



<b>Admissions and Fees Policy .....</b>	<b>4</b>
<b>Booking Procedure.....</b>	<b>4</b>
<b>Cancellation and Refund Policy .....</b>	<b>4</b>
<b>Fee Structure .....</b>	<b>4</b>
<b>Payment Terms.....</b>	<b>4</b>
<b>Daily Routine Procedures.....</b>	<b>5</b>
<b>Attendance Policy .....</b>	<b>6</b>
<b>Arrivals .....</b>	<b>6</b>
<b>Settling In Policy and Procedure.....</b>	<b>6</b>
<b>Departures.....</b>	<b>6</b>
<b>Absences.....</b>	<b>7</b>
<b>Late Collection Policy and Procedure .....</b>	<b>7</b>
<b>Missing Child Procedure.....</b>	<b>8</b>
<b>Behavior Management Strategies and Golden Rules Policy .....</b>	<b>9</b>
<b>Golden Rules.....</b>	<b>9</b>
<b>Classroom management.....</b>	<b>9</b>
<b>Encouraging Positive Behavior .....</b>	<b>9</b>
<b>Dealing With Inappropriate Behavior .....</b>	<b>10</b>
<b>Sanctions .....</b>	<b>10</b>
<b>Language .....</b>	<b>10</b>
<b>Physical Intervention.....</b>	<b>10</b>
<b>Corporal Punishment .....</b>	<b>10</b>
<b>Anti-Bullying Policy.....</b>	<b>11</b>
<b>British Values Policy .....</b>	<b>12</b>
<b>How The MuddyBoots Club Promotes British Values .....</b>	<b>12</b>
<b>Complaints Policy .....</b>	<b>13</b>
<b>Making A Complaint To Ofsted .....</b>	<b>13</b>
<b>Allegations Against a Member of The MuddyBoots Club’s Team.....</b>	<b>14</b>
<b>Whistleblowing Policy.....</b>	<b>15</b>
<b>Confidentiality and Information Sharing Policy.....</b>	<b>18</b>
<b>Equal Opportunities Policy .....</b>	<b>20</b>
<b>Equal Opportunities Named Coordinator.....</b>	<b>20</b>
<b>Early Years Foundation Stage Policy .....</b>	<b>20</b>
<b>English as an Additional Language Policy .....</b>	<b>22</b>
<b>Children With Additional Needs .....</b>	<b>24</b>
<b>Special Educational Needs Coordinator.....</b>	<b>24</b>
<b>Special Needs and Disability Inclusion Policy .....</b>	<b>24</b>
<b>Challenging Inappropriate Attitudes and Practices.....</b>	<b>24</b>
<b>Racial Harassment Policy.....</b>	<b>25</b>
<b>E-Safety Policy .....</b>	<b>26</b>
<b>Mobile Phone Policy .....</b>	<b>27</b>
<b>Social Media Policy .....</b>	<b>28</b>



<b>Health and Safety Policy</b> .....	<b>31</b>
<b>Insurance</b> .....	<b>31</b>
<b>Awareness Raising</b> .....	<b>31</b>
<b>Daily Environment Checks</b> .....	<b>34</b>
<b>Equipment and Resources Policy</b> .....	<b>34</b>
<b>Accident Record</b> .....	<b>35</b>
<b>Dealing With Incidents</b> .....	<b>35</b>
<b>Incident Record</b> .....	<b>35</b>
<b>Risk Assessment Policy</b> .....	<b>35</b>
<b>Recording Dangerous Events or Near Misses</b> .....	<b>36</b>
<b>Records</b> .....	<b>36</b>
<b>Emergency Evacuation/Closure Procedure</b> .....	<b>37</b>
<b>Fire Safety Policy</b> .....	<b>38</b>
<b>Lock Down Procedure</b> .....	<b>39</b>
<b>Health, Sickness, and Medication Policy</b> .....	<b>40</b>
<b>Administering Medication</b> .....	<b>40</b>
<b>Consent For First Aid</b> .....	<b>40</b>
<b>Treatment of Anaphylactic Shock</b> .....	<b>40</b>
<b>Intimate Care and Toilet Training Policy</b> .....	<b>40</b>
<b>Sickness Policy</b> .....	<b>42</b>
<b>Sick Child Procedure</b> .....	<b>42</b>
<b>Food and Drink Policy</b> .....	<b>44</b>
<b>Sun Protection Policy</b> .....	<b>45</b>
<b>No Platform Policy</b> .....	<b>46</b>
<b>Parental Involvement Policy</b> .....	<b>48</b>
<b>Safeguarding and Child Protection Policy</b> .....	<b>49</b>
<b>1. Introduction</b> .....	<b>49</b>
<b>2. Overall Aims</b> .....	<b>49</b>
<b>3. Key Principles</b> .....	<b>50</b>
<b>4. Key Processes</b> .....	<b>50</b>
<b>5. Expectations</b> .....	<b>50</b>
<b>6. The Designated Safeguarding Leader</b> .....	<b>50</b>
<b>7. A Safer Culture</b> .....	<b>51</b>
<b>8. Our Role In The Prevention Of Abuse</b> .....	<b>52</b>
<b>9. Safeguarding children who are vulnerable to radicalisation</b> .....	<b>52</b>
<b>10. Safeguarding children who are vulnerable to exploitation, forced marriage, female genital mutilation, or trafficking</b> .....	<b>53</b>
<b>11. Children who go missing from education</b> .....	<b>54</b>
<b>12. What we do when we are concerned</b> .....	<b>54</b>
<b>13. Responding to concerns about a child: involving Named Contacts</b> .....	<b>55</b>
<b>14. Multi-agency Work</b> .....	<b>55</b>
<b>15. Our role in supporting children</b> .....	<b>55</b>
<b>16. Responding to an allegation about a member of The MuddyBoots Club's team</b> .....	<b>55</b>
<b>17. Children with additional needs</b> .....	<b>56</b>
<b>18. Children in specific circumstances</b> .....	<b>56</b>



19. Appendix 1 – Definitions and Indicators of Abuse .....57

20. Appendix 2 – Dealing With A Disclosure Of Abuse .....60

21. Appendix 3 – Allegations About A Team Member, External Workshop Leader, or Intern ..... 61

22. Appendix 4 – Indicators of Vulnerability To Radicalisation .....61

23. Appendix 5 – Preventing Violent Extremism: Roles and Responsibilities of the Single Point Of Contact (SPOC).....62

**Smoking, Alcohol, and Drugs Policy ..... 64**

**Smoking .....64**

**Alcohol.....64**

**Drugs.....64**

**Safeguarding children.....64**

**Staffing and Employment Policy ..... 65**

**'Safer Recruitment' Practices.....65**

**Working With MuddyBoots Club.....66**

The information in this document supports Ofsted requirements for the Early Years Register and the Voluntary Register. It reflects statutory guidance in "Keeping children safe in education" published in July 2015 by Department for Education

<b>These policies were created:</b>	<b>By:</b> Adriane Bet	<b>Date:</b> 3 <sup>rd</sup> April 2017
<b>These policies were reviewed:</b>	<b>By:</b> Adriane Bet	<b>Date:</b> 10 <sup>th</sup> March 2023
<b>To be reviewed:</b>	<b>By:</b> Adriane Bet	<b>Date:</b> 10 <sup>th</sup> March 2024

Signed by:  
Adriane Bet



# Admissions and Fees Policy

Places are offered on a first-come first-served basis. When all places have been filled, any additional children will be placed on a waiting list and we will notify their Named Contacts if any places become available due to cancellations.

MuddyBoots Club cares for children between the ages of 3 and 8. The group age ranges are dependent on the number of children in attendance and may vary from the time of booking.

## Booking Procedure

Parents must complete the necessary paperwork (i.e. the registration form and any associated medical or permission forms) before their children can attend MuddyBoots Club. The forms and payment for the booked sessions should be completed as soon as possible in advance.

All bookings will be confirmed via email.

## Cancellation and Refund Policy

All fees are non-refundable.

Should you provide more than SEVEN DAYS notice of cancelling a place MuddyBoots Club will provide a credit note.

In the unlikely event that MuddyBoots Club is unable to run a Holiday Camp (e.g. due to venue closure or adverse weather conditions) a full refund will be provided.

Holiday Camp Weekly Timetables are subject to change.

## Fee Structure

Fees are charged at £41- £47 per child per full day (depending on area and location).. Half-day options are also available.

MuddyBoots Club recognises that childcare can be costly, so we are registered to accept a variety of childcare vouchers and provide regular discounts and offers.

## Payment Terms

All fees are payable in full at time of booking in order to secure your child's place at MuddyBoots Club. Full payment must be received in advance.

- Fees can be paid via debit card, credit card, or childcare vouchers
- Cheques are not accepted
- Fees are charged for booked sessions whether the child attends or not

Partial or full payment is regarded as acceptance of our booking conditions.



## **Daily Routine Procedures**

### 8:15am – Morning Checks

### 8:30 -Early Drop Off

Early Drop Off available for children that are booked in advance and paid for the extra service.

Holiday Camp Manager is to carry out an assessment of the building, each room, and the toilets to ensure that the setting is ready for the day's events and cleanliness is kept high.

### 9:00am – 4pm - Standard Hours

Those children booked in for the morning and full Standard Hours arrive and are signed in by a Named Contact. They are escorted by a Holiday Camp Assistant, before the morning session begins at 9:30am.

### 12:30pm – End of Morning

Those children booked in for the morning only collect their belongings and are escorted by a Holiday Camp Assistant to reception to await collection.

### 12:30pm – Afternoon

Those children booked in for the afternoon only arrive and are signed in by a Named Contact. They are escorted by a Holiday Camp Assistant to take part in the end of the lunch break, before the afternoon session begins at 1:15pm.

### 3:45pm – End of Afternoon

Those children booked in for the afternoon or full Standard Hours collect their belongings and are escorted by a Holiday Camp Assistant to reception to await collection.

### 4:30pm – Late Pick Up Collection

Late Pick Up available for children who are booked in advanced and paid for.

### Breaks:

Children will have two break (snack) times | 10:30am – 11am (morning) | 2.30pm – 3pm (afternoon)

Children will have a lunch time | 12.15pm – 1.15pm

### Toilet Checks

Daily monitoring and maintenance of toilets are required from 8.15am on an hourly basis by the Holiday Camp Manager. The Toilet Check document is signed each time a check has been carried out.

### 4:15pm – 5pm – End of Day Checks

Holiday Camp Manager is to check each room, and the toilets, ensuring that the rooms are ready for the following day's events and cleanliness is kept high. Any lost property is to be taken to the reception for the morning.



# Attendance Policy

MuddyBoots Club recognises that the safe arrival and departure of the children in our care is paramount.

The Holiday Camp Manager will ensure that an accurate record is kept of all children in MuddyBoots Club's care, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by registering children a second time when they split into smaller groups and regular head counts throughout the day. Registers relating to specific groups for specific periods of the day (e.g. instrumental classes) will be provided to team members as required.

## Arrivals

Our team will greet each child warmly on their arrival at MuddyBoots and will record the child's attendance in the daily register straightaway, including the time of arrival.

## Settling In Policy and Procedure

At MuddyBoots Club we want children to feel safe and happy within our setting and secure and comfortable with our team members. We also want Named Contacts to have confidence in both their child's wellbeing and their role as an active partner within our setting.

### Aims

- To make the setting a welcoming space for children
- To make the setting a place where children can settle in quickly and comfortably

### Methods

When a Named Contact drops off their child we will provide them with the opportunity to visit our setting with their child and meet the team.

Upon booking, we will explain the process of settling in and jointly decide on the best way to help the child settle into our Holiday Camp.

The 'Named Contact' is welcome to stay for the first session if needs be. They will have to wear a 'Visitor' badge, sign in on the Visitor sheet found in the reception, and remain with a team member at all times (see our **Visitors Policy**).

Younger children may take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence for whatever reason may also need help to re-settle in. We also actively encourage a 'buddy' system. At MuddyBoots Club, we aim to be flexible with our daily routine (particularly for younger children).

We consider a child to be settled when they have formed a relationship with a member of our team or another child – whether Holiday Camp Assistant, Course Leader or Holiday Camp Manager or a new friend. Each child should also be familiar with where things are and be happy to participate in activities.

## Departures

- Children can only be collected by an adult who has been authorised on their registration form to collect them (i.e. a Named Contact).
- MuddyBoots Club will ensure that the Named Contact signs their child/children out before they leave, including a note of the time of collection.
- The child's Named Contact must inform MuddyBoots Club in advance if someone who is not listed on the registration form is to collect the child - this will be acknowledged by Head Office via email by way of confirmation of receipt of this information.
- The Holiday Camp Manager will contact a Named Contact for confirmation if they have any concerns regarding departures.
- The 'Named Contact' must notify the Club if they will be late collecting their child. If the Club is not informed, the **Late Collection** procedure will be followed.
- Children will not be allowed to leave the Club unaccompanied.



## Absences

If a child is going to be absent from a booked session a Named Contact should notify MuddyBoots Club in advance.

If a child is absent without explanation, MuddyBoots will contact the Named Contact to ascertain why:

### Step 1

Camp Manager will contact Head Office to confirm the booking details are correct and enquire if a message regarding anticipated absence has been received.

### Step 2

Head Office staff will contact the Named Contact to confirm whether they will be attending today. If the absence is due to sickness, they will advise as to an appropriate return/arrival date in line with the Sick Child Policy.

### Step 3

Head Office staff will confirm the details with the Camp Manager and update all registers as appropriate.

## Late Collection Policy and Procedure

A Named Contact must notify MuddyBoots Club if they will be late collecting their child. If a child is not collected, and a Named Contact has *not* notified us that they will be delayed, we will follow the following procedure:

### Up to 15 minutes late

- When a Named Contact arrives they will be reminded that they must call the Holiday Camp Manager to notify them if they are delayed
- The Named Contact will be informed that penalty fees may have to be charged (unless the delay was genuinely unavoidable)

### Over 15 minutes late

- If a Named Contact is more than 15 minutes late in collecting their child, the Holiday Camp Manager will try to contact them using the Emergency Contact Details listed on the register
- If there is no response the Holiday Camp Manager will try to contact any further Named Contacts
- If there is no response messages will be left requesting that they contact the Holiday Camp Manager immediately.
- The Holiday Camp Manager will contact the Head Office.
- Head Office will try to reach all Named Contacts via every available means (telephone, email etc.)
- While waiting to be collected the child will be supervised by at least two members of MuddyBoots Club's team
- When a Named Contact arrives they will be reminded that they must call the Holiday Camp Manager to notify us if they are delayed and that penalty fees will have to be charged (except in exceptional circumstances):
  - For children booked for Standard Hours but collected after its end a fee of £5 per child will be requested to cover their place within the Late Club

### Over 30 minutes late

- If the Holiday Camp Manager and Head Office have been unable to contact the 'Named Contact' after 30 minutes, they may contact the local Social Care team for advice, in conjunction with Head Office
- The child will remain in the care of two of members of MuddyBoots Club's team, on the premises if possible, until collected by a Named Contact or until placed in the care of the Social Care team
- If it is not possible for the child to remain at the premises, a note will be left on the door of the premises informing the Named Contacts where the child has been taken (e.g. to the home of a team or staff member or into the care of a safeguarding agency) and leaving a contact number. Further messages will be left with the Named Contacts' via every available means explaining events.



### Managing persistent lateness

The Holiday Camp Manager will record incidents of late collection on the register and will discuss them with the Named Contact who will be reminded that if they persistently collect their child late they may lose their place at MuddyBoots Club.

This information will be communicated to Head Office and recorded on that child's file.

## **Missing Child Procedure**

At MuddyBoots Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening team members will carry out periodic head counts, particularly when transporting children between locations.

### If a child cannot be located:

- All of MuddyBoots Club's team members at that setting will be informed that the child is missing
- MuddyBoots Club's team members will conduct a thorough search of the premises and surrounding area and the Holiday Camp Manager will inform Head Office
- After 10 minutes:
  - The police will be informed
  - The Holiday Camp Manager will then contact the child's Named Contact
- MuddyBoots Club's team members will continue to search for child whilst waiting for the police and Named Contacts to arrive
- We will maintain as normal a routine as possible for the rest of the children
- The Holiday Camp Manager will liaise with the police and the child's 'Named Contact', in conjunction with Head Office

The incident will be recorded in the **Incident Record**.

A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. MuddyBoots Club will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident we will also inform Ofsted.





# Behaviour Management Strategies and Golden Rules Policy

MuddyBoots Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent, and positive strategies. MuddyBoots Club rules are clearly articulated at every session and are discussed regularly.

To help children manage their own behaviour we need to establish clear boundaries related to acceptable and unacceptable behaviour. It is essential that MuddyBoots Club as a whole operate this strategy in a consistent manner so that children are enabled to develop positive behaviour at all times.

Whilst at MuddyBoots Club we expect children to:

- Use socially acceptable behaviour
- Comply with MuddyBoots Club's "Golden Rules"
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at MuddyBoots Club

## Golden Rules

At MuddyBoots Club, the "Golden Rules" lay the foundations for our whole behaviour management system. We aim to encourage a calm, purposeful and happy atmosphere at our Holiday Camps for all children and adults. By choosing to stick to these rules, children are helping to maintain this atmosphere. Our Golden Rules are:

- |               |                    |                   |
|---------------|--------------------|-------------------|
| Be respectful | Be honest          | Try your best     |
| Be kind       | Be a good listener | Share with others |
| Be helpful    |                    |                   |

These will be clearly displayed in the reception.

## Classroom management

Ensuring positive behaviour within the classroom is the responsibility of each member of the team. It is vital that consistent boundaries are established and reinforced from the first moment a child enters the setting.

A calm, respectful atmosphere in a classroom is conducive to effective learning. All members of the team should model positive behaviour at all times by the way they speak and behave to each other and to the children.

A proactive approach to 'nipping in the bud' any low level disruption, at the earliest opportunity, is a key element discovered in all effective classroom environments.

It is also vital that the focus is upon those children who display positive behaviour rather than on negative behaviour.

At the beginning of each day, week, or term each class may agree a set of class rules that the children believe will help them learn most effectively. This will then allow the children, within each class, to take ownership and responsibility for creating a positive working atmosphere.

## Encouraging Positive Behaviour

At MuddyBoots Club positive behaviour is encouraged by:

- MuddyBoots Club team acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements
- Certificates for exceptional accomplishments
- Offering a variety of play opportunities to meet the needs of the children attending MuddyBoots Club

It is inevitable that, as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. MuddyBoots Club will try to determine the cause or triggers of



the inappropriate behaviour to prevent the situation from recurring and communicate with Named Contacts as appropriate.

## Dealing With Inappropriate Behaviour

Challenging behaviour will be addressed in a calm, firm and positive manner

- In the first instance, the child will be temporarily removed from the activity
- MuddyBoots Club team member will discuss why the behaviour displayed is deemed inappropriate
- MuddyBoots Club team member will give the child an opportunity to explain their behaviour, to help prevent a recurrence
- MuddyBoots Club team member will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation as well as filling in the Behaviour Form.

If the inappropriate behaviour appears to be as a result of boredom, MuddyBoots Club team members will consult with the child to find activities that more fully engage them.

MuddyBoots Club will consult with Named Contacts to formulate clear strategies for dealing with persistent inappropriate behaviour.

We will not threaten any punishment that could adversely affect a child's wellbeing (e.g. withdrawal of food or drink).

If, after consultation with Named Contacts and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and Named Contact. MuddyBoots Club's Head Office will log any such instances in an **Exclusion Log**.

## Sanctions

- Child is spoken to once, drawing their attention to the unacceptable behaviour and why it is unhelpful.
- If the behaviour continues, the child is spoken to again and is warned of the consequences.
- If the behaviour still continues the child is given the punishment as warned and is reminded why the action was wrong.
- If the child persists with the unacceptable behaviour, then an incident form should be completed and further action will be decided upon after discussion with the Holiday Camp Manager.

## Language

Any use of bad/foul language by any child will be stopped immediately. MuddyBoots Club's team members will explain to the child that this is not polite and not accepted at MuddyBoots Club, and also explain that children of a more naive nature may overhear such language and then start to use it.

## Physical Intervention

Physical intervention will only be used as a last resort, when MuddyBoots Club believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of MuddyBoots Club's team has to physically restrain a child, the Holiday Camp Manager will be notified immediately and an **Incident Record** will be completed. The incident will be discussed with a Named Contact as soon as possible.

If members of MuddyBoots Club's team are not confident about their ability to contain a situation they should call the Holiday Camp Manager or, in extreme cases, the police.

All serious incidents will be recorded on an **Incident Record**. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our **Safeguarding Policy**.

## Corporal Punishment

Corporal punishment or the threat of corporal punishment will *never* be used at MuddyBoots Club and we will take all reasonable steps to ensure that no child who attends our Club receives corporal punishment from any person who cares for or is in regular contact with the child or from any other person on our premises.



## Anti-Bullying Policy

MuddyBoots Club is committed to providing a positive experience for all children on camp where they can have fun, make new friends and learn new skills in a safe and welcoming environment. MuddyBoots Club follows a zero tolerance policy on discrimination, bullying, or bad behaviour of any kind, irrespective of any special needs. MuddyBoots Club encourages any child to let us know if they see or experience this during their time on camp so it can be addressed immediately.

### Bullying

MuddyBoots Club believes that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, or shows indifference to prejudice and discrimination is unacceptable.

MuddyBoots Club believes that:

- bullying is a behaviour choice and that anyone can be encouraged to change their behaviour
- all children and young people have intrinsic value and worth
  - all should embrace one another's uniqueness and autonomy
- all should respect difference and welcome diversity in children, young people and in society in general,
- camps should be inclusive of all
- children and young people should have the right to feel safe, secure and valued
- that creating a safe environment and dealing with bullying is everyone's responsibility
- children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions
- every child at MuddyBoots Club should be treated with respect and courtesy and no-one should be bullied

Bullying includes:

- All kinds of name calling
- Taking or asking for money
- Ridiculing people with any kind of medical or physical condition and emotional, physical, homophobic, racial or electronic bullying
- Forcing racial or extremist views onto others

### If a child is a victim of bullying

If a child is being bullied they must let a member of MuddyBoots Club's team know. They will then inform the Holiday Camp Manager who will immediately investigate the allegation.

An **Incident Form** will be filled out and the Camp Manager will inform the Named Contacts of the victim, highlighting what has happened and the actions they have taken to deal with the situation.

MuddyBoots Club's team members will continue to monitor the situation to ensure the child is not upset and can continue the day.

All cases of bullying will be reported to MuddyBoots Club's Head Office.

The bullying helpline provides a free and confidential service to all children in distress. The number is located on the Bullying UK poster which is on display in the reception area on camp.

### If a child commits an act of bullying

The offending child should be taken to one side and be informed why their actions are considered to be bullying and informed of the consequences should it continue.

The Named Contacts of the alleged child will be informed of the allegation made against their child.

If it persists the Camp Manager will raise the issue with the person collecting the child as a case of bullying and the Camp Manager will follow the steps to deal with poor behaviour in line with MuddyBoots Club's **Behaviour Management Strategies and Golden Rules Policy**.

An **Incident Form** should be completed and reviewed as required.

If an allegation of an act of bullying is in the form of a formal complaint to Head Office, MuddyBoots Club will follow



## MuddyBoots Club **Complaints Policy**.

Those who bully others must be aware that MuddyBoots Club reserves the right to exclude a child without warning for bullying. MuddyBoots Club's Head Office will log any such instances in an **Exclusion Log**.

# British Values Policy

In the *Early Education and Childcare: Statutory Guidance for Local Authorities* document by Department For Education British values are described as:

*"Fundamental British values, first set out in the Government's Prevent strategy, are democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The promotion of fundamental British values will be reflected in the Early Years Foundation Stage (EYFS) and exemplified in an age-appropriate way through practice guidance".*

### Democracy

Making decisions together, (e.g. giving opportunities to develop enquiring minds in an atmosphere where questions are valued)

### The rule of law

Understanding that rules matter (e.g. collaborating with children to create rules and codes of behaviour), in line with the **Behaviour Management Strategies and Golden Rules Policy**.

### Individual liberty

Freedom for all (e.g. reflecting on people's differences) and understanding that we are free to have different opinions.

### Mutual respect and tolerance

Treat others as you want to be treated, (e.g. sharing and respecting others' opinions).

## How MuddyBoots Club Promotes British Values

Strategies include, but are not limited to:

- Teaching children to listen to each other and wait before speaking
- How to have a conversation
- Kindness
- Helpfulness
- Being respectful of others
- Encouraging table manners
- Promoting politeness, through saying please and thank you
- Encouraging listening
- Teaching empathy and understanding
- Encouraging appropriate behaviour
- Encouraging learning right from wrong
- Promoting taking turns and sharing
- Facilitating friends and friendship

These strategies work in conjunction with our **Behaviour Management Strategies and Golden Rules Policy**, **Equalities Policy**, and **No Platform Policy**.



## Complaints Policy

At MuddyBoots Club we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If, for any reason, we fall short of this goal we would like to be informed in order to amend our practices for the future. Our complaints policy will be displayed on the premises at all times. Records of all complaints will be retained for a period of at least three years. A summary of complaints is available for parents on request.

The Holiday Camp Manager will generally be responsible for dealing with complaints in the first instance. If the complaint is regarding the Holiday Camp Manager, the complaint will be passed to Head Office where a senior member of staff will investigate the matter.

Any complaints received regarding staff members will be recorded on an **Incident Record** and a **Complaint Record** will be completed. Any complaints made will be dealt with in the following manner:

### **Stage 1**

For complaints regarding aspects of MuddyBoots Club's activity:

- The manager will discuss the matter informally with the parent/carer concerned and aim to reach a satisfactory resolution

For complaints regarding an individual staff member:

- If appropriate, the parent will be encouraged to discuss the matter with staff concerned alongside the Holiday Camp Manager
- If the parent/carer feels that this is not appropriate, the matter will be discussed with the Holiday Camp Manager who will then discuss the complaint with the staff member and try to reach a satisfactory resolution

### **Stage 2**

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent/carer should put their complaint in writing. MuddyBoots Club will:

- Acknowledge receipt of the letter within 7 days
- Investigate the matter and notify the complainant of the outcome within 28 days
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to practices or policies as a result of the complaint
- Meet relevant parties to discuss MuddyBoots Club's response to the complaint, either together or on an individual basis

If child protection issues are raised, the Holiday Camp Manager will refer the situation to MuddyBoots Club's Child Protection Officer, who will then contact Social Care and follow the procedures of the **Safeguarding Children Policy**. If a criminal act may have been committed, the Holiday Camp Manager will contact the police.

## Making A Complaint To Ofsted

Any parent/carer can submit a complaint to Ofsted about MuddyBoots Club at any time. Ofsted will consider and investigate all complaints.

### **Address:**

Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

### **Tel:**

0300 123 1231 (enquiries)      0300 123 4666 (complaints)



## **Allegations Against a Member of MuddyBoots Club's Team**

MuddyBoots Club is committed to providing a service of the highest quality. This right to a high quality service applies to all children, the Named Contacts, team members, host venue team members and members of the public.

If any individual feels that the service they have received is less than adequate MuddyBoots Club ask that they make a complaint through the **Complaints Policy** and procedure. If an individual feels that a team member has acted inappropriately, they have the right to make a formal allegation of misconduct against that team member.

### **If the allegation is made by a child**

- The member of the team who receives the allegation should involve the Camp Manager immediately.
- The Camp Manager will inform the Designated Safeguarding Lead or HR Recruitment Manager at Head Office at the earliest convenience.
- If the allegation is against the Camp Manager the member of the team who received the allegation should contact the Designated Safeguarding Lead or HR Recruitment Manager at Head Office at the earliest convenience.
- Full notes should be recorded detailing what is said, and staff dealing with the allegation must show themselves to be sympathetic and understanding, but non-committal and non-judgemental.
- Once informed, the Designated Safeguarding Lead or HR Recruitment Manager will take charge of the situation and commence the investigation process.
- The Designated Safeguarding Lead or HR Recruitment Manager will contact the Named Contacts of the child to explain the nature of the allegation and to discuss/propose the action to be taken.
- The Designated Safeguarding Lead or HR Recruitment Manager will arrange for the team member concerned to be questioned about the matter, and for the incident to be investigated. This may necessitate taking statements from other members of the team/children on camp about the alleged incident.
- The Designated Safeguarding Lead or HR Recruitment Manager will use all available resources to resolve the matter, including informing Ofsted, the Local Authority Safeguarding Board, Social Services and the Police where necessary, and will ensure that all parties (team member(s), the parent(s)/guardian(s) and child) are kept advised of any on-going developments.

### **If the allegation is made by the parent(s)/guardian(s)**

- The parent(s)/guardian(s) will be directed immediately to the Camp Manager, and the above procedure will be followed and the matter will be investigated accordingly.

### **If the allegation is made by another team member**

- Minor internal disputes e.g. stemming from a conflict of interest/personality should not need to involve other members of staff, parent(s)/guardian(s), and will be resolved through a meeting with the involved parties, the Camp Manager and/or a representative from Head Office.
- Allegations regarding the team member's behaviour towards a child, the parent(s)/guardian(s) or member of the public will follow the procedure above.
- MuddyBoots Club believes that every team member has the right to work in an environment that is free of abuse and harassment. This includes verbal, physical, sexual, emotional and racial abuse and bullying. MuddyBoots Club will take very seriously any reports of abuse, assault or harassment and will support the individual in making complaints to the police and other appropriate authorities.
- If the staff member does not feel that MuddyBoots Club have taken the allegation serious enough then the staff member should follow the **Whistleblowing Policy**

### **Suspension of a team member**

- If allegations of misconduct are made against a team member and this requires investigation from the Local Authority Safeguarding Board, the police, Ofsted or any other regulatory body, MuddyBoots Club will suspend the staff member whilst the investigation takes place.
- If allegations of misconduct are made against a team member and are investigated internally, MuddyBoots Club will make any decisions regarding suspension during the investigation in accordance with MuddyBoots Club Disciplinary Procedures.



### **The outcome of investigations**

- If allegations of misconduct are proved to be true and are considered to be an act of gross misconduct, the team member concerned will be immediately dismissed and referred to the Local Safeguarding Board and Ofsted if not done so already.
- If the allegations of misconduct are proved to be true and are considered to be an act of minor misconduct, the team member concerned will be issued with a formal warning.
- If the allegations are proved to be true, but not considered to be an act of misconduct, the team member concerned will be issued with a verbal warning.
- MuddyBoots Club team member coordinating the investigation will inform all parties involved where appropriate, of the outcomes reached.

This procedure should be read in conjunction with the **Complaints Policy**. This procedure in no way affects the rights of any individual to make a complaint to Head Office, Ofsted, Local Safeguarding Board or the police.

### **Whistleblowing Policy**

MuddyBoots Club is committed to the highest possible standards of:

- Openness and inclusiveness
- Accountability
- Integrity in-line with that commitment

#### Aims

- Encourage those working in MuddyBoots Club setting to report suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- Provide guidance on how to raise concerns.
  - Reassure those raising concerns that they are able to raise genuine concerns “made in the public interest” without fear of reprisal, even if they turn out to be mistaken.

MuddyBoots Club will provide all reasonable protection for those who raise concerns “made in the public interest”. MuddyBoots Club will be responsible for ensuring that appropriate personal support is offered both to a staff member raising a concern and to any staff member against whom allegations have been made under this policy.

#### What is ‘whistleblowing’?

‘Whistleblowing’ is defined as ‘raising concerns about misconduct within an organisation or within an independent structure associated with it’ (Nolan Committee on Standards in Public Life). In the legislation it is called a protected disclosure. The Public Interest Disclosure Act 1998 protects staff from suffering a detriment in their employment or being dismissed by their employer if they make disclosures in accordance with the legislation.

A concern must relate to something which:

- Is a breach of MuddyBoots Club policies.
- Falls below established standards or practice.
- Amounts to improper conduct, including something that may be;
  - A breach of the law.
  - A failure to comply with a legal obligation.
  - A possible miscarriage of justice.
  - A Health and Safety risk.
- Is damaging the environment.
- Is corruption or unethical conduct.
- Involves the abuse of children or other adults.
- Deliberately conceals any of these matters.
- Is of any other substantial or relevant concern.

These issues could have arisen in the past, be currently happening or likely to happen in the future. The law does not protect a team member who would be breaking the law in making the disclosure.





## How to raise a concern

All concerns will be treated sensitively and with due regard to confidentiality and where possible every effort will be made to protect identity. Nevertheless, this information will need to be passed on to those with a legitimate need to have this information and it may be necessary for the whistle-blower to provide a written statement or act as a witness in any subsequent disciplinary proceedings or enquiry. This will always be discussed first.

### **Step 1**

To raise a concern you should normally raise it with the Director. This can be done in person or in writing. MuddyBoots Club recognises that sometimes it may be inappropriate for you to approach the Director with your concern.

In these circumstances, a number of alternatives are available depending on the nature of your concern. You can contact any of the following:

- Events and Courses Coordinator
- Admin Manager
- Ofsted

Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable ground to raise them

### **Step 2**

The person with whom you have raised your concern will acknowledge its receipt as soon as possible and will write to you within 10 days to let you know how your concern will be dealt with. The information you can then expect to receive is:

- An indication of how the concern will be dealt with.
- An estimate of how long it will take to provide a final response.
- Whether any initial enquiries have been made.
- Whether further investigations will take place, and if not why not.
- Information about support available for you.

The person with whom you have raised your concern will at the same time notify the HR Recruitment Manager that a whistleblowing allegation has been made.

### **Step 3**

Initial enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:

- An internal investigation by the Director which may, for example, take the form of a disciplinary investigation
- An investigation by the HR Recruitment Manager
- A referral to Ofsted or the police
- The setting up of an external independent inquiry

### **Step 4**

You will be informed of the outcome of any investigation, in writing, and/or of any action taken, subject to the constraints of confidentiality and the law. If you do not feel your concern has been addressed adequately you may raise it with an independent body such as one of the following as appropriate:

- The Citizen's Advice Bureau
- Ofsted
- A relevant voluntary organisation
- The Police
- The Local Government Ombudsman
- Equality and Human Rights Commission

You must make a disclosure "in the public interest"; and in the circumstances it must be reasonable for you to make the disclosure. If there is an issue of an exceptionally serious nature which you believe to be substantially true, then you may disclose the issue to someone other than those listed above. In determining whether it is reasonable for you to have made a disclosure the identity of the person to whom the disclosure is made will be





taken into account. Disclosures to anyone outside of the recognised bodies specified may not be protected under the Disclosures Act.

You have a duty to MuddyBoots Club not to disclose confidential information. This does not prevent you from seeking independent advice at any stage.



# Confidentiality and Information Sharing Policy

*"Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action." - Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers - March 2015*

Our work with children and their families will bring us into contact with confidential information which will only be used to enhance the welfare of their children. Named Contacts have a right to know and be informed about the circumstances, and reasons, when we are obliged to share information and we will be open and honest and explain to families how, when and why the information will be shared about them and with whom.

It is a legal requirement for MuddyBoots Club to hold information about the children and families using our Holiday Camps and the team members working at MuddyBoots Club. There are record keeping systems in place that meet legal requirements - means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

It is our intention to respect the privacy of children and their families and we do this by following the procedure below:

- Confidential records are stored in a locked filing cabinet
- Written permission is obtained to hold personal details on children and team members
- Named Contacts are informed when we need to record confidential information beyond the general personal information we keep i.e. injuries, concerns, safeguarding, contact with external agencies
- Written consent is sought from Named Contacts before information is shared with external agencies unless a child is considered at risk when our safeguarding children policy will be followed
- Named Contacts have access to files and records of their own children but not to those of any other child
- All team members are aware that personal information given by parents is confidential and only for use within the setting
- If Named Contacts share information about themselves with other parents as well as team members we cannot be held responsible if information is shared by those whom the person has 'confided' in
- All inductions include an awareness of the importance of confidentiality
- Decisions about recruitment remains confidential to those directly involved in the process
- If team members breach this policy this may result in disciplinary action including dismissal

## Records

Records are kept for the purpose of maintaining our business. These include health and safety records, development plans, financial records, contractual documentation, and employment records of staff, students, team members, and volunteers.

We keep two kinds of records on children attending our setting:

**Developmental records** – These may include observations of children at MuddyBoots Club, photographs, video clips and samples of their work and daily play observations.

**Personal records** - These include registration and consent forms; an on-going record of relevant contact with parents; correspondence concerning the child or family from other agencies; observations by visiting teachers and childcare practitioners on any confidential matter such as developmental concerns or safeguarding matters. These are stored in a lockable cabinet and are kept secure by the Director and Events and Courses Coordinator in the Head Office.

## Access to records

Named Contacts may request access to any confidential records held on their child and family following the procedure below:

- Request to see the child's personal file by a parent must be made to the Director, who will send written confirmation, and will inform the Events and Courses Coordinator. We commit to provide access within 14 days, although this may be extended.
- All third parties are written to asking for their permission to disclose to the person requesting it. This includes all family members and workers from other agencies, referred to in the records.



- When all the consents/refusals to disclose have been received all information which a third party has refused consent to disclose is removed and the file photocopied. The photocopied file is given to the Named Contacts by the Director who will explain the contents of the file.

Legal advice may be sought before sharing a file, especially where the Named Contact has possible grounds for litigation against the setting or another (third party) agency.

#### Information Sharing Procedures

The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. This is when it is to prevent a crime from being committed or intervene where one may have happened or to prevent harm to a child or adult; or not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the DSL. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm
- Where there is reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime

Information shared must be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely.

We will record decisions made and the reasons why information will be shared and to whom in line with the relevant guidelines and policies.

#### Working in partnership with other agencies

We work in partnership with local and national agencies to promote the well-being of all children.

When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.

We follow the protocols for working with agencies, for example on child protection.

Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.

Staff from other agencies do not have unsupervised access to the child they are visiting and do not have access to any other children during their visit.

We may consult with local and national agencies for advice and information to help us develop understanding of issues facing us and who can provide support and information for parents.



# Equal Opportunities Policy

At MuddyBoots Club we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs.

To achieve our objective of creating an environment free from discrimination and welcoming to all we will:

- Respect the different racial origins, religions, cultures, and languages in a multi-ethnic society so that each child is valued as an individual and without racial or gender stereotyping
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status, or HIV/AIDS status
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals
- Ensure that its services are available to all parents/carers and children in the local community
- Ensure that the recruitment policies and procedures are open, fair and non-discriminatory
- Work to fulfil all the legal requirements of the Equality Act 2010
- Monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis

## Equal Opportunities Named Coordinator

MuddyBoots Club's Equal Opportunities Named Coordinator (ENCO) is Adriane Bet. The ENCO is responsible for ensuring that:

- Team members receive relevant and appropriate training
- The **Equal Opportunities Policy** is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur

## Early Years Foundation Stage Policy

MuddyBoots Club is committed to delivering the Early Years Foundation Stage (EYFS) as set out in the *Statutory Framework for the Early Years Foundation Stage 2012*.

MuddyBoots Club aims to provide the highest quality of care and development for all children, giving them a strong foundation to develop individually at the necessary pace. MuddyBoots Club creates a safe and happy environment with motivating and enjoyable learning experiences that enable children to become confident and independent. MuddyBoots Club values the individual child and endeavour to work alongside the Named Contacts and other professionals to meet their needs and help every child reach their full potential.

As outlined in the EYFS:

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances.'

EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

The designated EYFS coordinator is Adriane Bet, who is responsible for:

- Identifying EYFS children when they join and informing the other team members
- Determining the primary EYFS provider for each child
- Assigning a key person for each EYFS child
- Ensuring that team members receive relevant EYFS training
- Ensuring that there is a regular exchange of information between Named Contacts and MuddyBoots Club

For each EYFS child, MuddyBoots Club will deliver areas of EYFS learning and development. In delivering these areas of learning and development team members will:

- Undertake observations and assessments in order to plan for each child's individual needs
- Plan and provide opportunities which are appropriate to each child's stage of development
- MuddyBoots Club provides a mix of adult-led and child-initiated activities. MuddyBoots Club always follows play principles, allowing children to choose how they occupy their time, and never forces them to participate in a given activity.

MuddyBoots Club recognises the four overarching principles of EYFS:



**A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.

**Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.

**Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development and plan appropriate play-based activities for them.

**Children develop and learn in different ways and at different rates:** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

### Strategies

MuddyBoots Club believes it is important to have balanced program of activities, based on the EYFS, across the seven areas of learning, using play as the vehicle for learning and:

- Promote equality of opportunity and anti-discriminatory practice - MuddyBoots Club provide early intervention for those children who require additional support
- Work in partnership with the parent(s)/guardian(s) and within the wider context of the child's development.
- Plan challenging learning experiences, based on the individual child, informed by observation and assessment and previous knowledge.
- Provide opportunities for children to engage in activities that are adult-initiated and child-initiated, supported by the adult.
- Have a key person approach to develop close relationships with individual children.
- Provide a secure and safe learning environment indoors and out.

### Early Years provision

MuddyBoots Club plan an exciting and challenging program of activities based on observation of children's needs, interests, and stages of development across the seven areas of learning to enable the children to achieve and exceed the early learning goals.

All the seven areas of learning and development are important and inter-connected. Three areas MuddyBoots Club focus on for igniting children's curiosity, enthusiasm for learning, building their capacity to learn, form relationships and thrive include:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Children are also supported through the four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Children are provided with a range of rich, meaningful first-hand experiences in which children explore, think creatively and are active. MuddyBoots Club aim to develop and foster positive attitudes towards learning, confidence, communication and physical development.

Children have whole group and small group times which increase as they progress through the EYFS. The program of activities is delivered using a play-based approach as outlined by the EYFS - *'Each area of learning and development must be implemented through planned, purposeful play and through a mix of adult-led and child-initiated activities.'*

MuddyBoots Club plan a balance between children having time and space to engage in their own child-initiated activities and those that are planned by the adults. During children's play, early years practitioners interact to stretch and challenge children further. MuddyBoots Club create a stimulating environment to encourage children to free-flow between inside and outside activities.



### Safety and Welfare

Children's safety and welfare is paramount. MuddyBoots Club create a safe and secure environment and provide a curriculum which teaches children how to be safe, make choices and assess risks. MuddyBoots Club have MuddyBootsent policies, procedures and documents in place to ensure children's safety.

MuddyBoots Club promote the good health of the children in numerous ways as set out in the **Health and Safety Policy, Food and Drink Policy, Parental Involvement Policy, and Intimate Care Policy.**

### Partnerships with Parent(s)/Guardian(s)/Named Contacts

MuddyBoots Club strive to create and maintain partnerships with the Named Contacts and recognise that together, this can have a significant impact on a child's learning. MuddyBoots Club welcomes and actively encourages the Named Contacts to participate confidently in their child's education and care (see our **Parental Involvement Policy**).

MuddyBoots Club requires information such as allergies, other relevant provisions the child attends, toilet training and any physical, behavioural, or support needs upon the point of registering.

## **Children With Additional Needs**

MuddyBoots Club recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Holiday Camp, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

See our **Special Needs and Disability Inclusion Policy** for more information.

## **Special Educational Needs Coordinator**

MuddyBoots Club's Special Educational Needs Coordinator (SENCO) is Adriane Bet. The SENCO will:

- Manage the provision for children with special educational needs or physical disabilities
- Be fully trained and experienced in the care and assessment of such children
- All members of the team will assist the SENCO in caring for children with additional needs or physical disabilities

See our **Special Needs and Disability Inclusion Policy** for more information.

## **Special Needs and Disability Inclusion Policy**

MuddyBoots Club have regard for the DFES Special Educational Needs Code for Practice:

- We include all children in our provision if we can meet their needs.
- Where appropriate we would seek help from practitioners to help support MuddyBoots Club parents and children with special needs/disabilities
- We identify the specific needs of children with special needs/disabilities and meet those needs to the best of our ability through a range of strategies
- We monitor and review our practice and provision where appropriate and is necessary, make adjustments

MuddyBoots Club ensures that the provision for children with special needs/disabilities is the responsibility of all members of our setting.

We ensure that our physical environment is as far as possible suitable for children with disabilities.

We work closely with parents and teachers of children with special needs/disabilities to create and maintain a positive partnership.

We provide parents with information on sources of independent advice and support as required.

We liaise with other professionals involved with the children with special needs/disabilities and their families where



appropriate.

#### Inclusion

MuddyBoots Club includes all children and families regardless of their capabilities, ethnicity, culture, religion, home language, family background, gender, or special needs/disability.

We strive to involve a wide range of children and we try to provide resources to improve access to a broad and balanced sessional care with activities that are adequate to all needs.

We have a **Complaints Policy**.



We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our team modelling anti-discriminatory behaviour at all times.

## Racial Harassment Policy

MuddyBoots Club is committed to providing a positive experience for all children on camp where they can have fun, make new friends, and learn new skills in a safe and welcoming environment. MuddyBoots Club follows a zero tolerance policy on racial harassment of any kind. MuddyBoots Club encourages any child to let us know if they see or experience this during their time on camp so it can be addressed immediately.

We will not tolerate any form of racial harassment. MuddyBoots Club will challenge racist and discriminatory remarks, attitudes and behaviour from the children at MuddyBoots Club, from team members, or from any other adults on the premises (e.g. those collecting children).

An approach that supports diversity and equality involves creating a childcare setting where each child feels a sense of belonging. MuddyBoots Club team members should observe and listen to children's play and adult interaction to identify any bias or discrimination, and then develop methods to deal with issues that arise. Every aspect of the setting comes into play:

- how children relate to each other
- how staff relate to minority and majority children
- how language is used
- how and what discussions take place
- what activities are undertaken

Every member of MuddyBoots Club's team has a duty to create and implement strategies to prevent and address racism including:

- Recording all racist/discriminatory incidents
- Ensuring all recorded incidents are reported to the Named Contacts and Camp Manager

Named Contacts have a right to know when racism occurs and the actions MuddyBoots Club will take to tackle it.

### Definition of racial harassment

"Violence which may be verbal or physical and which includes attacks on property and people because of their race, nationality, ethnic origins – when the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism" – (Commission for Racial Equality).

### Examples of racial harassment

- Physical assault against a person or group of people
- Derogatory name calling, insults and racial jokes
- Racist graffiti and other written insults
- Provocative behaviour such as wearing racist badges and insignia and the distribution of racist literature
- Threats against a person or group of people because of their colour or race
- Discriminatory comment including ridicule made in the course of discussions or elsewhere
- Patronising words or actions against a person or group of people

### Procedure for dealing with racial harassment

All team members working for MuddyBoots Club should be constantly aware and alert of any racial harassment taking place. If a team member suspects racism or discrimination taking place in any form they must:

- Intervene firmly and quickly to prevent all forms of racial harassment. Any allegation should be taken seriously and reported to the Camp Manager.
- Each incident should be investigated and recorded in detail as accurately as possible using an **Incident Form**. This record should be available for inspection by team members, inspectors and the Named Contacts where appropriate.
- The incident must be reported to Head Office
- The Camp Manager is responsible for ensuring that incidents are handled appropriately and sensitively and recorded appropriately.
- Note any changes of behaviour
- Where an allegation is substantiated following an investigation, the Named Contacts of the perpetrators and victims should be informed of the incident and of the outcome.





Any form of racial abuse will be dealt with seriously in accordance with the steps to deal with poor behaviour – see our **Behaviour Management Strategies and Golden Rules Policy** and **British Values Policy**, and recorded on an **Incident Form**.



## E-Safety Policy

All team members have a duty to ensure that children are protected from potential harm both within and beyond the camp environment. Every effort will be made to safeguard against all risks, however it is likely that The MuddyBoots Club will never be able to completely eliminate them. Any incidents that do arise will be dealt with quickly and according to this policy to ensure that children and staff continue to be protected.

E-safety is a framework of policy, practice, education and technological support that ensures a safe elearning environment in order to maximise the educational benefits of Information and Communications Technology (ICT) whilst minimising the associated risks.

### Aims

- To offer valuable guidance and resources to self-employed workers to ensure that they can provide a safe and secure online environment for all children in their care.
- To raise awareness to team members and the Named Contacts of the potential risks associated with online technologies
- To provide safeguards and rules for acceptable use to guide all users in their online experiences
- To ensure all are clear about procedures for misuse of any technologies both within and beyond the early years environment on camp

### Scope of policy

This policy applies to all team members, children, the Named Contacts, visitors and contractors accessing the internet or using technological devices on the premises. This includes the use of personal devices by all of the above mentioned groups, such as mobile phones or iPads/tablets which are brought onto a MuddyBoots Club Holiday camp. This policy is also applicable where self-employed workers or individuals have been provided with The MuddyBoots Club issued devices for use off-site, such as a work laptop or mobile phone.

### Definition

The definition and purpose of e-safety forms part of the "staying safe" element of the Government's Every Child Matters agenda, and all out of school providers have a responsibility under the Children Act 2004 to safeguard and promote the welfare of children, as well as owing a duty of care to children and their parent(s)/guardian(s) to provide a safe learning environment.

An e-safety strategy enables MuddyBoots Club to create a safe and rewarding e-learning environment. Please note - MuddyBoots Club do not run or offer any IT related activities. Safety awareness is vital so that children and staff are able to keep themselves and others safe and use the internet responsibly. As many children will have access to the internet at home and at schools, MuddyBoots Club need to ensure that the Named Contacts are fully aware of e-safety issues so that they can extend e-safety strategies to the home environment.

### Staff responsibilities procedure

All team members have a shared responsibility to ensure that children are unable to use the internet and related technologies as per the mobile phone policy. If any team members suspect that a child is subject to abuse via an online platform then this is categorised as a Child Protection concern and our **Safeguarding and Child Protection Policy** must be followed.

### E-mail use

- Team members must not engage in any personal communications with children who they have a professional responsibility for. This prohibits contact with former children outside of the Holiday Camp.
- All e-mails should be professional in tone and checked carefully before sending, just as an official letter would be.

### Photographs and video

- Written consent must be obtained from the Named Contacts before photographs or videos of young people will be taken or used within the camp, including displays, learning journeys, MuddyBoots Club website and other marketing materials.



- Team members will ensure that children are at ease and comfortable with images and videos being taken.
- Team Members must not use personal devices, such as cameras, video equipment or camera phones, to take photographs or videos of children.

#### Laptops and tablets

- Personal use of laptops or computing facilities, whilst on site, is left to the discretion of MuddyBoots Club and may be permissible if kept to a minimum. They must be used away from children.
- Where team members have been issued with a device or have had approval to use their own device (e.g. laptop) for work purposes, personal use is not authorised by MuddyBoots Club. The laptop/devices should be used by the authorised person only, which in most cases is the Holiday Camp Manager.

#### Children's Use

- As per the **Mobile Phone Policy** children are not permitted to have any electronic device on camp. Any such device will be confiscated and stored securely until the child is signed out by a Named Contact

#### Data storage and security

- Sensitive data, photographs and videos of children which leave the premises will only be stored on devices authorised by MuddyBoots Club.

## **Mobile Phone Policy**

### **For Children**

The widespread ownership of mobile phones among young people requires that MuddyBoots Club's team, children, and their Named Contacts take steps to ensure that mobile phones are used responsibly at camp.

Mobile phones are considered banned items and as such can be searched for and confiscated.

MuddyBoots Club has established the following policy for mobile phones that provides team members, children and their Named Contacts guidelines and instructions for the appropriate use of mobile phones during camp hours.

Use of mobile phones presents a number of problems, including:

- Mobile phones can be valuable items and might render a child vulnerable to theft.
- Mobile phones (and their cost and level of sophistication - or otherwise) can make children objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- Even when apparently silent, the use of mobile phones for texting purposes could be potentially undermining of group discipline and distract the enjoyment of others.
- The use of newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

### Responsibility

- Mobile phones should not be brought to camp. MuddyBoots Club advises all Named Contacts to discourage children from bringing mobile phones to camps on the grounds that they are valuable and may be lost or stolen.
- Where a child is found, by a member of the visiting teachers and childcare team to be in unauthorised possession of a mobile phone, the phone will be confiscated from the child and returned only to the Named Contact.
- The team members reserve the right to view the content of any child's mobile phone at any time in respect to issues regarding the safeguarding of children (two members of the team will be present).
- This policy is linked into the **Behaviour Management Strategies and Golden Rules Policy** and MuddyBoots Club will treat breaches as they would treat any other breach of this.
- Children should protect their phone numbers by never giving their mobile phone number to anyone whilst at MuddyBoots Club. This helps protect the child's number from unwanted messages and calls.
- MuddyBoots Club accepts no responsibility for replacing lost, stolen or damaged mobile phones whilst on camp.
- MuddyBoots Club accepts no responsibility for children who lose or have their mobile phones stolen while travelling to and from camp.



### Unacceptable Use

- Children who bring a mobile phone to camp by mistake should never leave it in their coat/bag when they arrive. Mobile phones will be kept by the Camp Manager in a safe location.
- Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or used for any other application during camp time.
- Using mobile phones to bully and threaten other children or staff is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour and the **Behaviour Management Strategies and Golden Rules Policy** and **Anti-Bullying Policy** will be followed.
- Using mobile phones to photograph or film any child or team member is unacceptable.

### **For MuddyBoots Club's Team Members**

MuddyBoots Club acknowledges that team members will own a mobile phone device and that they will bring it with them to camp. MuddyBoots Club has established the following policy for mobile phones providing our team members with guidelines and instructions for the appropriate use of mobile phones during camp hours.

- The use of a mobile phone must not detract from the quality of supervision and care of children. Our team members are forbidden from using non-approved devices (personal) mobile phones whilst leading a session with group of children. This will be treated as a case of misconduct if they are caught doing so.
- Mobile Phones are not banned from being brought to camp however they must be left in an allocated MuddyBoots Club team member area ('Staff Room' or similar). Mobile phones are only to be used away and out of sight of children.
- MuddyBoots Club will only use a camera on camp if taking pictures for marketing purposes and this will be fully supervised and authorised by a member of the Head Office team. MuddyBoots Club will always ask permission from Named Contacts beforehand.

### Unacceptable Use

- Using mobile phones to bully and threaten other children or team members is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- Cameras are not permitted on camp and team members should not use a mobile phone camera to take any pictures of children on camp. This will be treated as a case of misconduct if the team member is caught doing so.

### Accepted Use

For the purpose of child welfare, every Camp Manager at MuddyBoots Club setting is equipped with a mobile phone. The purpose of this phone is strictly for use in the following areas:

- To allow Head Office to make contact with a Camp Manager or vice versa in order to share any important information regarding the running of the camp during that particular day
- To allow the Named Contacts to make direct contact with a Camp Manager regarding their child. This could be to arrange a different pick up time or inform the camp about a late pick up or alternatively if the Camp Manager needs to contact an Named Contact regarding a child.

**Exception:** The only exception is on a setting where the venue is spread across a very large area and with permission from the Camp Manager, the team member is asked to keep a MuddyBoots Club provided phone (without a camera) on them so if an emergency situation occurs contact can be made.

All Named Contacts and child contact numbers are kept only by Head Office and the Camp Manager. Contacts are not stored on the mobile phone but are presented to the Camp Manager as a report which is kept with them at all times.

## **Social Media Policy**

This policy is intended to help staff make appropriate decisions about the use of social media such as but not limited to blogs, wikis, and social networking websites, podcasts, forums, message boards and comments on web- articles

This policy outlines the standards MuddyBoots Club require all team members to observe when using social media, the circumstances in which MuddyBoots Club will monitor use of social media and action in respect of breaches to this policy.

This policy does not form part of any contract of employment and it may be amended at any time.



### Who is covered by the policy?

This policy covers all individuals working at all levels including the director, managers, visiting teachers and childcare professionals and agency staff (referred to as visiting teachers and childcare professionals, or collectively as 'team members').

### The scope of the policy

All team members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of MuddyBoots Club, team members, partners, parent(s)/guardian(s) and competitors.

Breach of this policy may be dealt with under MuddyBoots Club disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

### Responsibility for implementation of the policy

The director has overall responsibility for the effective operation of this policy and is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to operations.

All team members are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All team members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Director.

### Using work-related social media

MuddyBoots Club recognise the importance of the internet in shaping public thinking about MuddyBoots Club and its services, team members, and parent(s)/guardian(s). MuddyBoots Club also recognise the importance of its team members joining in and helping shape the industry conversation and direction through interaction in social media.

Before using work-related social media each team member must have sought and gained prior approval to do so from the director.

### Personal use of social media sites

The use of social networking sites such as Facebook and Twitter is a part of daily life and they are frequently used as much by children attending camps as by adults. Team members who make use of such sites should observe these guidelines.

Team members should not conduct or portray themselves in social media in a manner that may:

- Bring the organisation into disrepute
- Lead to valid parental complaints
- Be deemed as derogatory towards MuddyBoots Club or its customers
- Be derogatory towards children and/or Named Contacts
- Bring into question their appropriateness to work with children and young people

Any communication between children/Named Contacts and team members, by whatever method, should take place within clear and explicit professional boundaries. This includes the use of text messages, digital cameras, video, webcams, websites and blogs. Team members should ensure that all communications are transparent and open to scrutiny. In summary this means that team members:

- Should not share any personal information online with a child in MuddyBoots Club care
  - Should not form on-line "friendships" or enter into communication with children in MuddyBoots Club care using social media
- Should never use or access social networking sites of children in MuddyBoots Clubs care
- Should not give their personal contact details to children in MuddyBoots Club care, including mobile numbers
- Should not use the internet or web-based communication channels to send personal messages to children in MuddyBoots Club care

### Rules for use of social media

Whenever a team member is permitted to use social media using MuddyBoots Club name in accordance with this policy, they must adhere to the following general rules:



- Always write in first person, identifying who they are and what their role is, and use the following disclaimer "The views expressed are my own and don't reflect the views of my employer".
- Do not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- Any team member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform their line manager or HR department.
- Never disclose commercially sensitive, anti-competitive, private or confidential or upload post or forward any content belonging to a third party unless of third party's consent.
- When making use of any social media platform, the team member must comply with its terms of use.
- Be honest and open, but be mindful of the impact their contribution might make to people's perceptions of MuddyBoots Club as a company.
- The team member is personally responsible for content they publish onto social media.
- Do not escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- Do not discuss colleagues, competitors, customers or suppliers without their approval
- Always consider others privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- Avoid publishing contact details where they can be accessed and used widely by people that did not intend to see them, and never publish anyone else's contact details.

#### Monitoring the use of social media websites

- Team members should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken under MuddyBoots Club disciplinary procedure.
- MuddyBoots Club reserve the right to restrict or prevent access to certain social media websites if considered personal use to be excessive. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.
- Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the team member and MuddyBoots Club.
- In particular uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will amount to gross misconduct (this list is not exhaustive):
  - Pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature)
  - A false and defamatory statement about any person or organisation
  - Material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to MuddyBoots Club host venues or team members
  - Confidential information about MuddyBoots Club, or any team member or host venues (which you do not have express authority to disseminate)
  - Any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us)
  - Material in breach of copyright or other intellectual property rights, or which invades the privacy of any person
- Any such action will be addressed under the MuddyBoots Club disciplinary procedure and is likely to result in summary dismissal.
- Where evidence of misuse is found MuddyBoots Club may undertake a more detailed investigation, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.



# Health and Safety Policy

MuddyBoots Club believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parent/carers, staff and volunteers by assessing and minimising the hazards and risks.

## Aim

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

## Methods

The member of staff responsible for health and safety is currently Adriane Bet. She is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding.

## Risk assessment

The basis of this policy is risk assessment. Our risk assessment process includes:

- the identification of hazards and risks indoors and outside, and in our activities and procedures
- the assessment as to the level of the risk as high, medium and low, both of the risk of the likelihood of it happening, as well as the possible impact if it did
- developing an action plan that specifies the action required the timescales for action, the person responsible for the action and any funding required, to mitigate any identified risk
- the monitoring and reviewing of assessments and identified risks, including regular updates to include new equipment

This assessment covers team members, children and parents.

We maintain lists of health and safety issues which are checked:

- Daily (before the session begins)
- Weekly (before the week begins)
- Termly (when a full risk assessment is carried out)

Please see our **Risk Assessment Policy** for details.

## **Insurance**

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed in the Head Office.

## **Awareness Raising**

Our induction training for team members includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part
- Health and safety issues are explained to the Named Contacts of new children so that they understand the part played by these issues in the daily life of the setting as and when appropriate
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings
- We have a no smoking policy
- Children are made aware of health and safety issues through discussions, planned activities and routines



### Children's safety

- We ensure all team members have been checked for criminal records by an enhanced
- Adults do not normally supervise children on their own
- All children are supervised by adults at all time
- Whenever 8 children or more are on the premises at least two adults must be present
- All directors have been checked and suitability as determined by the requirements of OFSTED

### Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment when required
- Adults do not remain in the building on their own or leave on their own after dark
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed every quarter of the year to identify any issues that need to be addressed.

### Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded
- The arrival and departure times of adults (staff, volunteers, and visitors) are recorded
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed
- The personal possessions of staff and volunteers are securely stored during sessions

### Windows

- Windows above the ground floor are secured so that children cannot climb through them

### Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- Parents and staff are encouraged to take care when opening doors and also expected to close all doors and gates behind themselves.

### Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged
- Signs are used to indicate when extra caution should be taken (e.g. wet floor)

### Visitors

- Visitors to MuddyBoots Club enter the building by ringing the door bell at main entrance
  - Visitors must sign in and out and they receive a name tag with 'Visitor' presented clearly
- Visitors must remain with a member of staff at all times

- School staff must sign in and wear a school badge at all

times. The head office has a copy of all school staff.

- Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly
- Fires, heaters, wires and leads are properly guarded and the children are taught not to touch them
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas

### Storage

- All resources and materials from which children select are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing





### Outdoor area

- Our outdoor area is securely fenced, checked for safety and cleared of rubbish before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides where appropriate
- Where water can form a pool on equipment, it is emptied before children start playing outside
- All outdoor activities are supervised at all times

### Activities

- Before purchase or loan, equipment, resources and instruments are checked to ensure that they are safe for the ages and stages of the children currently attending the setting
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded
- Physical play is constantly supervised
- Children are taught to handle and store instruments safely
- Children who are sleeping are checked regularly
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow

### Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the setting which includes toilets
- We have a schedule for cleaning resources and equipment
- The toilet area has a high standard of hygiene including hand washing and drying facilities appropriate for children

We implement good hygiene practices by:

- cleaning tables between activities
- checking toilets regularly
- providing tissues and wipes

### Food and drink

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

### Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer

### Outings and visits

- Parent/Carers sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parent/Carers always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to six children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.



Outings are recorded:

- the date and item of outing
- the venue and mode of transport
- names of staff assigned to named children
- time of return

### **First Aid and Medication**

- At least one member of staff with current first aid training is on the premises or on an outing at any one time
- The first aid qualification includes first aid training for infants and young children

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is regularly checked by a designated member of staff and re-stocked as necessary
- is easily accessible to adults
- is kept out of the reach of children
- at the time of admission to the setting, Named Contact's written permission for emergency medical advice or treatment is sought

See our **Medication Policy** for more detail.

### **Sickness**

Our policy for the exclusion of ill or infectious children is made available to all Named Contacts. This includes procedures for contacting Named Contacts if a child becomes ill while in the setting. See our **Sick Child Policy** and **Sick Child Procedure** for more detail.

### **Daily Environment Checks**

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the Camp Manager. The Camp Manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring, and inform Head Office where necessary.

### **Equipment and Resources Policy**

MuddyBoots Club is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BSEN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and that relevant staff are trained on the correct use of computers and other IT equipment.

Levels of staff supervision will be sufficient to ensure that the safety of children is assured, and set according to the type of equipment being used, along with the ages and number of children involved in a given activity.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the **Risk Assessment Policy**.

MuddyBoots Club has equipment and resources suitable for all children currently in attendance, including those with special educational needs, physical disabilities, and for those for whom English is not their first language.



Outside our opening hours, all equipment will be kept in a suitable and secure location, safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

There will be a named member of staff with responsibility for planning and reviewing the stock of equipment every three months, and annually updating their inventory. The inventory includes all electrical items, all items valued at £50 or more, and any item not otherwise included that is considered to be at high risk of theft. The inventory will be kept at Head Office and be updated whenever a new item is added or when an old item is removed from use.

The Head Office will keep a formal record of any item of equipment delivered to ensure that it is received and returned on time and in a good state. In the case of instruments, the Holiday Camp Course Leader is responsible for recording the individual instrument's catalogue number, distributing to children/parents, and ensuring their return, in conjunction with the Holiday Camp Manager and Holiday Camp Assistants.

Equipment refers to such things as instruments while resources could include posters, audio/video equipment, pens and papers.

## Accident Record

- is kept safely and accessible
- all team members know where blank **Accident Forms** are kept and how to complete them
- copies of all forms are kept in the Weekly File and reported to Head Office to be kept in that child's file
- is reviewed at least half termly to identify any potential or actual hazards
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult

## Dealing With Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of the team requiring treatment by a general practitioner or hospital
- any dangerous occurrences (this may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak)
- any dangerous occurrence is recorded on an **Incident Form**

## Incident Record

We keep an Incident Record for recording incidents including those that are reportable to the Health and Safety Executive as above.

## Risk Assessment Policy

MuddyBoots Club uses its risk assessment systems to ensure that the Holiday Camp is a safe and secure place for children and staff. Camp Managers are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the *EYFS Safeguarding and Welfare Requirements 2012*, the Camp Manager will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Camp Manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Upon arrival at the venue (**Building Risk Assessment**)
- Daily (**Daily Environment Checks**)
- As an when there is any change to equipment or resources (e.g. a new workshop activity)
- As and when the particular needs of a child necessitates this

Weekly **Building Risk Assessments** and **Daily Environment Checks** will be recorded on the relevant forms. Other risk assessment may not be recorded - the Camp Manager, in consultation with Head Office, will decide which risk assessments need to be formally recorded beyond these (e.g. a specific workshop).



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If changes are required to MuddyBoots Club's policies or procedures as a result of the risk assessment, Head Office will ensure that the relevant documents are updated and that all staff are informed in due course.

## Recording Dangerous Events or Near Misses

The manager will record all accidents and dangerous events on the **Incident** or **Accident Record** sheets as soon as possible after the event.

If the incident affected a child the record will be kept on the child's file. MuddyBoots Club will monitor **Incident** and **Accident Records** to see whether any pattern to the occurrences can be identified and mitigated.

## Records

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

### Adults (*on site and at Head Office*)

- names and addresses of all team members on the premises, including temporary team members who work with the children or who have substantial access to them
- all records relating to the team member's employment with the setting, including application forms, references, results of checks undertaken etc.

### Children (*on site and at Head Office*)

- names, addresses and telephone numbers of Named Contacts authorised to collect children from setting and whom may be contacted in the case of children's illness or accident
- the allergies, dietary requirements and illnesses of individual children
- the times of attendance of children, team members, volunteers and visitors
- accidents, incidents, and medicine administration records
- consents for outings, administration of medication, and emergency First Aid treatment

### Safety (*on site and at Head Office*)

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings

### Health (*on site and at Head Office*)

- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident record
- Sick children
- No smoking



## Emergency Evacuation/Closure Procedure

In exceptional circumstances we may need to close at short notice. For example:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare
- Death of a member of staff or child
- Assault on a member of staff or child
- Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Holiday Camp the following steps will be taken:

- Camp Manager will contact the emergency services (if necessary) and the Head Office
- All children will be escorted from the building to the designate assembly point using the nearest safe exit
- No attempt will be made to collect personal belongings or to re-enter the building after evacuation
- The Camp Manager will check the premises and will collect the registers, providing that this does not place any one at risk
- Before leaving the building the Camp Manager will close all accessible doors and windows, if it is safe to do so
- The register will be taken for all staff and children
- If any person is missing, the emergency services will be informed immediately
- If the register is not available, the Camp Manager will liaise with Head Office to confirm
- The Camp Manager, in conjunction with the Head Office, will contact parents to collect their children

If the register is not available, the Camp Manager will liaise with Head Office to confirm all Named Contacts and contact details.

All children will be fully supervised until they are safely collected by a Named Contact

If a Named Contact cannot be reached, the Camp Manager will follow the **Late Collection Policy**

Ofsted will be notified of any closure and/or operation out of an alternative premises.

Lock-down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of MuddyBoots Club team members and children at the camp. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and team members.



## Fire Safety Policy

We have introduced the following procedures in order to maintain high standards of fire safety. Specific procedures vary from venue to venue. The Holiday Camp Manager will liaise with site management staff to ensure that they are aware of procedures specific to the venue and building within which the camp is held.

### MuddyBoots Club hires venues where:

- A fire risk assessment has been undertaken which will be reviewed annually and more frequent reviews will occur if there are changes that will impact on its effectiveness (e.g. alterations to the premises or new work processes)
- The fire evacuation procedures will be practiced at least annually
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes
- All escape routes will be clearly signposted and kept free of obstructions at all times
- All fire-related equipment will be regularly serviced and maintained, and if any employee notices defective or missing equipment, they must report it to a manager
- Alarm systems will be tested regularly; staff will be told when a test is scheduled
- Any other safety systems will be checked regularly to ensure correct operation, where necessary (e.g. emergency lighting)

### Procedure in the event of fire

#### *On discovering a fire:*

1. If you discover a fire, raise the alarm immediately
2. If you have been trained and feel that it is safe to do so attempt to fight the fire using the equipment provided
3. If this fails, evacuate immediately
4. Ensure that no-one is left in the room and close the door behind you
5. Disabled students or staff should be taken to the safe haven by the responsible member of staff - this must be reported to the Fire Warden for that area
6. A member of staff should stay with the disabled person until help arrives
7. Evacuation chairs must be used by trained Fire Wardens or personnel
8. Ensure that you or the designated person has called the fire brigade
9. Proceed immediately to your designated Fire Assembly Point

#### *If you hear the fire alarm:*

1. Operate any essential shutdown devices, e.g. machinery
2. When staff or student who are hearing impaired need to be evacuated, the staff must make the disabled person aware of the Fire Beacons which are red flashing lights which are situated in places which are noisy. A buddy system is set up if there is a hearing impaired in a location where not beacon is present.
3. Immediately leave using the nearest available fire exit
4. Report to your designated assembly point
5. If you are with a visitor, ensure they accompany you

#### *Fire Marshals must:*

- Encourage staff around you to evacuate and to proceed to their designated assembly point
- Report to the person in charge, declare your building clear

#### *Person in Charge must:*

- Gather all information regarding the evacuation
- Establish if it is a genuine fire or false alarm
- Ensure that the fire brigade has been called
- Liaise with the fire brigade on its arrival

The allocation of these responsibilities fall to the site manager of the venue hired by MuddyBoots Club.

MuddyBoots Club's Holiday Camp Manager will reconfirm the appropriate processes with the site manager at the start of each week in a venue hired.





## Lock Down Procedure

Lock-down procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to team members and children on camp).
- An intruder on the camp premises (with the potential to pose a risk to team members and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the camp
- The close proximity of a dangerous dog or animal roaming loose

In the case of an emergency at one of MuddyBoots Club venues which requires a 'Lock-down', MuddyBoots Club has **three levels** of lock-down procedures:

### **Level 3 lock-down alert to team members:** *potential situation*

Team members will be alerted via the Camp Manager via the camp's communication systems.

- Level 3 lock-down is to make all team members aware of the possibility of a situation and to be ready to escalate to Level 2 or Level 1 lock-down.

### **Level 2 lock-down alert to team members:** *partial lock-down*

Team members will be alerted by the Camp Manager. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to team members and children on camp. It may also be as a result of a warning being received regarding the risk of air pollution. Immediate action:

- MuddyBoots Club will carry on as normal where possible except for any children or team members outdoors who must make their way to the main area inside and lock all doors in the school/building.
- Be ready to escalate to Level 1 Lockdown. All situations are different, once all team members and children are safely inside, the Camp Manager will conduct an on-going and dynamic risk assessment.

This can then be communicated to team members and children.

This is a precautionary measure but puts the Camp in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

### **Level 1 lock-down alert to team members:** *full lock-down*

Team members will be alerted by the Camp Manager. This signifies an immediate threat to MuddyBoots.

All outside activity to cease immediately - children and team members to return to the designated meeting area inside.

- All team members and children to remain in the building with external doors and windows locked.
- Classroom doors to be blocked/locked.
- Blinds to be drawn and children to sit quietly.
- Head count to be taken.
- The Camp Manager will contact Head Office.
- Team members and children remain in lock-down until it has been lifted by MuddyBoots Club Head Office or the emergency services.
- During the lockdown, team members will keep agreed lines of communication open, via mobiles, but will not make unnecessary calls as this could delay more important communication.

Communication between Named Contacts and MuddyBoots Club:

- In the event of a Level 1 lock-down on camp, the Named Contacts will be contacted by MuddyBoots Club Head Office and reassured that the camp understands the concern for their child's welfare, and that everything possible is being done to ensure his/her safety.
- MuddyBoots Club ask that the Named Contacts do not come to the camp during a Level 1 lock-down. They could interfere with the emergency services access to the camp and may even put themselves and others in danger.





# Health, Sickness, and Medication Policy

## Administering Medication

If a child attending MuddyBoots Club requires prescription medication of any kind their parent or carer must complete a **Permission to Administer Medicine** form. MuddyBoots Club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the setting. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), MuddyBoots Club will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

MuddyBoots Club can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All medication provided must have the prescription sticker attached (including the child's name, the date, the type of medicine and the dosage).

The First Aider will be responsible for administering medication or for witnessing self-administration by the child. The First Aider will record receipt of the medication and will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the First Aider will:

- Check that MuddyBoots Club has received written consent
- Ask another team member to witness that the correct dosage is given

When the medication has been administered, the First Aider must:

- Record all relevant details on the **Record of Medication Given** form
  - Ask the child's Named Contact to sign the form to acknowledge that the medication has been given upon collection of the child

If a child refuses to take their medication MuddyBoots Club will not force them to do so. The incident recorded on the **Record of Medication Given** and the child's Named Contact will be notified.

A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

## Consent For First Aid

At the point of registration the booking Named Contact is asked to consent to giving permission for the on-camp First Aider to apply first aid when necessary.

## Treatment of Anaphylactic Shock

Any child on camp that suffers from allergies that can result in anaphylactic shock must be made known to MuddyBoots Club before their arrival on camp. Certain medications require specialist training before use (e.g. Epi Pens)

– it is the responsibility of the Named Contact to ensure the First Aider is trained in the use of that specific Epi Pen for that child at the point of their arrival. The EpiPen must be prescribed by a medical professional.

## Intimate Care and Toilet Training Policy

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas.

In most cases such care will involve cleaning for hygiene purposes as part of a team member's duty of care.

### **Responsibility**

- The issue of intimate care is a sensitive one and will require team members to be respectful of the child's needs.
- The child's dignity should always be preserved with a high level of privacy, choice, and control.



- There shall be a high awareness of child protection issues.
- Team members' behaviour must be open to scrutiny and team members must work in partnership with the Named Contacts to provide continuity of care to children wherever possible.
- MuddyBoots Club is committed to ensuring that all team members responsible for the intimate care of children will undertake their duties in a professional manner at all times.
- MuddyBoots Club recognises that there is a need to treat all children with respect when intimate care is given.
- No child should be attended to in a way that causes distress or pain.

### **Best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

MuddyBoots Club's Team Members who provide intimate care are trained to do so and are fully aware of best practice.

- The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities.
- MuddyBoots Club's Team Members will encourage each child to do as much for him/her as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
- Each child's right to privacy will be respected.
- Careful consideration will be given to each child's situation to determine how many team members might need to be present when a child is toileted.
- Where possible one child will be catered for by one adult however will be supervised by a second member of the team.
- Each case of intimate care must be clearly documented on an **Incident Form** and/or **Accident Form** as appropriate.
- Wherever possible the same child will not be cared for by the same team member on a regular basis; this will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different team members.
- Wherever possible team members should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female team members supporting boys on camp, as no male team members are available.

Intimate care arrangements will be discussed with the Named Contacts on a regular basis and recorded on the child's file. The needs and wishes of children and the Named Contacts will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **Health and safety of intimate care**

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the setting.

When dealing with body fluids, team members will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards.

Soiled children's clothing will be bagged to go home – team members will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Team members at MuddyBoots Club will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

### **First Aid with intimate care**

Visiting teachers and childcare professionals who administer first aid should ensure wherever possible that another team member or other children are present (see our **Medication Policy**).

The child's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of the team should be in the vicinity and should be made aware of the task being undertaken.

- Regular requirements of first aid with an intimate nature should be planned for.
- Agreements between Named Contacts and the camp should be documented and easily understood on an **Permission to Administer Medication** form.
- The necessity for such requirements should be reviewed regularly.





- The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

### **Toilet training**

- MuddyBoots Club asks that children attending camp have been toilet-trained.
- If a child is still in nappies, he/she is unsuitable for camp activities, and MuddyBoots Club asks that the child is not booked onto camp.
- MuddyBoots Club understand that accidents can happen, and suggest that younger children bring a change of clothes. If a child is to soil themselves whilst on camp then the intimate care policy will be followed.

## **Sickness Policy**

This policy sets out the policy for:

- if a child becomes unwell whilst in our care
- the exclusion of ill or infectious children

This policy is to be implemented in conjunction with our **Sick Child Procedure**.

Overall:

- We do not provide care for children who are unwell, have a temperature or sickness and diarrhoea, or who have an infectious disease
- Children with head lice are not excluded but must be treated to remedy the condition
- Named Contacts will be notified if there are any infectious diseases in the setting (i.e. chickenpox)
- Good hygiene practices concerning the clearing of spilled body fluids are carried out all times
- Team members suffering from illnesses must inform the Holiday Camp Manager and they must be kept away from children
- Ofsted are notified of any infectious diseases that a qualified medical person considers notifiable

### **Records**

In accordance with the National Standards for Day Care, we keep records of any attending children's names, addresses and at least one emergency contact number for a 'Named Contact' authorised to collect children from MuddyBoots Club in case of an accident/illnesses.

We always refer to infectious diseases information that is regularly renewed and sent to MuddyBoots Club from the CCDC (Consultant for Communicable Disease Control).

## **Sick Child Procedure**

This document sets out the procedure for if a child becomes unwell whilst in our care and the associated exclusion of ill or infectious children and is to be implemented in conjunction with our **Sick Child Policy**.

When your child is unwell, it may be difficult for you to take the time off work or to organise alternative care for your ill child. However, as a childcare setting, our policy is to reduce the spread of illness and ensure that all children receive equal care. Please keep your child at home if they have an illness which is making them unhappy.

### **If a child falls ill in any way or complains of pain, aches, or sores** **whilst in the care of MuddyBoots Club the following actions will be taken:**

The designated First Aider will offer the child a drink of water and talk to them to see how serious the problem is. The designated First Aider will then take the child into a quiet corner for five minutes to see if the problem can be dealt with on site.

If the child is still uncomfortable after a period of approximately 10 minutes, their Named Contact will be called and alerted of the problem.

If the child is not collected the team members will do all they can to make the child comfortable until the Named Contact arrives or until it is time to go home.



**If a child is physically sick, has diarrhoea or a temperature**

**whilst in the care of MuddyBoots Club the following steps will be taken:**

One team member will clean up any spillage or waste, using plastic gloves and dispose of them correctly. The designated First Aider will stay with the child.

The Named Contact will be informed immediately and requested to collect child as soon as possible. The Camp Manager will inform the office. If the Named Contact cannot be reached immediately, staff in the Head Office will continue to try to gain contact via all possible avenues (phone, email etc.).

The designated First Aider will monitor the sick child's temperature to ensure that they have no fever. If temperature is too high all known techniques will be used to cool child down (i.e. tepid sponging, fewer clothes, cool drinks etc.) until the Named Contact arrives.

All incidents must be recorded in an **Incident Record**, and witnessed and signed by staff and the Named Contact.

**Procedure for a major injury or serious illness:**

The designated First Aider will decide whether the child needs to go straight to hospital or whether it is safe to wait for their Named Contact to arrive.

If the child needs to go straight to hospital, the Camp Manager will call an ambulance and a team member will go to the hospital with the child

The Camp Manager will inform Head Office.

MuddyBoots Club will contact the child's Named Contact with urgency via all available means.

After a major incident the Camp Manager and team members will review the events in conjunction with Head Office and consider whether any changes need to be made to the policies or procedures.

**If a case of head lice is found at the Holiday Camp:**

The child's Named Contact will be discreetly informed when they collect the child.

Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

**Infectious or Communicable Diseases**

If an infectious or communicable disease is detected on the Holiday Camp's premises, we will inform all Named Contacts as soon as possible.

If there is an outbreak of a notifiable disease at the Holiday Camp, we will inform the local health protection unit, RIDDOR (if appropriate), and Ofsted.



## **Food and Drink Policy**

Children are provided with break time snacks at MuddyBoots Club. However, MuddyBoots Club can provide regular water in adequate quantities for their needs. Children attending full day must bring a pack lunch. Fridge is available on site if needed.

### **The Importance of Nutrition for Children**

A nutritionally balanced diet is important in childhood to ensure optimum development at a time of rapid growth. A balanced diet in childhood is not only important for growth but for learning and promoting positive habits towards healthy eating.

An inadequate or unbalanced nutritional intake may not only affect growth and development in childhood but may also impact on health problems, such as heart disease and obesity in later in life. It is the types and varieties of food eaten at this time that ensure nutrient requirements are met and that the diet is nutritionally balanced.

Nutrition is a significant factor in the growth, development and overall functioning of a child. Good nutrition provides the energy and nutrients essential to sustain life and promotes physical, emotional and cognitive development. The development of healthy eating practices and physical activity can prevent disease and support a lifetime of good health. Good nutrition is critical to optimizing each child's potential for success. Meeting nutritional requirements throughout childhood is essential to full intellectual development. Research documents tell us that under nutrition impacts on children's behaviour, performance and overall quality of development. Children require sufficient energy and essential nutrients each day to concentrate on accomplished learning tasks. Even mild and under nutrition and short term hunger are barriers to learning. Meals and snacks served should meet children's nutrition needs, provide models of healthy eating patterns, and help children establish good eating patterns at an early age.

### **Health Eating**

Children's diet should include an appropriate intake of foods from the four main food groups:

- Bread, other cereals and potatoes
- Fruit and vegetables
- Milk and dairy foods
- Meat, fish and alternatives

### **Being Healthy**

Children should be encouraged to:

- Eat breakfast every day
- Eat fruit and vegetables daily
- Choose snacks that will provide nutrients to compliment meals
- Avoid snacks and drinks with a high sugar content between meals
- Drink plenty of fluids to avoid becoming dehydrated
- Be physically active every day
- Brush teeth twice a day and visit a dentist regularly

### **The role of MuddyBoots Club**

As well as addressing food and healthy eating, MuddyBoots Club will ensure relevant team members are adequately trained to ensure children eat their lunch as well as to ensure that the food they intake is healthy.

### **The role of parents**

We expect all parents who send their children to MuddyBoots Club to respect our healthy food and drink policy and to support it fully through the food and drink they give their children to bring. We will keep parents informed to explain to them the importance we place on healthy eating, and why we endorse this policy.

### **Availability of water**

We have fresh drinking water and suitable cups readily available for children and team members.

We support the children in recognising that they need to drink water when they are thirsty, hot or tired, or feeling unwell.



### Social skills

Meals can be times of pleasant social sharing. Opportunities for children and team members to eat and drink together are provided. This provides an opportunity for children to learn good social skills and behaviour associated with eating and drinking.

MuddyBoots Club's team will keep a discreet eye on those who appear not to be eating well and positive encouragement and peer support is used to encourage poor eaters to make healthy choices.

MuddyBoots Club's team will record any incidents where children refuse to consume their food on an **Incident Record** and discuss with the Named Contact at the end of the day, or earlier if necessary.

## Sun Protection Policy

At MuddyBoots Club it is our policy to ensure that Named Contacts are aware of sun protection in the hot weather. Parents give a permission whether to use their own sun cream or the camp sun cream.

We have a notice displayed in reception during the summer months.

### Precautions

Parents should provide their child with sun hats and maybe sunglasses.

Named Contacts will need to sign an **Application of Sun Cream Consent Form online** if they would like a member of our team to assist their child in putting on suncream.

MuddyBoots Club will provide the following facilities whilst outside in the hot weather:

- Areas of shelter where children can rest out of the sun (e.g. benches with shade above and other shaded areas)
- Cold drinks available outside

MuddyBoots Club will limit time outside to avoid heatstroke, sun burn or dehydration.

## No Platform Policy

MuddyBoots Club is fully committed to safeguarding and promoting the welfare of all children attending a camp. Every member of MuddyBoots Club's team recognises that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability in today's society.

This policy sets out MuddyBoots Club's beliefs, strategies, and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views.

It is important to be constantly vigilant and remain fully informed about the issues which affect the local areas, cities and society in which MuddyBoots Club works.

MuddyBoots Club team members are reminded to suspend any 'professional disbelief' that instances of radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, referring any concerns to the Designated Safeguarding Lead.

MuddyBoots Club believes that it is possible to intervene to protect people who are vulnerable. Early intervention is vital and team members must be aware of the established processes for front line professionals to refer concerns about an individual(s) and/or an extremist ideology(s), group(s) or cause(s).

MuddyBoots Club's team members and staff must have the confidence to challenge, and to intervene, and ensure that strong safeguarding practices are based on the most up-to-date guidance and best practice.

The following national guidelines should also be read when working with this policy:

- Prevent Duty (DfE)
- Keeping Children Safe in Education (DfE)
- Working Together to Safeguard Children (HM Government)

### Aims

MuddyBoots Club's tackling extremism and radicalisation policy is intended to provide a framework for dealing with



issues relating to vulnerability, radicalisation, and exposure to extreme views.

The objectives are that:

- All members of MuddyBoots Club's team will have an understanding of what radicalisation and extremism are and why there is a need to be vigilant during camp time.
- All members of MuddyBoots Club's team will understand the policy for tackling extremism and radicalisation and will follow the policy guidance swiftly when issues arise.
- All children will understand the dangers of radicalisation and exposure to extremist views - building resilience against these and knowing what to do if they experience them.
- All Named Contacts will know that the policies are in place to keep children safe from harm and that MuddyBoots Club regularly reviews its systems to ensure they are appropriate and effective.

#### Definitions and Indicators

Radicalisation is defined as the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic or social conditions, or institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

There are a number of behaviours which may indicate a child is at risk of being radicalised or exposed to extreme views. These include:

- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Changing their style of dress or personal appearance to accord with a particular extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist ideology, group or cause.
- Attempts to recruit others to the extremist ideology, group or cause.
- Communications with others that suggests identification with an extremist ideology, group or cause.
- Using insulting or derogatory names for another ideology, group or cause group.
- An increase in prejudice-related incidents committed by that person. These may include:
  - Physical or verbal assault
  - Provocative behaviour
  - Damage to property
  - Derogatory name calling
  - Possession of prejudice-related materials
  - Refusal to co-operate
  - Condoning or supporting violence towards others

#### Procedures For Referrals

The DSL and the Events and Courses Coordinator have completed [Channel General Awareness training](#) through the College of Policing.

The DSL will discuss the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed. As with any child protection referral, MuddyBoots Club team members are made aware that if they do not agree with a decision to not refer they can make the referral themselves.





## Parental Involvement Policy

MuddyBoots Club believes that children benefit most from education and care when Named Contacts and holiday camps work together in partnership.

### Aim

Our aim is to support Named Contacts as their child's Holiday Camp childcare provider by involving them in their child's education and in the full life of MuddyBoots Club.

In order to fulfil this aim we:

- are committed to ongoing dialogue to improve our knowledge of the needs of children and to support families
- inform Named Contacts all about how MuddyBoots Club is run and its policies through access to written information available at the setting, online, and through regular informal communication
- inform all Named Contacts on a regular basis about their child's progress and also what they have been taking part in throughout the holiday camp
  - via the opportunity for informal conversation with members of MuddyBoots Club's team upon collecting their child
  - via frequent end of day emails
  - via a printed copy of the camp timetable made available at reception
  - via an informative Welcome Board and associated material at reception
- welcome the contributions of Named Contacts, in whatever form these may take (email, verbal, written etc.)
- inform all Named Contacts of the systems for registering queries, complaints or suggestions and check to ensure these are understood - see our **Complaints Policy**
- provide opportunities for Named Contacts to learn about the daily, weekly, and termly programmes offered by MuddyBoots Club



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# Safeguarding and Child Protection Policy

## 1. Introduction

1.1 Safeguarding is defined as

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

1.2 MuddyBoots Club is committed to safeguarding and promoting the welfare of all its children. We believe that:

- All children have the right to be protected from harm;
- Children need to be safe and to feel safe at MuddyBoots Club,
- Children need support that matches their individual needs, including those who may have experienced abuse;
- All children have the right to speak freely and voice their values and beliefs;
- All children must be encouraged to respect each other's values and support each other;
- All children have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy, healthy, sociable child will achieve better educationally;
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours; and
- All team members and visitors have an important role to play in safeguarding children and protecting them from abuse.

1.3 MuddyBoots Club will fulfil their local and national responsibilities as laid out in the following documents:-

**The most recent version of [Working Together to Safeguard Children](#) (DfE)**

The most recent version of **[Keeping Children Safe in Education: Statutory guidance for schools and colleges](#) (DfE)**

[The Education Act 2002](#) s175 / s157

[Mental Health and Behaviour in Schools: Departmental Advice \(DfE 2014\)](#)

## 2. Overall Aims

2.1 This policy will contribute to safeguarding our pupils/students and promoting their welfare by:

- Clarifying standards of behaviour for team members and children,
- Contributing to the establishment of a safe, resilient and robust ethos at MuddyBoots Club, built on mutual respect, and shared values;
- Introducing appropriate work within the our learning environment,
- Encouraging children and parents/carers to participate;
- Alerting team members to the signs and indicators that all might not be well;
- Developing team members awareness of the causes of abuse;
- Developing team members awareness of the risks and vulnerabilities children face;
- Addressing concerns at the earliest possible stage; and
- Reducing the potential risks children face of being exposed to violence, extremism, exploitation or victimisation.

2.2 This policy will contribute to supporting our children by:

- Identifying and protecting the most vulnerable;
- Identifying individual needs where possible; and
- Designing plans to meet those needs.



2.3 This policy will contribute to the protection of our children by:

- Including appropriate work within the curriculum;
- Implementing child protection policies and procedures; and
- Working in partnership with pupils/students, parents and agencies.

### 3. Key Principles

3.1 These are the key principles of safeguarding:

- Always see the child first.
- Never do nothing.
- Do with, not to, others.
- Do the simple things better.
- Have conversations, build relationships.
- Outcomes not outputs.

3.2 In addition we have identified the following key safeguarding messages:

- Every child is entitled to a rich and rounded curriculum.
- When issues arise, Holiday Camp Managers should speak out, addressing them internally where possible and escalating them when this is unsuccessful.

### 4. Key Processes

4.1 All team members should be aware of the guidance issued by the Safeguarding Children Board of the local authority that they work in.

### 5. Expectations

5.1 All team members and visitors will:

- Be familiar with this safeguarding policy;
- Be subject to Safer Recruitment processes and checks, whether they are a new team member, supply, contractors, interns etc.;
- Be involved, where appropriate, in the implementation of individual education programmes, integrated support plans, child in need plans and interagency child protection plans;
- Be alert to signs and indicators of possible abuse (See Appendix One for current definitions and indicators);
- Record concerns and give the record to the Designated Safeguarding Lead - Adriane Bet; and
- Deal with a disclosure of abuse from a child in line with the guidance in Appendix Two - you must inform the Designated Safeguarding Lead immediately, and provide a written account as soon as possible.

5.2 All team members will receive safeguarding training at regular intervals (usually every 3-4 months). Key team members will undertake more specialist child protection training as agreed by the Governing Body.

### 6. The Designated Safeguarding Leader

6.1 Our Designated Safeguarding Lead **Adriane Bet**. She has lead responsibility and management oversight and accountability for child protection and will be responsible for coordinating all child protection activity.

6.2 The Designated Safeguarding Lead will lead regular case monitoring reviews of vulnerable children. These reviews must be evidenced by minutes and recorded in case files.

6.3 When MuddyBoots Club has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken and should advise the Holiday Camp Manager.



- 6.4 Child protection information will be dealt with in a confidential manner. Every team member will be informed of relevant details only when the Designated Safeguarding Lead feels their having knowledge of a situation will improve their ability to deal with an individual child and/or family. A written record will be made of what information has been shared with whom, and when.
- 6.5 Child protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child: the school will not keep family files. Files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation and guidance.
- 6.6 Access to these records by staff other than by the Designated Safeguarding Lead will be restricted, and a written record will be kept of who has had access to them and when.
- 6.7 Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of the team. General communications with parents will be in line with any home school policies and give due regard to which adults have parental responsibility.
- 6.8 Do not disclose to a parent any information held on a child if this would put the child at risk of significant harm.**
- 6.9 If a child moves from our Holiday Camp to another, child protection records will be forwarded on to the Designated Safeguarding Lead at the new school/organisation/company with due regard to their confidential nature and in line with current government guidance on the transfer of such records. We will record where and to whom the records have been passed and the date.
- 6.10 If sending by post, child records will be sent by "Special/Recorded Delivery". For audit purposes a note of all child records transferred or received should be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent and the date sent and/or received.
- 6.11 When a Designated Safeguarding Lead resigns their post or no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.
- 6.12 In exceptional circumstances when a face to face handover is unfeasible, the director will ensure that the new post holder is fully conversant with all procedures and case files.

## **7. A Safer Culture**

### **Safer Recruitment and Selection**

- 7.1 MuddyBoots Club pays full regard to 'Keeping Children Safe in Education'. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking appropriate checks through the Disclosure and Barring Service (DBS).
- 7.2 All recruitment materials will include reference to the organisation's commitment to safeguarding and promoting the wellbeing of pupils.
- 7.3** Adriane Bet has undertaken appropriate training in Safer Recruitment. She will be involved in **all** recruitment processes and sit on the recruitment panel.

### **Team member support**

- 7.4 We recognise the stressful and traumatic nature of child protection work. We will support team members by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.



## 8. Our Role In The Prevention Of Abuse

- 8.1 We will provide opportunities for children to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

### The curriculum

- 8.2 Relevant issues will be addressed through the curriculum, for example self-esteem, emotional literacy, assertiveness, power, sex and relationship education, e-safety and bullying.
- 8.3 Relevant issues will be addressed through other times throughout the day such as our "Learn Together, Play Together" sessions as well as our variety of workshops each afternoon.

### Other areas of work

- 8.4 All our policies which address issues of power and potential harm, for example bullying, equal opportunities, handling, positive behaviour, will be linked to ensure a "whole school approach".
- 8.5 Our safeguarding policy cannot be separated from the general ethos of MuddyBoots Club which should ensure that children are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

## 9. Safeguarding children who are vulnerable to radicalisation

- 9.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.
- 9.2 MuddyBoots Club values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Both children and team members have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.
- 9.3 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. MuddyBoots Club is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the school's safeguarding duty.
- 9.4 Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix Four.
- 9.5 MuddyBoots Club seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

### Risk reduction

- 9.6 The Director, Events and Courses Coordinator, and the Designated Safeguarding Lead will assess the level of risk within a hire venue and put actions in place to reduce that risk.



## Response

- 9.7 With effect from 1<sup>st</sup> July 2015 all schools are subject to a duty to have “due regard to the need to prevent people being drawn into terrorism” (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.
- 9.8 There is no single way to identify an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability and these are often combined with specific needs for which an extremist group may appear to provide answers, and specific influences such as family, friends and online contacts. The use of social media has become a significant feature in the radicalisation of young people. More information on these factors is in Appendix 4.
- 9.9 MuddyBoots Club is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the Designated Safeguarding Lead. The SPOC for The MuddyBoots Club is **Adriane Bet**. The responsibilities of the SPOC are described in Appendix Five.
- 9.10 MuddyBoots Club team members will be alert to changes in a child’s behaviour or attitude which could indicate that they are in need of help or protection.
- 9.11 When any team member has concerns that a child may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC, and to the Designated Safeguarding Lead if this is not the same person.
- 9.12 Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

## Channel

- 9.13 Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the Police Counter-Terrorism Unit, and it aims to:
- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
  - Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
  - Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.
- 9.14 The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual’s participation in the programme is entirely voluntary at all stages.
- 9.15 MuddyBoots Club has a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

Further guidance about duties relating to the risk of radicalisation is available in the Advice for Schools on [The Prevent Duty](#).

## 10. Safeguarding children who are vulnerable to exploitation, forced marriage, female genital mutilation, or trafficking

- 10.1 Our safeguarding policy above, and the school’s values, ethos and behaviour policies, provide the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.
- 10.2 MuddyBoots Club keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.



- 10.3 Our team members are supported to recognise warning signs and symptoms in relation to specific issues, and include such issues in an age appropriate way in their curriculum.
- 10.4 Our organisation works with and engages our families and communities to talk about such issues.
- 10.5 Our team members are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- 10.6 Our Designated Safeguarding Lead knows where to seek and get advice as necessary.
- 10.7 MuddyBoots Club brings in experts and uses specialist material to support the work we do.

### **Reporting of female genital mutilation**

- 10.8 With effect from October 2015 all schools are subject to a mandatory reporting requirement in respect of female genital mutilation. When a teacher discovers that an act of FGM appears to have been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the police. Failure to report such cases will result in disciplinary sanctions.
- 10.9 When a team member at MuddyBoots Club has reasons to suspect that an act of FGM has been carried out on a pupil / student, s/he will discuss the situation with the Designated Safeguarding Lead, who may consult children's social care before a decision is made as to whether the mandatory reporting duty applies.

## **11. Children who go missing from education**

- 11.1 A child going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. All team members will be alert to these safeguarding concerns when a pupil / student goes missing for an extended period, or on repeat occasions.

## **12. What we do when we are concerned**

- 12.1 Where risk factors are present but there is no evidence of a particular risk then our DSL/SPOC advises us on preventative work that can be done within school to engage the child into mainstream activities and social groups. The DSL may well be the person who talks to and has conversations with the child's family, sharing MuddyBoots Club's concern about the child's vulnerability and how the family and school can work together to reduce the risk.
- 12.2 In this situation, depending on how worried we are and what we agree with the parent and the young person (as far as possible) –
  - The DSL/SPOC may decide to notify the Multi-Agency Safeguarding Hub (MASH) of the decision so that a strategic overview can be maintained and any themes or common factors can be recognised; and
  - MuddyBoots Club will review the situation after taking appropriate action to address the concerns.
- 12.3 The DSL/SPOC will also offer and seek advice about undertaking an early help assessment such as the family Common Assessment Framework (fCAF) and/or making a referral to children's social care. The local family support and safeguarding hub can assist us.
- 12.4 If the concerns about the pupil/student are significant and meet the additional needs/complex need criteria, they will be referred to the MASH. This includes concerns about a child/young person who is affected by the behaviour of a parent or other adult in their household.





### **13. Responding to concerns about a child: involving Named Contacts**

- 13.1 In general, we will discuss any child protection concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the Designated Safeguarding Lead. However there may be occasions when the school will contact another agency **before** informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.
- 13.2 Parents/carers will be informed about our safeguarding policy through our website [www.muddybootsclub.co.uk](http://www.muddybootsclub.co.uk) and also our Parent Guide which is sent to them via our pre-event newsletter.

### **14. Multi-agency Work**

- 14.1 We work in partnership with other agencies in the best interests of the children. The school will, where necessary, liaise with the school nurse and doctor, and make referrals to children's social care. Referrals should be made by the Designated Safeguarding Lead to the Multi-Agency Safeguarding Hub for the local area. Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.
- 14.2 We will co-operate with any child protection enquiries conducted by children's social care: MuddyBoots Club will ensure representation at appropriate inter-agency meetings such as integrated support plan meetings initial and review child protection conferences, and core group meetings.
- 14.3 We will provide reports as required for these meetings. If MuddyBoots Club is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
- 14.4 Where a pupil/student is subject to an inter-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, the school will contribute to the preparation, implementation and review of the plan as appropriate.

### **15. Our role in supporting children**

- 15.1 We will offer appropriate support to individual children who have experienced abuse or who have abused others.
- 15.2 An individual support plan will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, who will be involved, and the child's wishes and feelings. A written outline of the individual support plan will be kept in the child's child protection record.
- 15.3 Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment. We will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.
- 15.4 We will ensure MuddyBoots Club works in partnership with parents / carers and other agencies as appropriate.

### **16. Responding to an allegation about a member of MuddyBoots Club's team**

- 16.1 This procedure should be used in any case in which it is alleged that a team member, external workshop leader or intern has:



- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved in a way that indicates s/he is unsuitable to work with children.

16.2 Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for a team member at The MuddyBoots Club to abuse children.

16.3 All team members working within MuddyBoots Club must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately. Allegations or concerns about colleagues and visitors must be reported direct to the Director.

## 17. Children with additional needs

17.1 MuddyBoots Club recognises that while all children have a right to be safe, some children may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug / alcohol abusing parents, etc.

17.2 When MuddyBoots Club is considering excluding, either fixed term or permanently, a vulnerable child who is the subject of a child protection plan or where there is an existing child protection file, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment *must* be completed prior to convening a meeting.

## 18. Children in specific circumstances

### Private Fostering

18.1 Many people find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more it is private fostering.

18.2 The Children Act 1989 defines a relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a stepparent.

18.3 People become involved in private fostering for all kinds of reasons. Examples of private fostering include

- Children who need alternative care because of parental illness;
- Children whose parents cannot care for them because their work or study involves long or antisocial hours;
- Children sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Children staying with families while attending a school away from their home area.

18.5 There is a mandatory duty on the carer, the parents, and anyone else involved in making the arrangement, to inform the local authority of a private fostering. The local authority has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.



## 19. Appendix 1 – Definitions and Indicators of Abuse

### 1. NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger;
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately clad for the weather;
- Poor school attendance or often late for school;
- Poor concentration;
- Affection or attention seeking behaviour;
- Illnesses or injuries that are left untreated;
- Failure to achieve developmental milestones, for example growth, weight;
- Failure to develop intellectually or socially;
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
- The child is regularly not collected or received from school; or
- The child is left at home alone or with inappropriate carers

### 2. PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape;
- Bruises that carry an imprint, such as a hand or a belt;
- Bite marks;
- Round burn marks;
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given;
- Changing or different accounts of how an injury occurred;
- Bald patches;
- Symptoms of drug or alcohol intoxication or poisoning;
- Unaccountable covering of limbs, even in hot weather;
- Fear of going home or parents being contacted;
- Fear of medical help;
- Fear of changing for PE;
- Inexplicable fear of adults or over-compliance;
- Violence or aggression towards others including bullying; or
- Isolation from peers.



### 3. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge;
- Anal or vaginal discharge, soreness or scratching;
- Reluctance to go home;
- Inability to concentrate, tiredness;
- Refusal to communicate;
- Thrush, persistent complaints of stomach disorders or pains;
- Eating disorders, for example anorexia nervosa and bulimia;
- Attention seeking behaviour, self-mutilation, substance abuse;
- Aggressive behaviour including sexual harassment or molestation;
- Unusual compliance;
- Regressive behaviour, enuresis, soiling;
- Frequent or open masturbation, touching others inappropriately;
- Depression, withdrawal, isolation from peer group;
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

### 4. SEXUAL EXPLOITATION

Child sexual exploitation occurs when a child or young person, or another person, receives "something" (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the child performing sexual activities, or another person performing sexual activities on the child.

The presence of any significant indicator for sexual exploitation should trigger a referral to children's social care. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity);
- Entering and/or leaving vehicles driven by unknown adults;
- Possessing unexplained amounts of money, expensive clothes or other items;
- Frequenting areas known for risky activities;
- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.

### 5. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment.



The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly;
- Over-reaction to mistakes;
- Delayed physical, mental or emotional development;
- Sudden speech or sensory disorders;
- Inappropriate emotional responses, fantasies;
- Neurotic behaviour: rocking, banging head, regression, tics and twitches;
- Self harming, drug or solvent abuse;
- Fear of parents being contacted;
- Running away;
- Compulsive stealing;
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communication suddenly (known as “traumatic mutism”) can indicate maltreatment.

## **6. RESPONSES FROM PARENTS**

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- Delay in seeking treatment that is obviously needed;
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb);
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development;
- Reluctance to give information or failure to mention other known relevant injuries;
- Frequent presentation of minor injuries;
- A persistently negative attitude towards the child;
- Unrealistic expectations or constant complaints about the child;
- Alcohol misuse or other drug/substance misuse;
- Parents request removal of the child from home; or
- Violence between adults in the household.

## **7. DISABLED CHILDREN**

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- Poor toileting arrangements;
- Lack of stimulation;
- Unjustified and/or excessive use of restraint;
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child’s means of communication;
- Ill-fitting equipment. for example callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child’s finances; or
- Inappropriate invasive procedures.



## 20. Appendix 2 – Dealing With A Disclosure Of Abuse

### When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not a team member's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

### **Immediately afterwards:**

#### **You must not deal with this yourself.**

Clear indications or disclosure of abuse must be reported to children's social care without delay, by the Holiday Camp Manager or the Designated Safeguarding Lead.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Lead.



## 21. Appendix 3 – Allegations About A Team Member, External Workshop Leader, or Intern

1. Inappropriate behaviour by anyone who works for MuddyBoots Club could take the following forms:
  - **Physical**  
For example the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
  - **Emotional**  
For example intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
  - **Sexual**  
For example sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
  - **Neglect**  
For example failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
2. If a child makes an allegation about a team member, external workshop leader or intern, the DSL should be informed immediately. The DSL should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The DSL should not carry out the investigation him/herself or interview children.
3. The DSL must exercise, and be accountable for, their professional judgement on the action to be taken, as follows –
  - If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns DSL will notify the Local Authority Designated Officer (LADO) Team.
  - If the actions of the team member and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the team members, these should be addressed through MuddyBoots Club and their own internal procedures.
  - If the DSL decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child protection file.

## 22. Appendix 4 – Indicators of Vulnerability To Radicalisation

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.





5. Children may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that team members are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
  - Identity Crisis – the child is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
  - Personal Crisis – the child may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
  - Personal Circumstances – migration; local community tensions; and events affecting the child’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
  - Unmet Aspirations – the child may have perceptions of injustice; a feeling of failure; rejection of civic life;
  - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
  - Special Educational Need – children may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:
  - Being in contact with extremist recruiters;
  - Accessing violent extremist websites, especially those with a social networking element;
  - Possessing or accessing violent extremist literature;
  - Using extremist narratives and a global ideology to explain personal disadvantage;
  - Justifying the use of violence to solve societal issues;
  - Joining or seeking to join extremist organisations;
  - Significant changes to appearance and / or behaviour; and
  - Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## **23. Appendix 5 – Preventing Violent Extremism: Roles and Responsibilities of the Single Point Of Contact (SPOC)**

The SPOC for MuddyBoots Club is **Adriane Bet**, who is responsible for:

- Ensuring that staff of the school are aware that you are the SPOC in relation to protecting students/pupils from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing children’s from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of MuddyBoots Club in relation to protecting children from radicalisation and involvement in terrorism;
- Raising awareness within MuddyBoots Club about the safeguarding processes relating to protecting children from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the school for case discussions relating to children who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information from in relation to referrals of vulnerable children into the Channel\* process;





- attending Channel\* meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel\* Co-ordinator; and
- Sharing any relevant additional information in a timely manner.

\*Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It aims to

Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;

Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and

Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability. [http://www.proceduresonline.com/birmingham/scb/chapters/p\\_sg\\_ch\\_extremism.html](http://www.proceduresonline.com/birmingham/scb/chapters/p_sg_ch_extremism.html)



# Smoking, Alcohol, and Drugs Policy

## Smoking

Smoking is not permitted anywhere on the premises of MuddyBoots Club, including outside play areas. This rule applies to everyone including members of MuddyBoots Club's team, people collecting children, or any other visitors.

If we discover that a child has cigarettes in their possession while at MuddyBoots Club, we will confiscate the cigarettes, complete an **Incident Record**, and notify their Named Contact at the end of the session.

## Alcohol

Anyone who arrives at MuddyBoots Club clearly under the influence of alcohol will be asked to leave immediately.

If they are a member of MuddyBoots Club's team disciplinary procedures will follow. MuddyBoots Club's team members are asked not to bring alcohol onto MuddyBoots Club's premises.

If we discover that a child has alcohol in their possession while at MuddyBoots Club, we will confiscate it, complete an **Incident Record**, and notify their Named Contact immediately.

## Drugs

Anyone who arrives at the MuddyBoots Club clearly under the influence of illegal drugs will be asked to leave immediately.

If they are a member of MuddyBoots Club's team disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while at MuddyBoots Club, we will confiscate it, complete an **Incident Record**, and notify their Named Contact immediately.

If a member of MuddyBoots Club's team is taking prescription drugs that may affect their ability to function effectively, they must inform the Holiday Camp Manager as soon as possible who will then complete a risk assessment.

Medication for members of MuddyBoots Club's team on the premises will be stored securely and out of reach of children at all times.

Child medication on the premises will be stored and administered in line with MuddyBoots Club's **Administering Medication Policy**.

## Safeguarding children

All members of MuddyBoots Club's team have a duty to inform the Holiday Camp Manager and the designated Child Protection Officer if they believe that a Named Contact is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child.

The Holiday Camp Manager and Child Protection Officer will decide upon the appropriate course of action.

If a Named Contact is clearly over the alcohol limit, or under the influence of illegal drugs, MuddyBoots Club will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police will be called.



# Staffing and Employment Policy

MuddyBoots Club is highly committed to safeguarding the welfare of children. Everyone who works for MuddyBoots Club has a position of trust and a responsibility to promote safe practices and protect children from harm, abuse, and exploitation.

## 'Safer Recruitment' Practices

Our 'safer recruitment' practices are conducted to protect children from any possible threats and are in line with the safeguarding children policies outlined by the government. Our reputation for high quality childcare depends on the utmost professionalism and hard work of our team of visiting teachers and childcare practitioners. To ensure MuddyBoots Club continues to deliver the high quality of service promised, the recruitment, selection, and appointment processes are reviewed and improved on at least a termly basis.

In making the decision, the following factors are taken into account:

- Relevant childcare qualifications or studying towards a relevant qualification (it is desired that our childcare practitioners have at least a Level 2 in childcare)
- Experience working with children in similar environments
- Personality and enthusiasm
- Dedication to work for MuddyBoots Club and being part of an award-winning team
- Strength of references

MuddyBoots Club "Safer Recruitment" process is as follows:

1. Candidate sends in a CV and cover letter
2. Face to Face Interview - Face-to-Face interview

*As part of our Safer Recruitment policy, all candidates with a strong application will be invited to a face to face interview.*

*MuddyBoots Club use interview templates that are specific to the role for which a candidate has applied. They help to assess a candidate's suitability for the role by investigating their experiences, motivation for working with MuddyBoots Club, any gaps in employment, ability to adapt to on-camp scenarios, personality, and safeguarding experience, amongst other factors.*

3. If successful, the candidate will be sent online documentation to complete including:

### **Information Form**

*This gathers information required by Ofsted including contact information, relevant experience and qualifications and references and a medical declaration. Such information includes:*

- **References:** MuddyBoots Club require two professional references for every candidate as sufficient proof to establish a candidate's employment and educational history.
- **Health Declaration:** All team members are required to complete a self-assessed Health Declaration to ensure they are fit for work.
- **Certificates and Qualifications:** Team members appointed in specialist roles (e.g. Camp Managers, Early Years Practitioners and Specialist Instrument Teachers) are required to send proof of their qualification(s). This is kept on file centrally at Head Office.
- **Photo ID and Right to Work in the UK:** All team members are required to provide proof that they are eligible to work in the UK. At least 1 form of photo ID is kept on file centrally at Head Office for every team member. Team members are issued with a MuddyBoots Club ID which they are required to show when they arrive at any training day and on their first day on camp.

### **Contract for Services**

*All our experienced, friendly, and dedicated team are employed on a strictly self-employed basis and are required to read and sign our contract for services.*



## **DBS Checks**

*Team Members are required to hold a DBS certificate issued via MuddyBoots Club unless they are signed up to the DBS Update Service. DBS certificates issued via MuddyBoots Club will not be deemed suitable if the disclosure is more than 3 years old. DBS certificates issued via other organisations will only be accepted if they were issued within the last 12 months and on the DBS update service.*

*If a team member without a DBS certificate issued by MuddyBoots Club is signed up to the DBS Update Service, MuddyBoots Club requires to see an original copy of the certificate to check that it is authentic and relevant to the correct workforce. The DBS Update Service allows MuddyBoots Club to check that nothing has been added to a disclosure since it was issued.*

***MuddyBoots Club will record the information provided from any DBS Check but will only keep a copy of the disclosure for a maximum of 6 months if there is a disclosure note.***

*As the information contained in a DBS certificate is only correct at its date of issue, all team members are asked to sign a "Disqualification by Association Declaration" before any new work is undertaken. Any false information or deliberate omission may result in dismissal or disciplinary action. MuddyBoots Club asks their team members to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.*

*MuddyBoots Club's Interns are subject to the same recruitment checks as paid MuddyBoots Club team members. This includes satisfactory DBS status and references.*

*A Single Central Register containing the vetting requirements of all staff working at Head Office and on camp is maintained in accordance with current guidelines to ensure the safeguarding of all children in MuddyBoots Club care.*

Only when the above is complete will MuddyBoots Club then offer any work that becomes available to successful candidates. Any offered work is conditional on receipt and completion of the above.

4. Successful candidates will receive a 'MuddyBoots Club ID badge' and branded T-shirt which they should wear at all times whilst working for MuddyBoots Club.
5. Successful candidates will receive both a:
  - Welcome Guide - detailing information on MuddyBoots Club, what we expect from our visiting teachers and childcare professionals and vice-versa, further child protection advice, invoice and payment dates
  - The 'Role and Responsibilities' specific to their role (Camp Manager, Camp Assistant, Course Leader etc.)

They will also be strongly encouraged to read our policies specifically:

- Child Protection
- Behaviour Policy
- Health and Safety Policy
- Fire Safety Procedure

## **Working With MuddyBoots Club**

MuddyBoots Club believe induction and ongoing meet ups are vital in ensuring the safe and smooth running and delivery of MuddyBoots Club product and all safeguarding practices.

### Induction

All new team members - whether teachers, assistants or managers are required to attend our induction meeting. This usually takes place before the camp. Mostly over the weekend.



The induction meeting covers all relevant information that new team members will need to know about their work for MuddyBoots Club, such as getting paid, child protection and safeguarding, what we expect from them and vice versa. The main purpose of the induction is for all team members to start their work with us on a high and to know exactly the high level of service we offer at MuddyBoots Club.

It is vital that new team members attend the induction session. If a team member is unable to make the induction then they may not be offered any work until they are able to attend.

#### Appraisals

All MuddyBoots Club team members will be subject to regular appraisals which are passed on to the Recruitment Team. Before a returning member MuddyBoots Club team is reappointed these appraisals will be reviewed. If the appraisal raises any areas of concern this will be taken into account before any recruitment decision is made.

MuddyBoots Club has a **Complaints Policy**.