurting themselves or others. Children will be removed from the group if their behaviour is disruptive and or they become a danger to themselves or others. Adults involved in the group are made aware of their role in promoting positive behaviour and will endeavour to:

- Act as a good role model by showing consideration, respect and good manners to and for others particularly to children.
- Encourage children to be responsible for their actions and support them in understanding the importance of making things better for themselves and others.
- Provide a social environment where activities are stimulating and appropriate for the developmental stage of the children.
- Understand age/stage appropriate behaviour.
- Encourage children to develop self-discipline.
- Be positive, constructive and fair, rewarding and praising acceptable behaviour, positive reinforcement is a powerful tool in dealing with unacceptable behaviour.
- Be aware there may be underlying problems when unacceptable behaviour occurs.
- Respect confidentiality.
- Promote equality of opportunity and do not discriminate.
- Physical force and corporal punishment will not be tolerated and will result in immediate removal from the setting pending investigation and disciplinary procedures. This will lead to termination of employment and prevent staff from gaining employment with children and young people.
- Parents are encouraged to share information which they feel may affect their child's development or behaviour. Parents are encouraged to tell playgroup staff of any changes in circumstances, child's details e.g. address or any changes in medical history.
- Staff will always communicate concerns about behaviour to the parents remaining positive, supportive and professional at all times.
- Ongoing concerns and incidents of unacceptable behaviour will be documented so as patterns of behaviour and incidents can be more easily recognised and evidenced.

The outdoor learning coordinator will approach parents in cases of ongoing unacceptable behaviour to:

- Arrange a meeting and explain the problem.
- Provide evidence of incidents that have occurred
- Discuss with parents what can be done to resolve the situation

- Listen to parents' views, concerns and knowledge about their child as the primary educator and carer in their lives.
- Discuss behaviour management techniques such as positive reinforcement, distraction, removing the child from area where incident has occurred explaining why and speaking to the child.

## Caring for the environment Policy

NMS 7.5

Staff will be positive role models for the children attending Plas Derw Trust and support their understanding of how to look after their immediate and wider community with sustainability in mind. All session include promote respect for other the

### **Appreciating living things**

Session include activities which promote appreciation for living things. Children are made aware that many animals insect etc live in the woodland. Dead wood is left for insects and invertebrates.

### **Local Community**

Children will be encouraged to respect their local environment.

### **Wider Community**

Themes and topics chosen will introduce children to the wider community.

Children will be helped to develop a sense of curiosity.

The provision will positively reflect equal opportunities.

### **Recycling**

Children will be made aware of the need to recycle materials and food.

Children will be given the opportunity to help recycle items into the correct bins and tubs.

Children will be involved where appropriate in local recycling schemes.

## Child Participation Policy

NMS 7.5 7.7 8.1 8.2 8.4

The aim of the policy is to ensure staff and committee members are committed to the meaningful engagement of children and their families. Children and families are encouraged to be fully involved with the holiday clubs and their views, thoughts and feelings are taken into account.

Participation is a Right; the United Nations Convention on the Rights of the Child (UNCRC) states that:

'...it is the right of children and young people to express their views in relations to matters that affect them and to have those views taken into account.'

The voice of the child is vital and important. Plas Derw Trust will provide a safe, caring and nurturing environment that supports children in expressing themselves in whatever form suits them.

Plas Derw Trust have a crucial role to play in developing a listening culture, nurturing day to day listening and provide opportunities for children to make decisions about matters that directly affect them will allow their voice to be heard.

There are many ways children and families can participate:

- Engaging with children and asking them their opinion on things that affect them will empower them.
- Listen and respond positively and appropriately to their views.
- Make decisions with them rather than for them.
- Provide children with a choice rich environment.
- Discuss choices to help influence not change their decisions.
- Positive role modelling from staff to create positive attitudes about participation in the setting.
- Support and encourage children to take responsibility.
- Provide appropriate resources and involve children in the planning of activities.
- Children have ideas therefore encourage child initiated play, not adult led. Follow the children's interests to support and develop early learning experiences.

## Children with Additional Needs

NMS 4.5 4.6

Plas Derw Trust values and respects the individual needs of all children in attendance. Staff are experienced in understanding the additional needs of children in regards to developmental delay, conditions and disorders.

Parents are welcome to contact the office to discuss their children's needs at any time.

The medical consent form includes a section where parents can detail any behavioural / welfare needs. They are also encouraged to write further details on separate sheet which will be held with the medical consent form.

Staff who have concerns about children should discuss this with the Outdoor Learning Coordinator and if necessary parents will be contacted to discuss any concerns and an agreed plan will be implemented.

Children with additional needs will always be accepted unless in extreme circumstances we cannot provide adequate care in the setting.

Plas Derw Trust will respect the rights of children and their families at all times.

## Code of Conduct

### NMS 2.0

At Plas Derw Trust we are committed to providing a safe and stimulating environment for children to explore the natural world. This includes showing children affection, giving children attention and cuddling when they are distressed or when close contact is sought by children.

It is recognised that misunderstandings can occur and some behaviour of adults may give rise to concern being made against them. Although this is upsetting for all concerned allegations will always be taken seriously as it is essential that we safeguard and protect the children in our care.

All adults working in Plas Derw Trust are in a position of trust in relation to the children they care for. Adults should not abuse their position to intimidate, bully, humiliate, threaten, coerce or undermine children in any way.

It is expected that staff will adopt high standards of personal conduct to maintain confidence and respect of colleagues, parents and any other individual involved with Plas Derw Trust. This means that adults should not behave in a manner which would lead others to question their suitability to work with children.

The behaviour of an adult's partner, family members and others they are associated with may raise concerns, this will be considered in relation to the safeguarding and protection of children and adults involved with Plas Derw Trust. This may raise questions about a persons' suitability to work with children.

There are occasions when it is appropriate and proper for staff to have physical contact with children; for example when providing comfort and care, it is crucial that this is done so in ways appropriate to their professional role.

Physical contact should never be secret, forced upon children or for the gratification of the adult. Adults should be particularly sensitive to children who have suffered abuse or neglect. In all circumstances that a child should seek inappropriate physical contact it is the responsibility of the adult to sensitively deter them and explain personal boundaries in a way appropriate to the child's understanding. In the event of this it should always be reported to the supervisor and discussed with parents.

In cases of children displaying difficult or challenging behaviour they will at all times be treated with respect and dignity. Staff must never use inappropriate language or demeaning comments to or about children. The use of corporal punishment is entirely unacceptable and unlawful and must never be used when dealing with children.

All adults need to be vigilant about their own behaviour and boundaries, and be mindful of the children with whom they work.

## Complaints Procedure

NMS 1.2 2.2 5.2 19.1 19.2 19.4 19.5 19.6

Although we hope that you will be happy with your experiences at Plas Derw Trust we appreciate at times that you may have concerns or complaints. If you are unhappy at any time with the service you or your child receives please do not hesitate to talk to the Outdoor Learning Coordinator Pippa Gallagher

All complaints will be handled in a confidential and sensitive manner.

A record will be kept of complaints which include the following information:

- Name of complainant
- Nature of complaint
- Date and time of complaint
- Result of complaint investigation
- Information given to the complainant, including the date of response.

We draw your attention to the following procedure should you wish to make a complaint.

Stage 1 - Talk to the Outdoor Learning Coordinator who will endeavour to resolve any issues. If you do not feel that you are satisfied after talking to the Supervisor you should:

Stage 2 – Put your complaint in writing.

The Supervisor will respond to written complaints within 14 days. An extension of a further 14 days may be requested if this is deemed necessary. If you are still not satisfied you should:

Stage 3 – request a meeting with the Outdoor Learning Coordinator and the Chair Person.

If you feel that your complaint is still not resolved we would then:

Stage 4 – Arrange for an outside mediator to become involved.

After this stage we would arrange:

Stage 5 – A final meeting where we would agree a way forward.

## Confidentiality Policy

NMS 6.6

Plas Derw Trust is committed to the protection and privacy of all children, families and staff and Trustees.

This policy outlines the responsibilities of all persons, employed, volunteering and visiting that have access to the setting and information about children regarding confidentiality.

- Staff will not discuss information or children with any persons outside of the setting.
- Staff should always respect the privacy of children and their families.
- Discussions about children should take place after session time and not in sight or sound of the child.
- These discussions should only take place in the context that it is for the benefit of the children.

- Concerns about children should always be discussed with the Outdoor Learning Coordinator and not with all staff.
- Staff may have access to confidential information on a need to know basis and may not discuss this with any other person than the Outdoor Learning Coordinator.
- Parents will be involved in all decision making that concerns their child, this includes monitoring, assessing and the involvement of other professionals.
- Committee members may have access to confidential information if this is appropriate for the child and their families.
- Children will not be discussed with any parent other than their own, this includes if a parent asks who has caused harm in cases of accident forms, for example.
- Discussions will not take place in sight or sound of the child, other parents, carers or children.
- Safeguarding concerns may be passed on to the appropriate bodies.
- On occasion it may be necessary for Plas Derw to seek advice from other professionals, this will be done with permission from parents.

Failure of any person to comply with this policy will be taken seriously and challenged. This could lead to Disciplinary action in the case of employees.

## Dietary Policy and Procedure

### NMS 2.2 12.2

Plas Derw Trust respects the values and needs of all children in the setting. We welcome all children and endeavour to meet their needs regarding dietary requirements concerning medical, cultural and parental preference.

It is the responsibility of all staff to make themselves aware of the different needs of children in the setting. Registers are provided prior to each session.

Details will be documented on medical consent forms provided by parents and kept with the register clipboard.

All parents provide their own packed lunch for their child/ren

Additional to this

- Children will be offered a choice of drinks throughout the sessions. Campfire cooking may also form part of the sessions and
- Children will be encouraged and supported where necessary when washing their hands.
- Children will be encouraged by staff members to help with all aspects of snack time.
- Staff will wash their hands before and after handling food.
- Children who have a dietary requirement will be monitored by staff to prevent contact with restricted foods and drink.

Meal times are important social and skill building activity. The children will be encouraged to enjoy snacks in a relaxed, warm and supportive manner.

## Equal Opportunities Policy for Parents Needs

### NMS 7.5 16.1

This policy is intended to provide and maintain equality of opportunity for all staff, children and parent/carers within the group. Plas Derw Trust will ensure that all persons involved with the playgroup are treated with value and respect. Plas Derw Trust has the responsibility to ensure equal opportunities underpin practice in the following ways:

#### ADVERTISING AND ADMISSIONS

- Plas Derw Trust will provide information about services we offer within the local community. This information will be available in mailchimp. Facebook page, our own website, community websites such as netmums and Flintshire Family Information website.
- The group will be open to every family in the local and wider community.
- Children from all cultures and backgrounds are welcome at Plas Derw Trust and their needs and values respected at all times. We will encourage parents to share special events that we can share with the children and incorporate into our sessions.
- Children with English as an additional language are welcome to attend Plas Derw Trust; staff will help to support and develop their understanding of English language.

#### EMPLOYMENT

- The Group will appoint the best person for the job.
- Job vacancies will advertised on appropriate job sites, in local businesses and on Plas Derw Trust webpage. All vacancies will be advertised with a job description and essential criteria.
- At interview, questions will be non-discriminatory.
- Each applicant will be treated as an individual and in compliance with current legislation.
- All employees will be subject to medical health declarations, and staff needs will be assessed and supported.

#### PARENTAL INVOLVEMENT

- The group will ensure all families have an equal opportunity to be involved in the running of the group and any information regarding the group will be clearly communicated as appropriate.
- All parent/carers will be encouraged to understand the effects of stereotyping and discrimination and any discriminatory remarks will be challenged.

#### CHILDREN IN THE GROUP

- The group will ensure that all children are respected and their individuality recognised.
- Children will be given the opportunity to learn and respect other cultures.
- Any discriminatory remarks or behaviour will be appropriately addressed and children will be encouraged to understand the effects of any such remarks or behaviour.
- All children will be subject to the same opportunities, if required the environment, activities and teaching will be adapted to suit the child's needs.

Parents are also able to contact the CSSIW to raise concerns about the provision

*You can raise a concern in a number of ways:*

*Tell us face to face by visiting one of our regional offices, or speaking to our inspectors during an inspection*

*Phone us: 0300 7900 126*

*Email us: [CSSIW@wales.gsi.gov.uk](mailto:CSSIW@wales.gsi.gov.uk)*

*Write to us:  
CSSIW National Office  
Welsh Government  
Rhydycar  
CF48 1UZ*

## Hygiene and Cleanliness Policy

NMS 7.5 10.1 10.3 10.8

Plas Derw Trust will continuously promote a healthy lifestyle and a high standard of hygiene for staff, children and visitors.

### Personal Hygiene

- Staff will encourage and model good practice regarding personal hygiene.
- Children will be supported when washing their hands after using the bathroom and before and after eating.
- Hygiene rules relating to body fluids will be followed with particular care.
- Spare clothes are available in the setting for children's use.
- Staff and volunteers will be aware of how infections including HIV are transmitted.

Should an outbreak of infection occur equipment will be cleaned immediately.

## Illness and Exclusion Policy

NMS 2.2 10.1 10.6 10.8

### Illness

The health and well-being of all persons and children in attendance of Plas Derw Trust is important to us.

In the event that a child becomes unwell during session times the Staff will contact the parents and inform them of their child's symptoms. We will endeavour to ensure children can stay at the sessions however in the circumstance of sickness, high fever, contagious disease, illness resulting from accident (head bump) or if the child is not coping with the session we will request they are collected as soon as possible.

Parents are encouraged to keep their children at home if they are unwell. There are some illnesses that have an exclusion period as advised by the Local Authority. More information in this respect will follow.

For any outbreak of sickness or diarrhoea children must be excluded from the session for 48 hours. If an outbreak occurs during a session all kit will be washed with disinfected

Open wounds will be covered with a plaster or dressing to prevent infection and spread of infection.

Parents are encouraged to inform the office if their child is unwell and the nature of their condition. This will allow staff to inform other parents if necessary and take action to protect others; pregnant women are particularly vulnerable to some diseases.

<b><i>Rashes and skin infections</i></b>	<b><i>Exclusion Period</i></b>	<b><i>Advice</i></b>
<b>Athlete's Foot</b>	None	Treatment is recommended
<b>Chickenpox</b>	Five days from onset of rash and when all sores have scabbed.	Vulnerable children and staff may be more seriously affected.
<b>Cold sores, (Herpes simplex)</b>	None	Avoid contact with sores, generally mild.
<b>German Measles (Rubella)</b>	Six days from onset of rash	Preventable by immunisation (MMR x2) Pregnant staff
<b>Hand, foot and mouth</b>	None	Exclusion will considered if a large number of children are affected or the child is unwell.
<b>Impetigo</b>	Until lesions are crusted and healed.	Antibiotic speeds healing and reduces infection.
<b>Measles</b>	Four days from onset of rash.	Preventable by vaccination (MMR x2) Pregnant staff
<b>Molluscum contagiosum</b>	None	Self limiting condition highly contagious
<b>Ringworm</b>	none	Treatment is required
<b>Roseola (infantum)</b>	none	none
<b>Scabies</b>	Child can return after first treatment.	Household and close contacts require treatment.
<b>Scarlet Fever</b>	Child can return 24 hours after commencing appropriate antibiotic treatment.	Antibiotic treatment is recommended.
<b>Slapped cheek / fifth disease. Parvovirus B19</b>	none	Vulnerable children and pregnant staff at risk.
<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered.	Can cause chickenpox in those not immune. Spread through close contact and touch. Vulnerable children and pregnant staff at risk.
<b>Warts and verrucae</b>	none	Cover if in contact with shared water.

<b><i>Diarrhoea and vomiting illness</i></b>	<b><i>Exclusion Period</i></b>	<b><i>Advice</i></b>
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode	None
<b>E.Coli O157 VTEC</b>	48 hours from last episode of Diarrhoea	Further exclusion may apply for under five years.
<b>Typhoid [and paratyphoid] (enteric fever)</b>	Further exclusion may be required for some children until they are no longer excreting.	
<b>Shigella (dysentery)</b>		Consult local Health Protection Team.
<b>Cryptosporidiosis</b>	48 hours from last episode of diarrhoea	Exclusion from swimming advised for two weeks after.

<b><i>Respiratory infections</i></b>	<b><i>Exclusion Period</i></b>	<b><i>Advice</i></b>
<b>Flu (influenza)</b>	Until recovered	Vulnerable children at risk
<b>Tuberculosis</b>	ALWAYS consult the Health Protection Team	Requires close prolonged contact for spread of infection.
<b>Whooping Cough (pertussis)</b>	5 days from commencement of antibiotic treatment or 21 days from onset of illness if not treated.	Preventable by vaccination. After treatment non-infectious cough may persist.

<b><i>Other infections</i></b>	<b><i>Exclusion Period</i></b>	<b><i>Advice</i></b>
<b>Conjunctivitis</b>	none	Treat with drops
<b>Diphtheria</b>	Exclusion is essential. Consult local Health Protection Team	Preventable by vaccination. Families must be excluded until cleared to return by Health Protection Team. Health Protection Team will organise contact tracing as necessary.
<b>Glandular Fever</b>	none	None
<b>Head Lice</b>	none	Treatment is recommended.
<b>Hepatitis A</b>	Exclude until 7 days after onset of jaundice (or 7 days after onset of symptoms if no jaundice)	In an outbreak the Health Protection Team will advise on control measures.
<b>Hepatitis B, C, HIV/AIDS</b>	none	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.
<b>Meningococcal meningitis / septicaemia</b>	Until recovered	Meningitis C is preventable by vaccination.
<b>Meningitis due to other bacteria</b>	Until recovered	Preventable by vaccination.
<b>Meningitis Viral</b>	none	Milder illness no need to exclude unless child unwell.
<b>MRSA</b>	none	Good hygiene, especially hand washing to minimise danger of spread.
<b>Mumps</b>	5 days from onset of swelling	Preventable by vaccination (MMR x2)
<b>Threadworms</b>	none	Treatment is recommended.
<b>Tonsillitis</b>	none	Many do not need antibiotics.

### **Vulnerable Children**

Some children suffer from conditions that may make them more vulnerable to more serious infections that would not be seen in most other children. This includes children who are undergoing treatment for leukaemia or other cancers, children on high dosages of steroids and those whose immunity is reduced by their conditions.

### **Pregnant Staff**

Seek advice from their GP if they have been in contact with some infections.

## Immunisations

<b>2 months old</b>	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib)</li> <li>• Pneumococcal (PCV)</li> <li>• Rotavirus</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> <li>• By mouth</li> </ul>
<b>3 months old</b>	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib)</li> <li>• Meningitis C (Men C)</li> <li>• Rotavirus</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> <li>• By mouth</li> </ul>
<b>4 months old</b>	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib)</li> <li>• Pneumococcal (PCV)</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> </ul>
<b>12-13 months old</b>	<ul style="list-style-type: none"> <li>• Hib / meningitis C</li> <li>• Measles Mumps Rubella (MMR)</li> <li>• Pneumococcal (PCV)</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> <li>• One injection</li> </ul>
<b>3yrs 4mth or soon after</b>	<ul style="list-style-type: none"> <li>• Diphtheria, tetanus, pertussis, polio (DTaP/IPV) or dTaP/IPV</li> <li>• Measles Mumps Rubella (MMR)</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> </ul>
<b>13-18 yrs</b>	<ul style="list-style-type: none"> <li>• Tetanus, diphtheria and polio (Td/IPV)</li> <li>• Meningitis C</li> </ul>	<ul style="list-style-type: none"> <li>• One injection</li> <li>• One injection</li> </ul>
<b>Girls aged 12-13 yrs</b>	<ul style="list-style-type: none"> <li>• Cervical Cancer caused by human papilloma virus types 16 and 18. HPV vaccine</li> </ul>	<ul style="list-style-type: none"> <li>• Three injections over a six month period.</li> </ul>

## Late and non-collection

### NMS 2.2 5.2

This procedure is to be implemented by the Outdoor Learning Coordinator in the event of a child not being collected from a session.

If a child is not collected the Session leader will attempt to contact the Parent / Carer on the contact telephone numbers provided and establish the cause for non-collection.

In the event that parents have been non contactable via telephone numbers provided the supervisor will attempt to contact the alternative emergency contact provided.

If there is still no response and the child has not been collected after half-an-hour then the Duty Social Worker will be contacted, and their advice will be followed.

All late collections are chargeable session staff will inform the office who will invoice parents.

It is the responsibility of parents to provide the office with up to date contact details via the medical consent form.

## Payment and Multiple booking/ Sibling discount Policy.

Plas Derw Trust is committed to providing value for money and supporting the families it serves. Payment must be made at point of booking either through the secure checkout on the website or by card over the phone. On line booking is preferable.

There is a discount code issued to allow parents to receive discount on multiple bookings. So as not to discriminate against families with only 1 child or families where only one child is eligible to attend the discount also applies when booking more than one session for the same child.

Details of the discount codes are provided in newsletters and are also detailed on the website.

Plas Derw Trust will regularly review this policy. Plas Derw Trust holds the right to change and adapt this policy during at any time

## Medication and welfare Policy

NMS2.2 11.1 11.2 11.3 11.4 11.5 11.6 11.7

It is anticipated that most children will not require medication whilst attending the Holiday Club. Instances of medication which we have come across are asthma inhalers, insulin pens, epi pens and the tail end of antibiotics course.

Parents should preferably contact the office before making a booking if they have any concerns. Each case is discussed on an individual basis discussing frequency of administration, the child ability to self-administer and storage requirements.

- Parents must contact the office if their child suffers from any medical condition which requires regular medication to be given during Kids Club hours and provide written information prior to their child's attendance.
- This information must also be documented on the medical consent forms.
- Occasional provision of medication can also be given subject to a Medication Forms being completed.
- Medication will be administered by the Person In Charge.
- Unqualified staff and volunteers are not permitted to administer medication.
- There are no facilities to store medication in the woods which needs to be kept refrigerated.
- Paracetamol and Ibuprofen will not be administered for more than two consecutive days, always encourage parents to seek advice from their GP if pain relief is required for extended periods of time.
- Additional needs and adaptations will be accommodated where possible for the inclusion of all children.

## Planning Observations and Assessing Policy

NMS 7.5

Plas Derw Trust are committed to providing an environment where all children can flourish, develop and learn. To ensure we can provide opportunities for each child appropriate to their age and stage of development observations may be recorded.

Photographs may occasionally form part of the observations; the photographs must be appropriate and in context with what has been observed.

Planning will be completed prior to each week of Kids Club in the woods and will link with the children's observed learning needs and interests where possible.

## Parental Involvement Policy

NMS 6.1

Parents who choose our Holiday club provision are welcome to discuss their child's individual needs with the Office in advance of attendance. They can also make sessions staff aware of any concerns at the beginning of the session during the drop of / sign in period

All parents are expected to sign in and sign out their children This gives parents and staff alike the opportunity to discuss and issues concerns or praise pertaining to child involvement in the sessions.

Plas Derw Trust is a registered charity and parents are welcome to get involved with groups at any time.

## Safeguarding and Child Protection Policy Statement

NMS 5.2 20.1 21.1

*The following policy is Plas Derw overarching policy for all its operations*

### **Legislative Framework**

Children's Act 1989 – Guidance and Regulations – refer to documents.

### **Principles**

- Young people attending sessions are entitled to the same level and standard of protection from harm as is provided by under the Children's Act.
- All staff are aware of the possibility that a young person may have been or are currently being abused during the period that they are coming out to PD and PD endeavour to meet the individual needs of the child by liaising with school staff if necessary.

### **Procedures**

- All staff are trained or under going training about child protection procedures.
- Child Protection issues will be addressed through the child's school.

- Whenever employees/contractor have suspicions, knowledge or evidence that a young person is suffering, or has suffered abuse, then information must be brought to the attention of the appropriate school without delay.
- If the employee/contractor has doubts, or is unsure about a situation or circumstances, then advice from their manager, Head of School should always be sought.
- Employees/contractors should not at any time assume that a young person's request for "nothing to be done" brings the matter to a close, e.g. young people will often decline the opportunity to refer assaults to the police, or give instruction that they do not wish this to happen. If a disclosure is made, employees must refer to the guidelines set out in the Flintshire County Council Child Protection Procedures and make the young person aware that what they have told you will be confidentially passed on to their Head Teacher who will give guidance.
- If a young person seeks to tell employees/Contractors about their circumstances or experiences that are abusive. Employees/Contractors must not give absolute guarantees of confidentiality, for information may have implications for the safety of the young person concerned, the protection of others, or evidential relevance in respect of a criminal offence.
- Each employee must initially telephone the Head teacher and follow up with detailed written records of the incident of the situation, discussion, or observation, where appropriate and follow up phone call made to ensure form has been received.
- It is the responsibility of the school to ensure that information about services, contact numbers of independent agencies, persons e.t.c. (e.g., children's advice and representation services; Childline) is displayed where young people have routine access to them.
- If child discloses information during non term time then children's services must be notified.

## Touch Policy

Plas Derw Trust Ltd adopts a policy of using touch to anchor praise in the body, this is based on the research of Wheldall, Bevan and Shortall (1986). Touch is only used in group situations, and follows the guidelines provided within the child protection policy.

Below are staff and volunteers role and behaviour guidelines, to identify the appropriate behaviour to protect children/young people and to safeguard adults.

- Physical punishment in any form is not acceptable.
- Activities involving close contact should take place in a group situation.
- Keep everything public – a hug in the group is different to a hug behind closed doors.
- Touch should be related to the child's/young person's needs not the workers.
- Avoid sexually stimulating physical activity.
- Children/young people have a right to decide how much physical contact they have with others.
- Adults should monitor each other in the area of physical contact. They should be free to help each other by pointing anything that can be misunderstood.
- Minimize time spent alone with children/young people and tell other adults if this does happen.
- Don't give lifts to children/young people if they are alone, unless not doing so puts them at risk.

Ensure at all times staff communication and feedback as to the appropriate use of touch with praise  
... Monitor each other!

Local Numbers

Social Services 01352 701 000

Duty officer out of hours 0845 053 3116

Plas Derw Trust will review and update our Safeguarding and Child Protection Policy continually  
Sibling policy

Plas Derw Trust is committed to providing value for money and supporting the families it serves.  
Families who have more than one child attending Playgroup will be entitled to a 20% discount off  
the second child.

This discount applies to all families and does not discriminate.