



Policies and Procedure Document

*One copy to be on display at all times
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BEHAVIOUR POLICY

Active Adventure and Oxford Active believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to play without fear of being hurt or disturbed by others. All Active Adventure settings aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this each of our settings will adhere to the following guidelines:

- All adults will provide a positive role model for the children regarding friendliness, care, courtesy and to offer strategies for handling any conflict
- Rules governing the conduct of the group and the behaviour of the children are discussed and agreed with the children at the setting and explained to all newcomers, both children and adults.
- Staff ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour
- Good behaviour is praised and encouraged
- Staff actively try to avoid attention seeking through undesirable behaviour
- Bullying behaviour in any form, which may be emotional, physical or verbal, is completely unacceptable. Children are encouraged to report any incidences of bullying to a member of staff. Refer to Bullying Policy in next section.

When children behave in unacceptable ways:

- They are given one to one adult support in seeing what was wrong and how to cope more appropriately. If appropriate this might include a period of “time out” with an adult
- In any case of misbehaviour, it is always made clear to the child that it is the behaviour that is unwelcome and not the child
- Retaliation is seen as unacceptable and will not be treated as an excuse for bad behaviour

- Physical restraint is only used to prevent physical injury to children or adults and/or serious damage to property. Any significant event of this sort is recorded, by way of an Incident Report, and the parent informed on the same day
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes is made clear immediately, but by means of explanations rather than personal blame
- Staff are aware of and respect cultural expectations in communications
- Staff handle behaviour problems in an appropriate way with respect to the child's understanding and maturity
- Staff ensure they are aware of problems arising from children's special needs
- Recurring problems are tackled by explanation and discussion with all children at the setting, in order to establish an understanding of the cause and offer a solution
- Parents/Carers will be informed if behaviour problems are persistent and are making it difficult to provide a calm and safe environment for other children attending the setting. In very serious cases, children may be asked to take time out from the club or camp

Active Adventure Staff do not:

- Send children out of the room by themselves, or in unsupervised situations
- Use or threaten physical punishment such as smacking or shaking
- Single out or humiliate children
- Allow adults or children to shout or raise their voices in a threatening way

BULLYING POLICY

Active Adventure and Oxford Active is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable whether the offender is a child or an adult. The victim is never responsible for being the target of bullying. Active Adventure defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse.

Preventing Bullying Behaviour

The Manager, and staff, will make every effort to create a tolerant and caring environment at the club or camp, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

Dealing with Bullying Behaviour

Despite all efforts to prevent it, bullying behaviour is likely to occur on occasions and we recognise this fact. In the event of such incidents, the following principles will govern our response:

- All incidents of bullying will be addressed thoroughly and sensitively
- Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully
- Staff have a duty to inform the Manager if they witness an incident of bullying involving children or adults at the setting
- If a child or a member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell
- The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly

- We explain to the child who is doing the bullying why her/his behaviour is not acceptable. In most cases, bullying behaviour can be addressed according to the strategies set out in the Behaviour Management policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- Where bullying behaviour persists, more serious actions may have to be taken, which may involve suspending the child from the setting
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. All incidents of bullying will be reported to the Manager and will be recorded in the Incident Record Book which will be shared with the parent or carer.

COMPLAINTS PROCEDURE

Active Adventure and Oxford Active believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

Under normal circumstances, the Setting Manager will be responsible for facilitating complaints. If a complaint is made against the Manager, their Operations Manager will conduct the investigation.

Our Complaints Procedure is as follows:

Making a complaint

Stage 1:

- Any parent/carer who has a concern about an aspect of the Setting's provision should first of all talk about his/her concerns with the Setting Manager.
- Most complaints should be resolved amicably and informally at this stage.
- If the complaint is about the Setting Manager, the process should start directly at Stage 2

Stage 2:

- If this does not have a satisfactory outcome, the parent may wish to put their concerns or complaint in writing to the Operations Manager at Head Office by emailing info@oxfordactive.co.uk or they may prefer to call Head Office on **01865 594325**.
- The parent/carer will be sent an initial response to the complaint within 7 days.
- If further investigation is required, a full response to the complaint may take longer and will be sent within 28 days.

Stage 3

- If the parent is not satisfied with the outcome of the investigation, he or she should request a meeting with the Operations Manager. There should be witnesses present at the meeting.

Stage 4

- If at the Stage 3 meeting the parent and setting cannot reach agreement, an external mediator is invited to help to settle the complaint.

Confidential records of meetings, discussions and decisions will be kept at all stages.

The role of the Ofsted and the Local Safeguarding Children Board:

- Parents may approach Ofsted directly at any stage of this complaint's procedure. In addition, where there appears to be a breach of the Setting's registration requirements, it is essential to involve Ofsted as the regulatory body.
- Ofsted can be contacted on [0300 123 1231](tel:03001231231), or write to them at: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD. Or visit their website www.ofsted.gov.uk
- If a child appears to be at risk, our setting follows its Safeguarding Policy according to the procedures of the Local Safeguarding Children Board.
- In these cases, both the parent and setting are informed (unless the procedures above indicate otherwise) and the Setting Manager works with Ofsted and/or the local Multi Agency Safeguarding Hub to ensure a proper investigation of the complaint, followed by appropriate action.

Records:

- A record of formal complaints against the Setting and/or the children and/or the adults working in the club or camp is kept, including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all formal complaints is recorded in the Complaints Summary Log which is available for parents and inspectors on request.

CONFIDENTIALITY POLICY

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care in our clubs and camps. All Active Adventure staff will respect confidentiality by:

- not discussing confidential matters about children with other parents/carers
- not discussing confidential matters about parents/carers with children or other parents/carers
- not discussing confidential information about other staff members
- only passing sensitive information, in written or oral form, to relevant people
- giving parents access to the files and records of their own children, but not to information about any other child.

Confidential information includes registration and admission forms, signed consents, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, ongoing record of relevant contact with parents.

Confidential records are stored in a secure and lockable file or cabinet

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the disciplinary procedures within the Staffing Policy.

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

COVID-19 POLICY

In response to the global outbreak of COVID-19, communities around the world are rallying together in response. This policy serves as an update for the parents and guardians of the children attending Active Camps and Active Adventure programs during this crucial time.

What we ask of parents in advance

1. Follow all PHE guidance which is updated regularly here:
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
2. Understand basic information about coronavirus (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID-19 through reputable sources such as UNICEF, WHO and national health ministry advisories.
3. Help your child understand what the virus is
 - Have a conversation with your child/ren about how to wash their hands and how they can promote good hygiene
 - Encourage your child to reach out to staff if they are feeling unwell
4. Be prepared
 - Take a temperature before attending camp or club
 - Prepare to be available to collect your child should they develop symptoms
 - Monitor your child's health and keep them home from school if they are ill
 - Keep your child and all family members home if anyone in the household shows symptoms
5. Teach and model good hygiene practices for your children, as per PHE guidance, e.g.
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose
6. Encourage your children to ask questions and express their feelings with you and the adults caring for them. Remember that your child may have different reactions to stress; be patient and understanding.
7. Fight stigma by using facts and reminding children to be considerate of one another
8. Coordinate with the site to receive updates and ask how you can support site safety efforts.

What we are doing on site and elsewhere to mitigate the risks

Staff:

- Additional training of hygiene and COVID-19 procedure for all staff
- Employing extra staff at camp to
 1. Allow for regular cleaning throughout the day
 2. Supervise children should they be temporarily quarantined
 3. Provide extra supervision to observe and monitor for symptoms
 4. Potential screening of staff upon arrival, if this becomes a requirement for operators, however procedures for this exist

Children:

- We will encourage and run educational workshops on hygiene for the children
- Regular scheduled opportunities for all children and staff to wash their hands throughout the day
- Potential screening of children upon arrival, if this becomes a requirement for operators, however procedures for this exist if required

Social Distancing Procedure:

- Where possible we will be promoting social distancing and avoiding any movement of staff or children between groups, implemented through smaller group sizes and rotated eating times
- Visitors will be restricted to essential people only
- Cancelling our on-site parent tours and not allowing any parents into the camp past our main reception desk
- Cancelling off-site trips to limit interaction with other groups. Active Adventure, however will still be able to conduct off-site hikes to areas of low human interaction

Disinfection and Quarantine Procedure:

- Ensuring extra hand washing supplies are available on site
- Clean and disinfect buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people
- Any visiting senior management will decontaminate between visits to different locations

- Designating specific quarantine areas in case children present with symptoms
- Washing and sanitation of any shared equipment, where practical to do so

What would happen in the event of

There's a suspected case amongst children or staff

- We will notify all parents of children attending the site on collection immediately and also by email newsletter, following government advice by quarantining the child or staff member immediately after they are suspected
- Children will then need to be collected by their parent
- Staff members suspected of having the virus will be removed from the site
- In all cases, individual will be advised to undergo free COVID-19 testing
- The site will then be decontaminated, but will remain open

The site is closed due to extenuating circumstances

- We will give as much notice as possible and notify on the same working day that we receive the news
- Parents will be contacted by email newsletter, text and via social media
- Any bookings for a closed site will be transferred into a credit for a future program, or a 'no quibble full refund'

A child can't attend because they have suspected or confirmed coronavirus

- Any cancellation for any reason more than 14 days in advance qualifies for a full refund in any case.
- For cancellations less than 14 days, If a child has a suspected case of coronavirus and has been requested to self-quarantine by the NHS or has been confirmed to be suffering from coronavirus you will receive a full refund. However, written evidence of the request to quarantine or a GP note will be required in order to qualify for a full refund.

Sources

[Key Messages and Actions for COVID-19 Prevention and Control in Schools](#)

[COVID-19: guidance for education settings](#)

EMERGENCY EVACUATION PROCEDURE

Each setting will have its own emergency evacuation procedure as set out by the school hosting the club or camp. However, these guidelines should be adhered to during the evacuation process.

- All staff should make themselves familiar with the fire exits and fire assembly point at the setting
- If you discover a fire, raise the alarm by activating the nearest alarm call point
- Trained persons only should tackle a fire and only if they feel it is safe to do so
- On hearing the fire alarm, the setting manager should lead the children out of the building by the nearest emergency exit and go to the assembly point. The manager should take the club/camp register with them.
- One member of staff should lead the group and the second member of staff should follow the group at the rear, ensuring all children are leaving in a quiet, orderly manner, walking as quickly as possible towards the assembly point
- The last member of staff to leave the room should close the door. Windows should be shut but only if this can be done quickly and without hazard.
- Staff should check every room/small area/toilets as they pass so make sure no one is left behind
- A head count should immediately take place and the register taken

EQUALITY AND DIVERSITY POLICY

Oxford Active and Active Adventure wishes to reflect and meet the needs of the communities local to its settings and is committed to equal opportunities for all children and families who wish to use its facilities. In order to achieve this, each setting:

- Welcomes children from all backgrounds, regardless of race, nationality or culture and in accordance with its admissions policy
- Welcomes children with special educational needs and disabilities, provided that facilities can be arranged practically to provide a safe, stimulating environment for that child
- Seeks to avoid any form of discrimination in all activities, whether of gender, ethnicity, or disadvantage by a member of staff, child or parent
- Does not tolerate any discriminatory language, behaviour or remarks by children, parents or staff
- Accommodates religious and cultural preferences in food and activities
- Seeks to value each child as an individual, respecting their religion, racial origin, cultural and linguistic background
- Respects and will try to be aware of the major events and religious festivals in the children's lives and welcomes the diversity of backgrounds from which they come
- Ensures that both boys and girls have full access to all kinds of activities and equipment are equally encouraged to enjoy them

All staff are made aware of the setting's Equality and Diversity Policy and are required to commit to its principles and contents.

HEALTHY EATING POLICY

The sharing of an after-school snack can play an important part in the social life of Active Adventure and Oxford Active camps as well as reinforcing children's understanding of the importance of healthy eating.

- Snacks offered to children are not intended to be a meal but something small to keep the children going until they go home for their evening meal.
- Snacks provided will include a range of foods including toast with spreads such as jam or marmite, fresh fruit, cheese, occasional sweet and savory biscuits, and a drink.
- Foods high in sugar, such as chocolate spread, may be offered as a treat on an occasional basis.
- All children's dietary needs, including allergies, are discussed with parents and recorded on their registration form
- The dietary rules of religious groups can be met if appropriate
- Fresh water is always available
- All Oxford Active and Active Adventure sites are nut free

INTIMATE CARE POLICY

The provision of personal, intimate care is not routine in Active Adventure or Oxford Active settings, as most children are aged six and above and do not require it. But the need for intimate care does occur from time to time when children may wet or soil themselves.

Wherever possible, staff permit and promote the greatest level of self-care and independence for each child, but this guidance is intended where extra care or support is needed.

- Staff who are designated to carry out this work should be properly trained and receive appropriate guidance
- Children may be embarrassed or upset by the need for intimate care and it should be provided sensitively and discreetly
- Where possible the child should consent and their preferences for who should provide care should be taken into account
- Gender, religious and cultural issues should be taken into account
- Personal care should always be provided in an appropriate area so that the child is given privacy
- Staff should carefully consider the balance between the child's physical requirements and his/her right to privacy with the potential vulnerability of the staff member attending to his/her needs. For example, it may be appropriate to have a second member of staff in close proximity.
- Staff should encourage children to attend to their own needs wherever possible and it is safe to do so. It may be possible to provide supervision and guidance, intervening only where necessary or if the child asks for help.

LATE COLLECTION POLICY

- All children must be collected by close of the camp - 5.00 or 6.00pm, depending on the site closing times
- If a parent arrives late to collect a child a late collection fee of £5.00 per 15 minutes or part of 15 minutes may be charged.
- If a parent consistently collects their child late, the After-School Club or Camp reserves the right to withdraw the child's place

In the event of a parent/guardian failing to collect a child 15 minutes after close of the club

1. The site Manager will wait on the premises with the child or will delegate another member of staff to wait on the premises until 6.30pm or until the school closes.
2. During this time emergency contact numbers will be called to ascertain if the parent is on their way to collect the child
3. If no contact is made with the parent/guardian or emergency contact numbers by 6.45pm, or by the time the school/premises closes, then the Police will be called on the non-emergency line 101.

SOCIAL MEDIA POLICY

Policy statement

This policy is intended to help employees make appropriate decisions about the use of social media such as but not limited to blogs, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn.

This policy outlines the standards we require employees to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

Who is covered by the policy?

This policy covers all individuals working at all levels including senior managers, officers, directors, employees, consultants, contractors and trainees (collectively referred to as employees or staff in this policy).

Using social media sites in our name

Only staff with permission from the Director are permitted to post material on a social media website in our name and on our behalf. Any breach of this restriction will amount to gross misconduct.

Using work-related social media

We recognise the importance of the internet in shaping public thinking about our company and our services, employees, partners and customers. We also recognise the importance of our employees joining in and helping shape industry conversation and direction through interaction in social media.

You are therefore permitted to interact on social media websites about industry developments and regulatory issues on social media websites such as Twitter, Facebook, LinkedIn. This list may be updated as necessary. Before using work-related social media, you must have sought and gained prior approval to do so from your line manager.

Personal use of social media sites

The use of social networking sites such as Facebook and Twitter is a part of daily life and are frequently used as much by children and young people attending our childcare settings as by adults. Employees who make use of such sites should observe these guidelines. Staff and contractors 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 the Organisation or its customers
- Be derogatory towards children and/or parents and carers
- Bring into question their appropriateness to work with children and young people

Any communication between children/parents and staff, by whatever method, should take place within clear and explicit professional boundaries. This includes the use of text messages, digital cameras, video, web-cams, websites and blogs. Staff should ensure that all communications are transparent and open to scrutiny. In summary this means that staff;

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

Rules for use of social media

Whenever you are permitted to use social media using the company’s name in accordance with this policy, you must adhere to the following general rules;

- Always write in the first person, identify who you are and what your 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 member of staff 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 the appropriate manager
- Never disclose commercially sensitive, anti-competitive, private or confidential information.
- Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.

- Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it. All links must be done so that it is clear to the user that they have moved to the third party's website.
- When making use of any social media platform, you must read and comply with its terms of use.
- Do not post, upload, forward or post a link to chain mail, junk mail, cartoons, jokes or gossip.
- Be honest and open but be mindful of the impact your contribution might make to people's perceptions of us as a company. If you make a mistake in a contribution, be prompt in admitting and correcting it.
- You are personally responsible for content you publish into social media tools – be aware that what you publish will be public for many years.
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations. Never contribute to a discussion if you are angry or upset, return to it later when you can contribute in a calm and rational manner.
- Don't discuss colleagues, competitors, customers or suppliers without their prior approval.
- Always consider others' privacy and avoid discussing topics that may be inflammatory eg politics and religion.
- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
- Activity on social media websites during office hours should complement and/or support your role and should be used in moderation.
- If you notice any content posted on social media about us (whether complementary or critical) please report it to the relevant manager.

Monitoring use of social media websites

- Employees 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 our Disciplinary Procedure.
- We reserve the right to restrict or prevent access to certain social media websites if we consider 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 you and us. It may also cause embarrassment to us and to our clients.

- 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):

(a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);

(b) a false and defamatory statement about any person or organisation;

(c) material which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to us, our clients or our employees;

(d) confidential information about us or any of our employees or clients (which you do not have express authority to disseminate);

(e) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us);

(f) 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 Disciplinary Procedure and is likely to result in summary dismissal.
- Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, 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.
- If you notice any use of social media by other members of employees in breach of this policy please report it to the Managing Director.

MEDICATION, HEALTH AND HYGIENE POLICY

Medication:

- Parents are required to inform the setting of any medical needs the child may have when registering the child
- If the child needs medication whilst at the setting, where possible, the child's parent or guardian will administer medication
- Written instructions on dosage, administration and permission are needed from the parent or guardian prior to the staff administering any medication
- All medication will be clearly labeled with name, dosage and instructions on administration
- All medication will be kept in secure storage away from any children
- The club will maintain a medication book or file, recording details of all medication given which will be shared with and signed by the parent/guardian
- If specialist knowledge is necessary, (eg a child may have an epipen), the responsible staff member will receive training from a qualified health professional

Illness:

- Any child (or member of staff) who has suffered from diarrhoea, sickness, cannot attend the setting for a period of 48 hours after symptoms have gone
- Any child (or member of staff) with high temperature/fever or conjunctivitis cannot attend the setting for a period of 24 hours after such condition has ceased.
- Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.
- Parents are welcome to discuss any health issues with staff

First Aid:

- First aid equipment will be available on the premises and will be kept clean at all times. The kit will be checked and replenished regularly.
- An assigned First aid lead will be in charge of checking these supplies at each site, their name will be assigned on the duty board at the sign in desk
- Sterilized items will remain sealed until needed
- At least one paediatric qualified first aider will be on the premises at all times
- Upon any administration of First aid an Accident Form must be completed by the appropriate staff member

Personal hygiene:

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed in all Oxford Active settings.

- Children's hands should always be washed after using the toilet and before handling food
- Paper towels are used and disposed of appropriately
- Children are encouraged to clean their noses as necessary and dispose of soiled tissues hygienically
- Hygiene rules related to bodily fluids followed with particular care and all staff are aware of how infections can be transmitted
Any spills of blood, vomit or excrement will be cleaned and flushed down the toilet. Rubber gloves will always be used when cleaning up bodily fluid spills. The area will be thoroughly disinfected and any fabrics washed in hot water.
- Spare clean clothing will be available in case of accidents
- All surfaces will be cleaned daily as well as before and after eating or preparing food
- Please view the COVID-19 policy for more information

Food:

The setting is aware of current legislation regarding food hygiene, registration and training. All staff involved in the preparation of food are required to complete an approved Food Hygiene training course. In particular each member of staff will;

- Keep food preparation and storage areas hygienically clean
- Monitor the effectiveness of the fridge with a fridge thermometer
- Wash hands before handling food and after using the toilet
- Not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble
- Never cough or sneeze over food
- Keep food covered and/or refrigerated until served

MISSING CHILD POLICY

Active Adventure and Oxford Active has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures at the beginning and end of sessions). If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The member of staff in question will inform the Manager and the rest of the staff team that the child is missing, and a thorough search of the entire premises will commence. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the premises. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If after 15 minutes of thorough searching the child is still missing, the Manager will call the child's parent/carer to check they have not been collected or gone home either with the parent or a friend. The help from other teachers and staff at the school may also be sought at this stage. If the child is still not found, the police will be called.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the setting.
- The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Setting's Safety and Risk Assessment policies).
- All incidents of children going missing from the setting will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed.

VISITORS POLICY

For any visitor to a setting who is not directly employed by Oxford Active or Active Adventure and is entering areas shared with children in our care.

- All visitors to the setting are required to sign in and out in the visitors book, recording the time, date and purpose of visit.
- If the visitor is unknown to the setting a member of staff is required to check their credentials and reason for visit before allowing them to enter the main setting
- If staff see any unknown adults or children on site, they should challenge them and report them to the Manager who will check their ID and reason for visiting.
- We ask for at least one form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving license, bank card which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- Visitors will normally be supervised at all times during their visit to the setting
- Some visitors may be left unsupervised if they are well known to the setting, the reason for their visit is known and can be verified, and they have an enhanced DBS disclosure
- All visitors are required to sign out when leaving the setting

MOBILE PHONE AND CAMERA POLICY

Active Adventure and Oxford Active are committed to ensuring the safety of children in its care. We recognise the importance of mobile phones for communication purposes but are aware that casual or inappropriate use of mobile phones in the setting could pose a risk to children.

Setting phone:

Each setting will have its own mobile phone, and this number will be given to parents/carers and others who may need to contact the setting. There may also be occasions when the Manager's personal phone is used as their work phone.

Staff personal mobile phones:

Staff will not be permitted to use their personal mobile phones whilst working. They will be required to switch their personal mobile phones off or leave them in a safe place.

Managers may carry their personal phones when they are working but will only use them for essential work-related communication.

Where it is essential for staff to make or receive a personal call during a session, staff should seek permission from the Manager and do this in a separate area not used by children. Staff will not be permitted to take photographs using their phone at the setting. Any staff caught breaking these rules may be subject to disciplinary action.

For Active Adventure this can be the case during Day Walks, where mobile phones are carried for emergency use. In this instance they are only used for emergencies and cameras are taped over to ensure no photos can be taken.

Children:

Children are asked not to bring mobile phones into the setting. If they do bring them, it will be at their own risk and they will not be permitted to use them during camp or club hours unless given permission and supervised by a member of staff.

Photographs:

It is recognised that one of the keyways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the setting's own camera. Staff's personal camera or video functions on mobile phones will not be used in the setting.

RISK ASSESSMENT POLICY

We understand the importance of ensuring that systems are in place for checking that our setting is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties. Beyond this document Active Adventures utilized both a Generic Risk Assessment and Activity Specific Risk Assessment forms which are available at each site.

- The Setting Manager will ensure that risk assessments are completed, and if judged necessary, logged and effectively monitored.
- All staff are required to read, understand and contribute to risk assessments and be aware of the process of putting risk assessments in place.
- Written risk assessments will be carried out for the environment of the setting, any activities that are deemed to have a medium to high risk and for off-site outings.
- Each written risk assessment is dated and states when it needs to be reviewed - this will be at least annually or when there is any change to circumstances, equipment or resources, any change to the premises, or when particular needs of a child or other visitor necessitates this.
- The setting Manager is responsible for conducting any necessary reviews or making changes to existing risk assessments in the light of any potential risks that they or other members of staff discover.
- Staff will be encouraged to risk assess all activities, toys and equipment at all times, though not all of these will necessarily be put in writing. They will be asked to consider:
 - What is the hazard? Who is at risk? What could happen?
 - How can the risk be minimised? What needs to be done?
 - Once action has been taken to reduce the risks, do the benefits of doing the activity outweigh the risks involved?
- A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out on daily basis using a checklist.
- Staff will be vigilant and continuously aware of any potential risks to health and safety

SAFETY POLICY

The safety of children is of paramount importance at Oxford Active and Active Adventure settings. To ensure the safety of both children and adults, each site will adhere to the following guidelines.

Supervision:

- Children are reliably and promptly signed in and out and cannot leave the premises unattended
- The ratio of adults to children is 1:12, with the onsite manager being free to oversee and facilitate groups, making it 1:8
- All children are supervised at all times and are always within sight of an adult
- Children do not have unsupervised access to kitchens, stairs, cupboards, hazardous materials or other hazardous areas
- Children only leave the setting with authorised adults

Environment:

- The premises are checked daily for any hazards and security using a checklist of all potential hazards that may need to be dealt with
- Risk assessments for the environment and activities are routinely undertaken and key risk assessments are recorded and kept in a central place accessible to all staff
- Equipment is regularly checked for safety
- All dangerous materials, including medicines and cleaning materials, are locked away
- The premises has a fire certificate and regular inspections are recorded
- There is a fire drill at least once every term and all staff are made aware of fire drill procedures. The day of the week of fire drills should be changed each term so that all children experience them.
- There is no smoking allowed on or near the premises
- Staff have access to a telephone at all times

Behaviour:

- Rough play that threatens the safety of children will not be allowed
- Any behaviour that threatens the safety of children will be stopped immediately

Accidents:

- There is a trained first-aider present at all times
- There is a fully stocked first aid box on the premises at all times
- A book or file is kept for the reporting of any accidents/incidents – the parent or guardian is required to sign the accident book entry at the end of the session
- Ofsted will be informed of any serious accident, illness, injury or death of any child in our care and of the action taken. Prolonged injury or illness will require RIDDOR report
- The local MASH will be informed of any serious accident, injury or death of any child in our care and must act on any advice given

UNACCEPTABLE BEHAVIOUR POLICY

Oxford Active and Active Adventure clubs and camps aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. However, there are times when unacceptable behaviour becomes a problem for the wellbeing of all children at the club, and further action is necessary.

In cases of persistent unacceptable behaviour Oxford Active and Active Adventure staff will adhere to the following guidelines:

- Recurring behaviour problems are tackled by explanation and discussion with all children at the setting, in order to establish an understanding of the cause and offer a solution.
- If unacceptable behaviour persists, parents/carers will be informed by means of an unacceptable behaviour report

The report will explain that either:

- further unacceptable behaviour will result in a second written warning, coupled with immediate exclusion from the club for a minimum of 2 weeks, or;
- with immediate effect, the child has been excluded from the setting for a minimum of 2 weeks
- Subsequent unacceptable behaviour will result in total exclusion for the remainder of the Term and may result in the child losing the place altogether.
- Each case will be dealt with sensitively and fairly, but ultimate the safety and well-being of all children attending will not be compromised because of the behaviour of one child

Fees paid by parents for an excluded child are not refundable.

SAFEGAURDING POLICY

The term “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
- ✘ taking action to enable all children to have the best outcomes

For the purposes of this policy, “a child” is anyone under the age of 18.

Oxford Active acknowledges its duty of care to safeguard and promote the welfare of children using its services. This policy outlines the measures taken to ensure that our safeguarding practices reflect statutory responsibilities and put the welfare and interests of children first at all times. Our policy is written in accordance with “Working Together to Safeguard Children 2018” and “Prevent Duty Guidance for England and Wales 2015”.

A child-centered approach is fundamental to safeguarding and promoting the welfare of every child. A child-centered approach means keeping the welfare of the child as the primary focus in all decision making, working in partnership with them, their families and local authorities.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Oxford Active fulfills this duty through employing the following:

- All members of staff working with children are required to undertake appropriate safeguarding training to their role, including the Prevent Duty, to ensure that they have up-to-date knowledge of safeguarding issues, are able to identify signs of possible abuse and neglect at the earliest opportunity, and know how to respond in a timely and appropriate way.
- Each setting has a named Designated Safeguarding Lead (DSL), who has undertaken safeguarding lead training in line with the Oxfordshire Safeguarding Children Board.
- To prevent the employment of unsuitable individuals, all staff at Oxford Active all staff are employed in line with the Safer Recruitment procedures as outlined in the Safer Recruitment policy found in appendix 4.
- The use of mobile phones and cameras by all adults at settings is strictly controlled - this is covered in the Mobile Phone and Cameras policies found in appendix 6.

- Staff will seek to build children's resilience to radicalisation by promoting fundamental British Values, in order to provide a safe environment which allows children to discuss sensitive or controversial issues openly.

In all cases where abuse (see appendix 1) is suspected or being investigated:

All concerns, suspicions and investigations must be thoroughly, factually documented. This document should include the child's name, address and date of birth, timed and dated observations which objectively describe the child's behaviour and appearance and, where possible, the exact words spoken by the child. These records should be kept separately from the main records of the child. All recorded concerns should be signed and dated.

All concerns, investigations and subsequent documentation are to be kept confidential. These records should only be shared with those who need to know - the setting DSL and at least one member of The Oxford Active Safeguarding Team (TOAST) – unless otherwise advised by the Multi-Agency Safeguarding Hub (MASH), or the Local Authority Designated Officer (LADO).

Safeguarding Concerns and Disclosures:

- Whilst it is not staff's responsibility to diagnose abuse, it is however, their duty to alert the appropriate authorities if they have knowledge of the abuse or neglect of a child, or concerns about the welfare and safety of a child.
- Concerns over changes in a child's behavior or appearance, unexplained bruising or marks, any comments made by a child or any deterioration in a child's general well-being should be reported promptly to the setting's DSL. A summary of the different categories of abuse is contained in Appendix 1.
- Whenever concerns are raised due to possible signs of abuse, the child and/or the child's parent or carer will initially be consulted for an explanation, and this will be recorded.
- If any explanations fail to allay fears for the child's safety, then the setting's DSL will contact the local MASH, and will also report the concern to TOAST.
- If there is any doubt or uncertainty about whether the concerns require escalation, a no- names consultation will be sought with the local MASH by the concerned adult or DSL.
- Staff will keep parents/carers fully informed of any actions they undertake unless advised otherwise by the investigating authority.
- When a setting is based in the school the child attends, it may also be appropriate to consult the school's DSL so that relevant information can be shared.
- If children are suspected to be at risk of radicalisation, a referral should be made to Channel via MASH.
- When **definite** concerns about abuse arise (for example, if a child confides in an adult about abuse taking place) then the appropriate MASH should be contacted

Whistle Blowing (Allegations Against Staff Members):

- Staff should take proactive measures to protect themselves against misunderstandings and false allegations. This includes avoiding being alone with any child at any time. Additionally, being mindful of any physical contact or inappropriate language/ conversation topics.
- Any concerns or allegations against members must be reported to the DSL, who must record the details of the incident and report this to the LADO **immediately**. In this circumstance, delays of even an hour could severely harm the subsequent investigation.
- If the allegations are against the DSL, they must be reported directly and immediately to TOAST.
- The DSL for the setting must also report this, simultaneously, to a member of TOAST, unless otherwise advised by the LADO.
- In Ofsted registered settings, any allegations against staff will be reported to Ofsted as soon as possible by TOAST.
- Once the LADO has been informed of the allegation, TOAST carry forward the responsibility of liaising with the relevant agencies and authorities.
- Staff will co-operate entirely with any investigation carried out by the LADO.
- Any staff suspected of abuse will be suspended from duty immediately on full pay whilst the allegation is investigated. This is not an indication that the alleged incident has taken place, but is to protect the staff member, as well as children and families, throughout the process. If the allegation is unsubstantiated, the member of staff may return to work.

How to Handle a Disclosure:

| Recognise | Record | Report |
|--|--|---|
| <ul style="list-style-type: none"> • Stop and listen • Never make a promise • Keep calm, don't panic, and don't appear shocked or angry • Keep responses short, simple, slow and gentle <p>Avoid making judgements</p> <ul style="list-style-type: none"> • Avoid criticising the alleged perpetrator • 'What you are saying is important.' • 'I'm glad you were able to tell me.' • 'I will do my best to help you.' • 'This is so important I need to talk to someone about it.' | <ul style="list-style-type: none"> • Do not ask leading questions • Make brief notes • Tell the child they are not to blame and have done the right thing by telling you <p>Be factual</p> <ul style="list-style-type: none"> • Use an incident form • Remember to write any questions you may ask the child as well as their responses • Keep notes in the child's own words • Date and time • Print and sign your name • Record as much detail as possible • Uphold confidentiality • Never think a concern is too small - it could form part of the bigger picture around the child | <ul style="list-style-type: none"> • Never attempt to carry out an investigation • Do not delay in passing concerns on • Report the incident to you DSL • following the Escalation Process • Protect and support the child • Keep the young person informed |

APPENDIX 1 - Categories of Abuse

The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. Staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse.

| Type of Abuse | Possible Indicators |
|--|---|
| <p>Neglect</p> <ul style="list-style-type: none"> ➤ The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments 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: <ul style="list-style-type: none"> ➤ provide food, clothing and shelter; ➤ protect a child from physical and emotional harm or danger; ➤ ensure adequate supervision; ➤ ensure access to appropriate medical care or treatment. | <p>Obvious signs of lack of care including:</p> <ul style="list-style-type: none"> ➤ Problems with personal hygiene; ➤ Constant hunger; ➤ Inadequate clothing; ➤ Emaciation; ➤ Lateness or non-attendance at school; ➤ Poor relationship with peers; ➤ Untreated medical problems; ➤ Compulsive stealing and scavenging; ➤ Rocking, hair twisting, thumb sucking; ➤ Running away; ➤ Low self-esteem. |
| <p>Physical Abuse</p> <ul style="list-style-type: none"> ➤ 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 | <ul style="list-style-type: none"> ➤ Physical signs that do not tally with the given account of occurrence. ➤ Conflicting or unrealistic explanations of cause repeated injuries ➤ Delay in reporting or seeking medical advice. |
| <p>Sexual Abuse</p> <ul style="list-style-type: none"> ➤ Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts. | <ul style="list-style-type: none"> ➤ Displays of affection which are sexual and age inappropriate ➤ Sudden changes in behaviour ➤ Tendency to cling or need constant reassurance ➤ Tendency to cry easily ➤ Regression to younger behaviour ➤ Unexplained gifts or money ➤ Depression and withdrawal ➤ Wetting/soiling day or night ➤ Fear of undressing |
| <p>Emotional Abuse</p> <ul style="list-style-type: none"> ➤ 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. | <ul style="list-style-type: none"> ➤ Isolation ➤ Rejection ➤ Child being blamed for actions of adults ➤ Child being used as carer for younger siblings ➤ Affection and basic emotional care giving/warmth, persistently absent or withheld. |

This is by no means an exhaustive list. There are a number of other safeguarding issues that staff should be aware of, such as;

- Child sexual exploitation (CSE)
- Forced marriages (FM)
- Female Genital Mutilation (FGM)
- Prevent
- Homelessness
- Children in the court system
- Children missing from education
- Children with family members in prison
- Child criminal exploitation
- Domestic Abuse
- So called “Honour based violence”
- Sexting in schools

Further training in each of these categories is available through OSCB, this can be arranged on request. Further information can be found in a number of useful websites and docs such as:

NSPCC - www.nspcc.org.uk

Barnardos - <https://www.barnardos.org.uk/>

Working together to safeguard children -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Prevent duty -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Information sharing -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Counter terrorism act -

<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

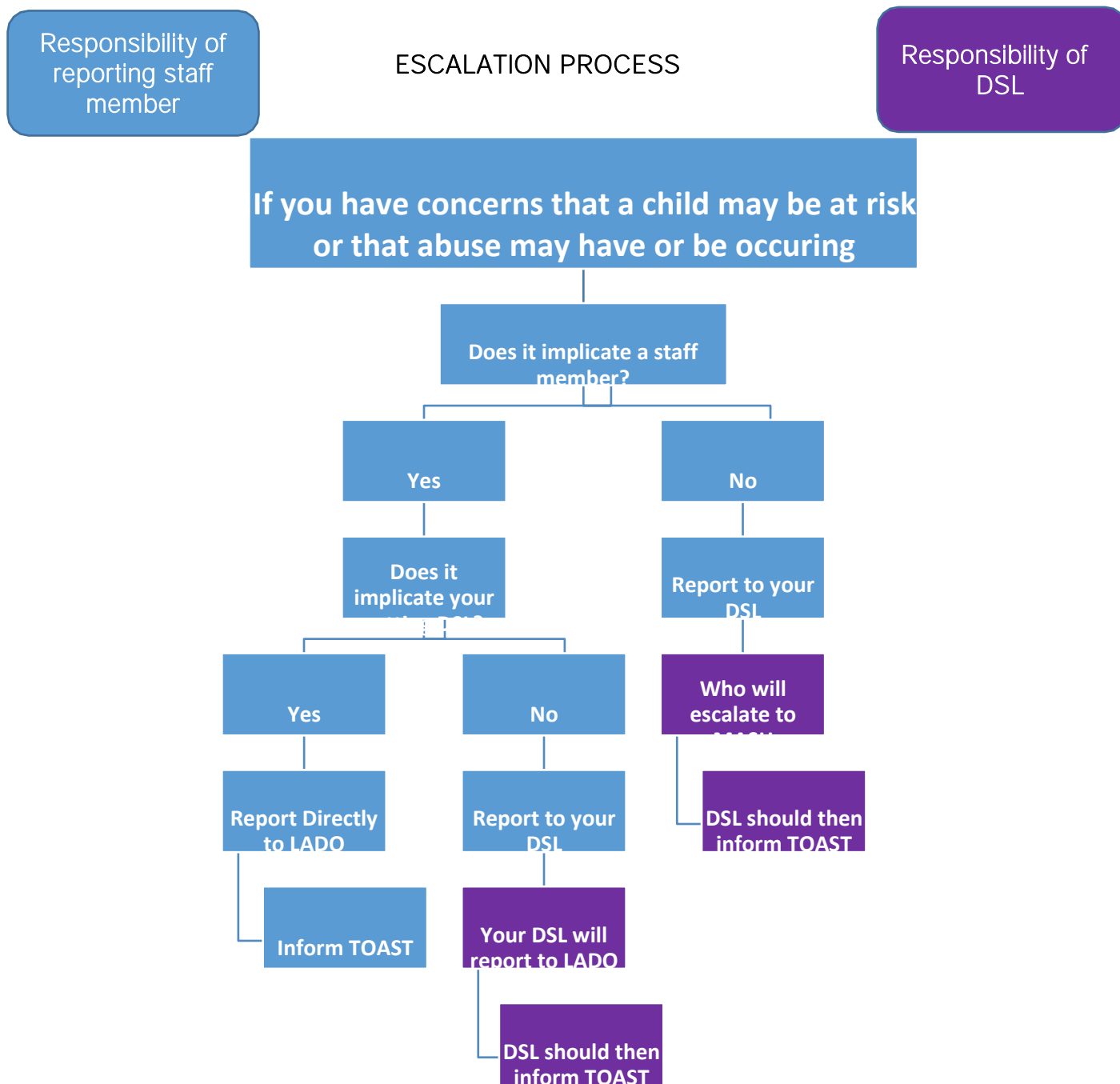
Keeping children safe in education -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf

What to do if you're worried a child is being abused -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

APPENDIX 2 –The Oxford Active and Active Adventure Safeguarding Escalation Process and Contact details



DSL – Designated DSL

MASH – Multi Agency Safeguarding Hub

LADO – Local Area Designated Officer

TOAST – The Oxford Active Safeguarding Team

APPENDIX 3 – SAFEGUARDING CONTACT INFORMATION

The Oxford Active’s Safeguarding Team (TOAST):

Oxford Active Safeguarding Lead Peter Parry on 01865 594324 or 07984 011987 Oxford

Spires Safeguarding Lead Jennifer Lee on 07708 143735

Active Camps Safeguarding Lead Dan Kettle on 07900 956103 Active

Clubs Safeguarding Lead Emma Cooper on 07733 446124

Please note if you are unable to contact your company’s Safeguarding Lead you can contact any other member of TOAST.

| LSCB | MASH | MASH (out of hours) | LADO | LSCB web address |
|----------------|---|---------------------|--|--|
| Oxfordshire | 0845 0507666 mash-childrens@oxfordshire.gcsx.gov.uk | 0800 833408 | 01865 810603 LADO.safeguardingchildren@oxfordshire.gov.uk | www.oscb.org.uk |
| Wokingham | 0118 908 8002 | 01344 786 543 | 0118 974 6141 LADO@wokingham.gcsx.gov.uk | www.wokinghamlscb.org.uk |
| Warwickshire | 01926 414144 johncoleman@warwickshire.gov.uk | 01926 886922 | 01926 743433 LADO@warwickshire.gov.uk | www.warwickshire.gov.uk/mash |
| Bromley | 02084617373 02084617309 mash@bromley.gov.uk | 0300 303 8671 | 020 84617669 rita.dada@bromley.gov.uk | www.bromley.gov.uk/info/200127/ |
| Cambridgeshire | 03450451362 referralcentre.children@cambridgeshire.gov.uk | 01733234724 | 01223727967 lado@cambridgeshire.gov.uk | www.safeguardingcambspeterborough.org.uk |
| Southampton | 02380833336 mash@southampton.gov.uk | 02380233344 | 01962876364 | www.hampshiresafeguardingchildrenboard.org.uk |

APPENDIX 4 – SAFER RECRUITMENT POLICY

Oxford Active and Active Adventure is committed to the welfare of all children and young people using its services. The following procedures are in place for the recruitment of staff to ensure all staff coming into contact with children are fully checked and are deemed suitable.

Staff are recruited using the following procedures:

- All staff taking part in the recruitment process will be trained in Safe Recruitment
- Safeguarding requirements for staff are made clear in all job adverts
- All candidates must complete a Job Application form
- Candidates are interviewed by two members of staff
- Two satisfactory references are required for each member of staff, ideally from their most recent employer and/or someone who can best judge their suitability to work with children (eg college tutor, scout leader)
- Staff may be allowed to start work pending the receipt of the second reference if the first reference has been verified by a telephone call
- Where possible, candidates will be required to complete a trial session at the setting before the post is formally offered
- All job offers are made subject to satisfactory completion of a probation period

DBS Disclosures

- Staff should have an enhanced DBS disclosure before starting work. In certain circumstances, it may be possible for staff to start work whilst waiting for a DBS check to come through – if this is the case, a risk assessment will be completed and if judged safe, the member of staff will be allowed to work under supervision and not be left alone with children at any time. (For Language School Teachers, part of this risk assessment will include a Barred List check.)
- All staff working with a member of staff without a completed DBS disclosure will be made aware of their status so that they are never given unsupervised access to children.
- In certain circumstances, it may be possible to accept an existing DBS disclosure.

Following Ofsted guidelines, these circumstances would be:

1. The level of the existing DBS check is the same level needed by Oxford Active
2. The DBS check is less than 12 months old (3 months for language school teachers, who will also need to be checked on the barred list).
3. The existing DBS check is for a similar post in the children's workforce.
4. There are no unexplained gaps in a person's employment – a DBS check will not be used if there has been a break of more than three months in service

5. The person's identity has been checked to ensure it matches the DBS check
6. The existing check has been done with an organization which demonstrates safe recruitment procedures and who is able to confirm the status of the DBS is still correct to their knowledge.
7. The DBS certificate will be seen and checked by an Oxford Active Manager.
 - In line with Ofsted guidelines, it is our policy not to routinely repeat DBS checks unless there is a break in employment, or we are given information that suggests a person may no longer be suitable to look after children. However, we do currently aim to ensure each member of staff has a DBS disclosure no more than three years old.
 - Wherever possible, Oxford Active will use the new DBS on-line update service to check the status of staff's DBS checks and we encourage all new staff to subscribe to this.

Overseas Criminal Record Checks:

- If a candidate has lived overseas in the 5 years preceding a job offer, a criminal record check from each country they have spent a continuous period of 3 months or more will be required.
- If it is found that it is not possible to obtain a criminal record check from a particular country, a reference will be obtained from an appropriate referee in that country covering the time they spent there.
- If an overseas criminal record is not complete before the starting dates of the candidate, a risk assessment will be completed. If judged safe, the member of staff may be allowed to work under supervision and not be left alone with children at any time.
- All staff working with a member of staff with incomplete checks will be made aware of their status so that they are never given unsupervised access to children.

Qualifications:

- Where posts require a particular qualification, evidence of the qualification will be checked and a copy of the certificate will be kept on file
- For Language School teachers, non-standard TEFL qualifications will be investigated to ensure they meet the required standard
- Any NGB (outdoor specific) awards will be reviewed and monitored in accordance with internal training standards

Other Safeguards:

- All staff are required to sign a Staff Suitability Declaration annually
- If any member of staff has incomplete checks before their start date, a risk assessment will be completed and, if judged safe, they will be allowed to work under supervision and not be left alone with children at any time, until full checks are completed.
- All staff working with a member of staff without completed checks will be made aware of their status so that they are never given unsupervised access to children.
- All staff are given training in safeguarding when they start work and this is reviewed regularly

Myth-busting guide to information sharing:

Sharing information enables practitioners and agents to identify and provide appropriate services that safeguard and promote the welfare of children. Below are the common myths that may hinder effective information sharing

Data protection legislation is a barrier to sharing information:

- The Data Protection Act (2018) and GDPR do not prohibit the collection and sharing of personal information, but rather provide a framework to ensure that personal information is shared appropriately. In particular, the Data Protection Act (2018) balances the rights to the information subject, the individual whom the information is about, and the possible need to share information about them.

Consent is always needed to share personal information:

- You do not necessarily need consent to share personal information. Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, what, how and with whom, their information will be shared. You should seek consent where an individual may not expect their information to be passed on. When you gain consent to share information, must be explicit, and freely given. There may be some circumstances where it is not appropriate to seek consent, because the individual cannot give consent.
- Personal information collected by one organization/agency cannot be disclosed to another, this is not the case unless the information is to be used for a purpose incompatible with the purpose for which was originally collected. In the case of children in need, or children at risk of significant harm, it is difficult to foresee circumstances where information law would be a barrier to sharing personal information with other practitioners.

The common law duty of confidence and the Human Rights Act 1998 prevent the sharing of personal information:

- No - this is not the case. In addition to the Data Protection Act 2018 and GDPR, practitioners need to balance the common law duty of confidence and the Human Rights Act 1998 against the effect on individuals or others of not sharing the information.

IT Systems are often a barrier to effective information sharing:

- No - IT systems such as the Child Protection Information Sharing project (CP-IS), can be useful for information sharing systems are most valuable when practitioners use the shared data to make more informed decisions about how to support and safeguard a child.

Practitioners looking to share information should consider which processing conditions in the Data Protection Act (2018) is most appropriate for use in the particular circumstances of the case.

APPENDIX 5A: POLICY FOR THE USE OF MOBILE PHONES AND CAMERAS (Oxford Spires)

Oxford Spires is committed to ensuring the safety of children in our care. We recognise the importance of mobile phones for communication purposes yet are aware that casual or inappropriate use of mobile phones and technology in the childcare setting could pose a risk to children and staff.

Mobile Phones:

- In order to remain contactable at all times during their shift, which is particularly important when offsite, all staff members must carry their mobile phone with them during working hours.
- Staff must not have their phones on display or use their phones at any time for social purposes during lessons or whilst supervising students in any capacity.

Sharing Contact Details:

- Staff must not share their personal contact details with any student before, during or after a programme.
- Students will be asked for their contact number by the Centre Manager upon arrival and their numbers will be stored securely. Student contact numbers will be shared on a need-to-know basis with other staff members.
- If it is necessary for staff to share contact details with a student (for example, for the student to have unsupervised free time), an offsite phone contact number is given and student details are recorded on the register.

Onsite and on Lessons:

- Staff may use their phone in order to avoid leaving their class during a lesson, if they need assistance from a senior staff member (for example, a student is missing).
- Staff may use their phone if it is for the educational benefit of the class (for example, setting up a phone interaction quiz on the IWB).

Offsite:

- Staff may use their personal phones, if they wish, to make contact with fellow staff members, as necessary for the organisation and safety of the trip (for example, coordinating with coach drivers).

- Staff must take an offsite phone when they take students offsite, which is the only contact number they can share with students, and the only contact number they can use to communicate with group leaders during working hours.

At the Residence:

- Staff must carry their phones at all times whilst on duty at the residence but should avoid having them out and visible to students wherever possible.

Personal Use of Phones (staff):

- Staff needing to use their phone for emergency personal reasons during working hours are expected to find cover for their students before removing themselves to do so.
- If you are likely to receive an emergency personal call please make your centre manager aware in advance.

Student Phones:

- Students are permitted to have their phones with them in the classroom, but they must be on silent and in their bags unless the authorised by their teacher to use them for an activity.
- Students must have their phones with them when travelling to and from school (homestay) and during any unsupervised free time on excursions.
- During excursions, students may use their phones to take photographs, but must not use them to the detriment of their safety (for example, when crossing roads). Staff should monitor this.
- Students may use their phones for personal calls during their breaks, lunch hour and chill out time.

Photography:

- Staff must not take photographs of any students, for any reason, on their personal devices. Photography is permitted with the Centre Manager's work phone, or on the school cameras.
- Photos should never be transferred from a company camera or phone onto a personal device without explicit permission from the Centre Manager.

Group Leaders:

- Group Leaders are not permitted to take photographs of any children not in their group without consent from the Centre Manager.
- With the Centre Manager's permission, they may be able to photograph other students, as part of a bigger group, but never individually

APPENDIX 6B: POLICY FOR USE OF MOBILE PHONES AND CAMERAS POLICY (Active Adventure)

Oxford Active and Active Adventure is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones for communication purposes but are aware that casual or inappropriate use of mobile phones in the setting could pose a risk to children.

Setting phone:

Each setting will have its own mobile phone, and this number will be given to parents/carers and others who may need to contact the setting. There may also be occasions when the Manager's personal phone is used as their work phone.

Staff personal mobile phones:

Staff will not be permitted to use their personal mobile phones whilst working. They will be required to switch their personal mobile phones off or leave them in a safe place. Managers may carry their personal phones when they working but will only use them for essential work-related communication.

Where it is essential for staff to make or receive a personal call during a session, staff should seek permission from the Manager and do this in a separate area not used by children. Staff will not be permitted to take photographs using their phone at the setting. Any staff caught breaking these rules may be subject to disciplinary action.

Children:

Children are asked not to bring mobile phones into the setting. If they do bring them, it will be at their own risk and they will not be permitted to use them during camp or club hours unless given permission and supervised by a member of staff.

Photographs:

It is recognised that one of the keyways to support children's development, and engage parents in children's learning is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the setting's own camera.

Staff's personal camera or video functions on mobile phones will not be used in any setting

