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| P1: | Admissions |

Activity sessions are open to all sections of the community. Sessions are restricted to specific age groups/demographic to ensure that health and safety considerations are met.

* Must fully complete a registration form, signed by a parent or official guardian, for clients under 18. Details from this form should be kept as part of the leaders’ onsite emergency information.
* All clients, staff and volunteers, must adhere to policies and procedures as communicated by the leader, including behaviour, responsibilities when using fire or tools.
* Parents/Carers must notify by 9am if not attending sessions. If miss more than 2 consecutive sessions, without appropriate reason, may be asked to give up place, to allow another client access.
* Clients should not attend sessions if medically unfit or are suffering from a potentially contagious disease such as chicken pox, rash, vomiting or diarrhoea. If suffering from such diseases please wait 48 hours before returning to sessions.
* Any out of school care/holiday clubs must be run in accordance with Ofsted regulations regarding restrictions/ratio’s etc. As a Holiday Provision for children who normally attend reception class or older our maximum ratio will be 1:8 leader to participant ratio. Ideally we will operate a 1:6 ratio for those aged 8 and under. With no more than 3 children per 6 who are rising fives pre-schoolers. Our maximum number onsite would be 24 children with a minimum of 3 leaders, and no more than 18 under 8’s.

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| P2: | Arrivals and Departures |

During ‘A Breath of Fresh Air’ activities where children are being left in our care:

* The leader will record the names of all children in attendance on the daily register. This will include arrival and departure times from the session where appropriate. We accept responsibility for the child once they have been signed on to the register and defer responsibility to the adult who collects the child and signs them out of the group.
* The adult collecting the child needs to be a previously identified parent or carer or if another family member/person this has to be agreed with the parent.
* The person collecting the child must notify the leader if they are going to be late. If the leader is waiting for longer than 15 minutes without any notification then the uncollected child policy is to be activated.
* Absences-must be notified to ‘A Breath of Fresh Air’ in advance.

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| P3: | Accident Procedures, Incidents and near misses |

* All accidents, incidents or near misses should be recorded in the relevant file. Use the recording form in the First Aid Kit/Operations Folder on site, as required. All forms must be returned to Sarah Tawse.
* Refer to Emergency Procedures Plan. All staff and volunteers must be familiar with these procedures in the event of an emergency.
* Leaders must decide before sessions who will be responsible for phoning the emergency services. The Leader must have a mobile phone during sessions.
* The information for the emergency services (grid reference etc.) is kept with the Leader in the Operations Folder and on the site risk assessment.
* At the start of the session client groups must have a Health and Safety talk. They need to know where to safely gather and agree an emergency call to which everyone will respond to immediately.
* The register must be taken. (This is with the Leader and contains group contact details and medical and dietary information).
* A medical form is to be completed at registration which should give permission for emergency treatment if needed.
* Any near misses, incidents and injury must be reported to parents/carers at the end of the session, along with details of any treatment given.
* Ofsted must be notified of any serious accident, illness, injury or death within our care, as soon as is reasonably practical but within 14 days.

Fires

* The priority in case of fire is to make sure everyone is safely out of the way (follow procedures above).
* Only tackle the fire if appropriate to do so.
* Do not delay in calling out the emergency services.
* If there is a fire onsite then follow the direction of Forestry Commission staff.
* In any buildings being used ensure fire exits are accessible and ensure the group is removed from the building quickly by a clear exit to a safe place. The leader is to check the register to ensure all members of the group are safe.

Accidents

* Assess the situation. A first aid kit is kept in the bag onsite at all times.
* Deliver emergency 1st Aid as appropriate while an identified person phones the emergency services.
* Make sure rest of the group is gathered safely and out of the way of the casualty and not impeding access to the paramedics.
* After any accident or emergency make sure all the relevant people have any information needed and that all records are in order.
* Review procedures and implement any changes.

Communicable diseases and conditions

* If a case of headlice is found this will be communicated to parents in a discreet manner at the end of the session, without identifying the infected child.
* If an infectious or communicable disease is found we will inform the parents/carers immediately.

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| P4: | Administration of medicine |

* Children taking prescribed medication must be well enough to attend the setting.
* If ‘A Breath of Fresh Air’ is taking responsibility for the child for example on a holiday club than the following procedures apply:
* Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
* Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
* Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
* full name of child and date of birth;
* name of medication and strength;
* who prescribed it;
* dosage to be given in the setting;
* how the medication should be stored and expiry date;
* any possible side effects that may be expected should be noted; and signature, printed name of parent and date.
* The administration is recorded accurately each time it is given and is signed by the leader. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:
* name of child;
* name and strength of medication;
* the date and time of dose;
* dose given and method; and is signed by key person/manager; and is verified by parent signature at the end of the day.

**Storage of medicines**

* Medication for a child is taken in a sealed plastic box clearly labelled with the child’s name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above
* If a child on medication has to be taken to hospital, the child’s medication is taken in a sealed plastic box clearly labelled with the child’s name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
* No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell the leader what they need.
* May need to use freezer packs to keep medicines cool in the field.

**Children who have long term medical conditions and who may require on ongoing medication.**

* A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. Other medical or social care personnel may need to be involved in the risk assessment. This should take into account the remoteness of sites.
* For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
* A health care plan for the child is drawn up with the parent; outlining the leader’s role and what information must be shared with other staff who care for the child.
* The health care plan should include the measures to be taken in an emergency.
* The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

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| P5: | Behaviour |

* Everyone participating in activities must abide by the rules which are explained by the Leader in charge at the beginning of every session.
* The rules are designed to promote positive behaviour by:
  + - Staff acting as a positive role model
    - Praising appropriate behaviour
    - Informing parents about individual achievements
    - Offering a variety of opportunities to meet the needs of participants.
* The leader reserves the right to withdraw the involvement of any participant should their behaviour be considered a risk to themselves or another member of the group (including staff and leaders).
* Inappropriate behaviour includes: use of bad language, spitting, name calling, racist or discriminatory comments.
* Inappropriate behaviour will not be tolerated in any form; verbal warnings will be given and the leader reserves the right to remove any participant from the activity or session if warnings are not adhered to.
* Behaviour will be reviewed after each session by the Leader.
* All Leaders, additional adults, and volunteers must be aware of the Ground Rules and must adhere to the guidance given in the handbook.
* All Leaders, additional adults, and volunteers must actively promote the Ground Rules.
* Should ANY Leader, additional adult, volunteer or participant of Forest School fail to comply with ‘Ground Rules’ their involvement in the session and subsequent sessions will be reviewed by the Leader and appropriate decisions will be made.

**Dealing with Violent Behavior Policy**

* All aggression and acts of violence must be recorded on the session record and discussed with the relevant member of staff/parent/carer as soon as possible after the session has finished.
* Individual young people who appear unsettled should be taken to one side by a member of staff, volunteer, additional staff or school staff with whom they are familiar and be given an opportunity to express their concerns or grievances (refer to behavior management guidance).
* Employees, additional staff, volunteers must inform Leaders about potentially violent situations or triggers to potentially violent situations, which are to be recorded with the young persons’ details.
* All employees, additional staff and volunteers should inform each other of what is going on.
* Corporal punishment must not be used as a method to manage behavior by leaders or any assistants. If physical intervention is used to prevent imminent danger or personal injury then parents or carers must be informed in a timely manner ideally no later then the day it occurred.

**Bullying**

* + ‘A Breath of Fresh Air’ will not condone bullying in any form. Any bullying should be challenged by the activity leader.
  + If bullying persists and a resolution can be made, then offenders will be asked to leave sessions and not allowed to attend further activities.

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| P6: | Cameras, Mobile Phones and Media devices |

**Mobile Phones**

* Mobile phones should be used for legitimate work reasons during session times. For emergency purposes.
* It is the responsibility of all members of staff to be vigilant and report any concerns to the Leader.
* Concerns will be taken seriously, logged and investigated appropriately.

**Cameras/Work I-pad**

* Parental permission must be granted before any photographs are taken this will be included as part of the registration process, see appropriate form.
* Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording. However, it is essential that the photographs are taken and stored appropriately to safeguard the children in our care.
* Parental permission must be granted before any photographs are taken this will be included as part of the registration process, see appropriate form.
* Images taken must be deemed suitable without putting the child/children any compromising positions that could cause embarrassment or distress.
* Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week then deleted.

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| P7: | Child Protection/ Safeguarding |

It is the policy of ‘A Breath of Fresh Air’ to safeguard all children and young people from physical, sexual and emotional harm while participating in activities.

We will take all reasonable steps to create an environment where children are safe from abuse, in which any suspicion of abuse is promptly and appropriately responded to using the following procedures and guidelines. Further information can be found in ‘The Safeguarding and Child Protection Guidance’ document (Known as the Yellow Folder) see appendix.

Doing nothing is not an option it is our role to take all steps necessary to keep children safe and well.

If you have concerns follow the flow chart in the ‘Yellow Folder’ for guidance.

**Essential numbers:**

Family Front Door (Children’s Social Care Services)

01905 822666 Mon-Fri

01905 768020 Eves/Weekends

Police Non-Emergency 101

Emergency 999

NSPCC Helpline 0808 800 5000

Ofsted 0300 123 1231

**Definition of Child Abuse**

An abused child is any boy or girl under the age of 18 whom has suffered from or is believed to be at significant risk of:

* Neglect
* Physical injury
* Emotional abuse
* Sexual abuse
* Or bullying.

Child abuse can be carried out by *anyone* who has contact with the child. This *could* be friends, family, other children, a stranger or someone who is known and trusted.

**Staff & Volunteers**

The careful recruitment of staff and volunteers is an effective way to protect children and young people and to reduce the risk of potential abusers targeting the project.

* All staff and volunteers need job descriptions and clearly defined roles.
* All staff and volunteers will be interviewed before taking up their job.
* References will be taken up on all staff and volunteers before they start.
* An up to date Enhanced DBS check will be required for all staff, freelance staff and volunteers working directly with children.
* Staff and volunteers who do not have disclosures should not work alone with children and young people.
* Key staff will be trained appropriately to ensure they recognise the symptoms or possible symptoms of neglect, physical, emotional or sexual abuse.
* All staff and volunteers will be given briefing and have access to the ‘Yellow Folder’-Safeguarding and Child Protection Guidance (appendix) to help identify any safeguarding issues and procedures to follow if the need arises. Produced by Worcestershire Country Council.
* Key staff will undertake Designated Safeguarding Lead (DSL) training every two years and attend annual CPD events.

**Preventing abuse by means of good practice**

Children will be encouraged to develop a sense of autonomy and independence, through our support in making choices and finding words to describe their feelings and manageable ways of expressing them. This will enable children to work toward resisting inappropriate approaches.

**Dealing with Abuse**

It is important to deal with concerns in a positive and non-judgemental way. A Breath of Fresh Air aims to do this by establishing a good relationship with children and young people and encouraging them to express their views and opinions.

1. Record concerns in an agreed place separate from other children’s notes.
2. Share concerns with appropriate with key staff and others who *need* to know.
3. Do not let concerns become common knowledge or gossip.
4. Seek advice from Social Services. Family Front Door 01905 822 666/768020. If the child is in immediate danger call the police 999.
5. Do not investigate further or decide whether concerns are true or not.

* We ensure all staff, volunteers and client groups and parents are made aware of our safeguarding policies and procedures.
* We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern. Any such person will be reported to Ofsted as soon as practicable and within 14 days.

**Responding to suspicions of abuse**

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
* We refer concerns to the local authority children’s social care department and co-operate fully in any subsequent investigation.  
  NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children’s Board.
* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

#### **Complaints or Concerns expressed by Children, Parents, Staff or Volunteers**

* We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.
* We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action taken but also the length of time that will be required to resolve the complaint. We will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

**Recording suspicions of abuse and disclosures**

* Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff highlights this to a responsible person for that child, teacher, group leader, social services.

**Informing parents**

* Parents are normally the first point of contact.
* If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
* This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

**Liaison with other agencies**

* We work within the Local Safeguarding Children Board guidelines
* Staff to attend local authority training on child protection issues as and when appropriate.
* We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
* Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
* If a referral is to be made to the local authority social care department, we act within the area’s Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

**Allegations against staff**

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
* We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
* Suspension if it is appropriate in the circumstances, will be for a member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

**Disciplinary action**

* Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

**Confidentiality**

* All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

**Support to families**

* We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
* We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children’s social care team.
* We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* We follow the Child Protection Plan as set by the child’s social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.
* **Legal framework**

### ***Primary legislation***

* Children Act (1989 s47)
* Protection of Children Act (1999)
* Data Protection Act (1998)
* The Children Act (Every Child Matters) (2004)
* Safeguarding Vulnerable Groups Act (2006)

### ***Secondary legislation***

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Human Rights Act (1999)
* Race Relations (Amendment) Act (2000)
* Race Relations (Amendment) Act (1976) Regulations
* Equalities Act (2006)
* Data Protection Act (1998) Non Statutory Guidance
* Framework for the Assessment of Children in Need and their Families (DoH 2000)
* The Common Assessment Framework (2006)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
* Information Sharing: Practitioners’ Guide (HMG 2006)

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| P8: | Clothing Policy |

* To ensure equal opportunities and participation by all the A Breath of Fresh Air will have a supply of waterproof/warm clothing that can be borrowed by participants. Personal Protective Equipment such as appropriately sized personal protective equipment e.g. work gloves, hard hats, and fire mitts, will be provided for all participants as required.
* Participants will be asked to turn up in appropriate clothing for the activity being undertaken.
* ‘A Breath of Fresh Air’ has the right to refuse anyone including volunteers and staff to take part in an activity if their safety will be compromised by the clothing they are wearing. This includes wearing shorts, inappropriate shoes or inadequate waterproofs. Or the refusal of anyone to wear appropriate PPE for the task being undertaken.

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| P9: | Complaints Policy |

All settings are required to keep a 'summary log' of all complaints. This is to be made available to parents as well as to Ofsted inspectors.

**Making a complaint**

**Stage 1**

* Any parent/teacher who has a concern about an aspect of the setting's provision talks over, first of all, his/her concerns with the leader.
* Most complaints should be resolved amicably and informally at this stage.

**Stage 2**

* If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to this stage of the procedure by putting the concerns or complaint in writing to the setting leader and the owner.
* The setting stores written complaints from parents in the child's personal file. However, if the complaint involves a detailed investigation, the setting leader may wish to store all information relating to the investigation in a separate file designated for this complaint.
* When the investigation into the complaint is completed, the setting leader or manager meets with the parent to discuss the outcome.
* Parents must be informed of the outcome of the investigation within 28 days of making the complaint.
* When the complaint is resolved at this stage, the summative points are logged in the Complaints Summary Record.
* Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the Welfare Requirements of the Early Years Foundation Stage are adhered to.
* The number to call Ofsted with regard to a complaint is:

03001231231

* If a child appears to be at risk, our setting follows the procedures of the Local Safeguarding Children Board in our local authority.
* In these cases, both the parent and setting are informed and the setting leader works with Ofsted or the Local Safeguarding Children Board to ensure a proper investigation of the complaint, followed by appropriate action.

**Records**

* A record of complaints against our setting and/or the children and/or the adults working in our setting is kept, including the date, the circumstances of the complaint and how the complaint was managed.
* The outcome of all complaints is recorded in the Summary Complaints Record which is available for parents and Ofsted inspectors on request.

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| P10: | DBS Policy |

As an organisation using the DBS Disclosure service to help assess the suitability of applicants for positions of trust. These positions include any sessions where adults are likely to have one to one contact with a child or vulnerable adult. No member of staff should be putting themselves in this position as a matter of course, where ever possible there should be at least three people in a situation at any one time.

DBS checks should renewed every three years for key staff, freelance staff (will provide their own) and volunteers. We will keep copy of DBS numbers on file and preferably use the update service as required. Ideally ABOFA do not want to store copies of DBS certificates or any more personal data than is absolutely necessary.

‘A Breath of Fresh Air’ complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies with its obligations under the Data Protection Act and other relevant legislation.

# **Storage and access**

Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely in a lockable storage container. Access is limited to those who are entitled to see it as part of their duties.

# **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

# **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicants’ full consent has been given.

# **Retention**

Once a decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration of any disputes or complaints.

# **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately, suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

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| P.11 | Confidentiality |

Confidentiality is of the utmost importance and should be maintained at all times, for the children attending sessions their parents and carers.

* Parents will only be allowed to access information relating directly to their own children.
* Staff will only discuss individual children for the purpose of planning and group management.
* The Confidentiality Policy forms part of the staff induction process.
* Information given by parents will not be passed on to other adults without permission.
* Records are stored in line with the Data Protection Policy.

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| P12: | General Data Protection Regulation (GDPR) Policy |

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| ‘A Breath of Fresh Air’ needs to request a certain amount of personal data to be able to  provide a quality and safe service.    In accordance with the General Data Protection Regulation (GDPR), any personal  data will be processed according to the seven principles below:     1. There must be a lawful reason for collecting personal data;   and it must done be done in a fair and transparent way.     1. We will only use the data for the reason it is initially obtained.   This means that it may not be used to market a product or service that  is unconnected to the reasons for which the data was originally collected  for.     1. We will only collect the data we need to hold in order to provide a safe   and effective service.     1. We will ensure that the data is accurate; and ask parents to check   annually and confirm that the data held is still accurate.     1. We will not keep data any longer than needed to complete the tasks it   was collected for.     1. We are responsible for ensuring that anyone charged with using the data,   processes and stores it securely.     1. A Breath of Fresh Air and anyone working for the business will be   accountable for the data.    A Breath of Fresh Air (ABOFA) has registered with the Information Commissioner’s  Office, the UK’s independent authority set up to uphold information rights in the public  interest, promoting openness by public bodies and data privacy for individuals.    ABOFA expect parents to keep private and confidential any sensitive information  they may accidentally learn about the setting or the other children and families  attending the sessions, unless it is a child protection issue.    ABOFA will be asking parents for personal data about themselves and their  child/ren to deliver our services. We are required to hold and use this personal data  to comply with the statutory framework for the Early Years Foundation Stage  (where applicable), Ofsted, Department for Education and the Local Authority.    Subject access    Parents have the right to inspect records about their child at any time.  This will be provided without delay and no later than one month after the request,  which should be made in writing.    ABOFA will ask parents to regularly check that the data is correct and update it  where necessary.  Storage    ABOFA will keep all office based paper-based records about children and their families  securely locked away.    ABOFA keep records relating to individual children on a computer; externally or  cloud storage such as iCloud, Google Drive or Dropbox, including digital photos or  videos, we will obtain parents’ permission on our sign up forms. This may also  included CCTV.  This information is kept securely in a password-protected computer.  Backup files and photo’s and videos will be stored on Dropbox.  Firewall and virus protection software are in place.      Information sharing    We are expected to share information with other childcare providers if a child also  attends another setting.    We are also required to share information with the Local Authority regarding  the childcare and early years entitlements.    We will not share any information with anyone without parents’ consent,  unless there is a child protection concern.    Ofsted may require access to our records at any time.    Record keeping    All accidents are recorded in an accident book.    Ofsted, the local child protection agency and the Health and Safety Executive will be  informed of any significant injuries, accidents or deaths as soon as possible.    All significant incidents and near misses are recorded on an incident form kept  in the Operations Folder and these will be shared with parents so that together we can  work to resolve any issues.    Information will only be shared if it is in a child’s best interests to do so.  For example, in a medical emergency. If there is concern about a child’s welfare  then we have a duty of care to follow the Safeguarding procedures and make a referral.    Safe disposal of data    We are required by law to keep some data for some time after a child has left the setting.  Data is reviewed on an annual basis, any data is disposed of appropriately and  securely.    Suspected breach    If we suspect that data has been accessed unlawfully, we will inform the relevant parties  immediately and report to the Information Commissioner’s Office within 72 hours.  We will keep a record of any data breach.  Marketing Data  ABOFA will also collect separate data for marketing purposes via promotional events and  online marketing. Participants will be asked to sign up to a newsletter and their details  stored on a Database. Participants have the option to unsubscribe at any time, and  will only be contact with details of the products they signed up to. These personal  details will not be shared with any third parties. These details are stored on a secure  database with MailChimp. |

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| P13: | Emergency Action Plan |

* All participants will be briefed on what to do in case of emergency.
* A pre-identified signal will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions.
* The Leader will assess the situation, the nature and extent of the injury/accident.
* The leader will ensure that the rest of the group are safe from danger and are adequately supervised.
* The leader will attend to the casualty, giving first aid if necessary.
* An incident report/accident form will be completed as soon as possible after the event.
* The individual site risk assessment should give key emergency details and highlight accessible routes for emergency services.

**In event of an injury**

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

* In serious cases, 999 should be dialled using a mobile phone carried by the Leader and then the school/parents will be notified as is relevant. If teachers are onsite they are responsible for their group’s safety and follow their own emergency procedures.
* The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
* One member of the staff will meet the ambulance at the site entrance and direct the crew to the incident site.
* If the injured child is taken to hospital, one member of staff will go with them and the child’s parents/carers will be updated about the situation by the staff at the office/school as appropriate.
* In minor cases, the Leader will arrange to contact the parent of the injured child so they can be collected and taken to the hospital or doctor.

**Requesting attendance by Emergency Services**

Dial 999/112(will send a GPS of your location) and ask for the emergency service you require. Be ready with the following information:

1. Telephone number (mobile number if call is made on a mobile – see above)

2. Details of your location (should be on risk assessment document).

3. A brief description of the problem (for example, if you are requesting an ambulance, you will need to describe the symptoms of the person who is injured/ill)

4. State that the crew will be met by \_\_\_\_\_\_\_\_\_\_\_\_\_ at the entrance to the location to the site.

Speak clearly and slowly and be ready to repeat the information if asked.

Inform Forestry Commission staff who will be able to help with access on the site.

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| P14: | Equal Opportunities |

* Equal opportunity means access to jobs, services, information and participation for everyone. We recognise that because some groups of people experience prejudice and discrimination we have to make an extra effort. ‘A Breath of Fresh Air’ will actively oppose and tackle all forms of direct and indirect discrimination carried out on the grounds of race, nationality, colour, national origin, disability sex or marital status.
* Everyone who is a member of and who works or volunteers for ABOFA is expected to carry out his or her responsibilities and duties with due regard to the equal opportunities policy.

**During activities**

* All children will be given the opportunity to participate in all activities regardless of age, ability or gender.
* The Forest School programme promotes children's right to be *strong, resilient and listened to* by encouraging children to develop a sense of autonomy and independence.
* All children will be respected and their individuality and potential recognised, valued and nurtured. Forest School activities and the use of Forest School equipment will offer children the opportunity to develop in an environment free from prejudice and discrimination.
* Children with exceptional needs (Special Educational Needs and/or Disabilities) will be admitted to the programme after consultation between parents, manager and Forest school practitioners. The Forest School programme will recognise the wide range of special needs of children and will consider what part it can play in meeting these needs. Refer to Local Authority guidelines ‘Special Educational Needs and/or Disabilities.’

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| P15: | Site, Equipment and Resources |

* The site and any spaces used for the holiday club must be fit for purpose.
* A designated area is used for holiday club provision. Gates are closed during the session and a sign informs the public that the area is in use. If a member of the public tries to enter the site then a member of staff will approach them and ask them to leave the area. If it is felt the group are under threat then the emergency call will be used and the group will be removed from the area.
* If we use an area away from the designated area, then we will ensure there is adequate staff ratio and a regular head count will be taken. The lost child policy will be followed as appropriate.
* If any visitors are expected then they will ask to be identified by a form of photo id, before being let into the area.
* Smoking is not allowed within the curtilage of the buildings or area used for holiday clubs.
* Toilets are provided as part of the general facilities on site – see separate toileting policy.
* All equipment and resources provided by ‘A Breath of Fresh Air’, should be stored and maintained in an appropriate manner. See appropriate risk assessments.
* All equipment should be checked before use, and be suitable and appropriate for the group.
* If equipment/resources are deemed unfit for purpose they should either be rectified, labelled, put in a designated place, notifying a manager immediately. Or disposed of immediately and the manager notified.
* If contractors/freelancers should provide their own equipment it must be properly maintained and fit for purpose.

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| P16: | Fire |

Campfires and the use of storm kettles are an important part of many of our sessions. ABOFA aims to ensure that all children and adults participating in sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible.

**Location**

* Only previously agreed areas will be used for campfires, as agreed with the land owner.
* If needed campfire areas are to be enclosed in a fire bowl to prevent the spread of fire (to be agreed with the land owner as appropriate).
* Storm kettles are only used on flat ground and any woodchip or leaf litter must be brushed away before use.

**Positioning of Children and Adults**

* Fire areas are surrounded by seating logs at least 1.5 metres from the fire pit.
* When the campfire is in use, children are not permitted to access the area without permission.
* When allowed to access the campfire, children must walk around the outside of the seating logs and wait for permission to step over. Once permission has been given, they must sit, ensuring legs are drawn into the log and not outstretched.
* Once seated around the campfire, the children must remain seated until directed by an adult to move.
* Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
* Long sleeves and trousers must always be worn.
* Children are not permitted to throw anything onto the fire.
* Smoke inhalation- Participants with asthma or breathing difficulties requiring medication should be identified prior to entering the fire circle. They should be seated on the outside edge so they can move away from the smoke if needed. Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them)
* If there is a clear wind direction, seating in the line of smoke is to be avoided.
* If wind direction is variable, the leader should rearrange the seating if at all possible.

**Type of Fire**

* Criss-cross fires are used to provide a large amount of heat and light and are fast burning. Fire Safety Policy
* Long Log fires are good for cooking as they are slow burning and require little fuel.

**Safety and Responsibility**

* There must be 5 litres of clean water for every fire being lit. This should be in an open bucket covered with a clean cloth/tea towel to prevent debris entering the water.
* There should be a fire blanket on site and visible to the group.
* Only those deemed responsible, having appropriate training and supervision as decided by the leader of individual sessions should light a fire.
* Fires are lit using a fire steel.
* No flammable liquids are to be used to light or accelerate fires.
* No plastics are to be burnt.
* If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision, wearing a fire glove.
* Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

**Extinguishing**

* All fires must be extinguished at the end of a session.
* Water should always be to hand during campfire sessions.
* Whenever possible, all fuels should be burnt off to ash.
* The Leader should ensure that any large remains of wood, especially when using a long log fire, are separated from one another.
* At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
* Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition.

**Storm (Kelly) kettles**

* The storm kettle must be placed on flat, clear ground.
* Children must be seated at least 1.5 metres away from the storm kettle.
* Children can feed the fire with one to one supervision but they must have been shown how to do so safely, (stick held at the end and dropped in from the side; hand should never be placed over the top of the kettle)
* Fuel should burn itself out, but if it doesn’t it must be extinguished with water (see above)
* **Storm kettles should never be boiled with the cork in.**

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| P17: | Food and Drink |

**Food from the wild**

Raising awareness of the woodland environment increases children’s interest in edible berries and fruits which may be found outside. However, there is no safe way of ensuring that children will always eat correct berries and/or fruit, or that appropriate berries and/or fruit will be clean.

There is also the possibility that by promoting the correct ingestion of berries and/or fruit in sessions may lead to incorrect identification by children when out of school.

With these considerations in mind, ’A Breath of Fresh Air’ adopts the following Policy on the eating of food during Forest School sessions:

* Hot drinks made in storm kettles/flasks for the group, from commercially available products such as hot chocolate/cordial.
* Drinks and foods which link directly to the activity, such as elder fritters, blackberry pancakes should be encouraged. In such cases, the Leader will be responsible for checking that no member of the group has any listed allergy to any of the products; if they have, the Leader will use their discretion as to whether a substitute product or different activity will be most appropriate.
* All foods gathered will be checked by the leader and washed before use and used in line with the general food preparation policies.
* Snacks and packed lunches brought by the children may be consumed by the children whilst on activities.
* Children will be taught, at an age appropriate time, reasons why berries and/or fruit from the woodland may not be eaten during Forest School sessions. They will be reassured that fruit from the woodland can be safe to eat, but can equally be dangerous and that adult (i.e. parent) supervision is very important in ensuring only the correct berries are eaten.

**Cooking Food on site**

* All perishable food must be stored in a cool box / bag and wrapped in appropriate packaging to avoid attracting insects and vermin.
* Food must never be left uncovered at any time.
* All unused food stuffs and packaging must be disposed of appropriately.
* All cleaning products must be kept out of the reach of children.
* Hands must be cleaned before handling food and utensils. Hands to be cleaned with antibacterial gel/wipes before eating or drinking. Hot hand washing water should also be provided.
* All children coming to sessions must have a dry place in which to store their lunch bags.
* All water provided must be fresh i.e. provided in sealed containers.
* Raw meats must be stored separately to cooked meats in a chilled container. Avoid cross contamination by using separate boards and utensils for cooked and raw ingredients.
* Food must be heated to 72 degrees to ensure bacteria is eliminated.
* Make sure products are used within the ‘use by’ date.
* Do not handle food items if suffering from colds or similar infections.
* Cover all cuts and grazes in the appropriate manner.
* Clean all food utensils and place in storage.
* If cooking and preparing more than simple snacks staff should have the appropriate food hygiene which should be renewed every 4 years.

General Food Policy

* Meals/Snacks will be healthy, balanced and nutritious.
* Any special dietary requirements, allergies or preferences will be collected on the registration form and daily sign-up sheet.
* Fresh drinking water will always be available.
* All food will be prepared with reference to good hygiene practices.

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| P18: | Health and Safety/First Aid |

A Breath of Fresh Air offers learning opportunities for children, young people and adults. Part of their purpose is to encourage participants to face new challenges and to learn to take reasonable risks. In order to do that safely, the supervisors involved must know their role and ensure that the necessary risk assessments are carried out regularly and thoroughly, refer to handbook. Risks can rarely be eliminated entirely, but they can be reduced to a minimum without unduly limiting opportunities for children to explore and learn.

The Legal Framework.

(Health & Safety At Work Act 1974 and Regulations 1992)

Employers must:-

* Assess the risk of activities.
* Introduce measures to control those risks.
* Tell their employees about the measures they have introduced.
* Follow LEA Guidance on Educational visits and journeys for arranging school visits (but decisions about visits are usually delegated to the head teacher).

Staff (including freelancers and volunteers) must:-

* Take reasonable care of their own and others health and safety.
* Co-operate with ABOFA and respective land owners over health and safety matters.
* Carry out activities in accordance with training and instructions.
* Inform ABOFA of any serious risks.

In order that sessions may be run safely, the Leader will establish and maintain a safe and healthy environment by:

* Establishing, maintaining and evaluating appropriate procedures, policies and risk assessments, as set out in the Handbook.
* Ensure the provision of sufficient information and instruction for all supervisors so that they can contribute to their own health and safety and that of the participants they are working with.
* Establish and be utterly familiar with, all emergency procedures including the reporting and recording of procedures.
* Ensure that risk assessments and pre-site visits take place before children are permitted on to the site. Risk assessments will be held in the Operations Folder, which should be taken out with every session.
* Ensure alternative plans are in place should a planned activity be compromised by health and safety concerns.
* Ensure that any volunteers/helpers are aware of their responsibilities towards the children.
* Investigate any accidents and use information gathered to inform future risk assessment and policy making.
* Teach all members of the party to maintain their own and others health and safety by involving them in the risk assessment process at appropriate opportunities.
* Maintain the legal adult-child ratio.
* Ensure that safety equipment is in good working order and is used appropriately.
* Leaders assume responsibility for the maintenance of their own First Aid Kit, Kit Bag and any tools/equipment brought into the sessions.

**First Aid Training**

* First aid certificates must be renewed at appropriate intervals. Maximum every 3 years. Preferably with an outdoor, paediatric, first aid certificate.
* Ensure that all leaders are appropriately first aid trained.
* First Aid certificates must be available for parents/carers to view if they wish.

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| P19: | Toileting Policy |

**Wyre Forest site**:-

* Before the start of a session, children will be given the opportunity to go to the toilet.
* Children will be allowed back to toilet as they need it and they will be accompanied by a staff member. The member of staff will ensure that any members of the public are not using the toilets or children can use the separate disabled toilet and take it in turns. If the children in our care are using the toilet the leader will remain on the outside and ask members of the public to use an alternative provision or wait for the children to finish.

**Off Site**

* If we are using a site away from facilities children will be allowed to use a secluded area for toileting. If the child asks for help with this, they are only allowed to be accompanied by a member of staff.
* Sites will be assessed on an individual basis for the most appropriate toileting provision. This could include digging a latrine area, bringing a potty or chemical toilet on to site, or other as appropriate.
* If appropriate all waste will be bagged and disposed of appropriately off site.
* Children will be given sterile wipes to clean their hands afterwards and a disinfecting gel will be supplied.
* Toilet tissue and sterile wipes will be supplied and disposed of appropriately.

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| P20: | Missing person procedure |

* As soon as it is noticed that any member of the group is missing, the key person/staff alerts the leader. Children should either be insight or hearing of a leader at all times, preferably both.
* The leader will carry out a thorough search of the forest and surrounding area. Inform FC staff at Wyre who would help in a search as required.
* The register is checked to make sure no other participant has also gone astray. The rest of the group are to be kept safe and together, and moved into a room if appropriate.
* If the child is not found, the parent is contacted and the missing child is reported to the police.
* The leader talks to the staff to find out when and where the child was last seen and records this.
* The incident should be recorded and reviewed and any policies and procedures amended.

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| P21: | Transport |

* Transport for groups to the site will be by minibus, either the user groups own or the company checked and hired by ‘A Breath of Fresh Air’. Contact numbers are kept in the handbook and decisions on whether to cancel a session e.g. because of staff illness or weather conditions, should be made in time to inform the minibus before it sets off.
* Groups will travel with their teachers / carers, who will have the mobile number for the leader in case of problems. Staff will meet them in the car park/or appropriate place as they arrive and give any assistance needed with getting off the bus safely. When the group is assembled check the register.
* When leaving site, make sure that the group have left safely and in a timely manner. Head count must be undertaken by the leader and any teaching staff.
* If groups are walking to and from a site appropriate behaviour should be maintained at all times. The staff retain responsibility for the children. At the least staff/helpers should be wearing high visibility vests, if possible children to wear them too. If the route involves road crossings these should be minimised where possible. The leader and or teacher is responsible for crossing in a safe place, stopping on-coming traffic and the group should cross in one go.

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| P22: | Volunteers/Parental Involvement |

* All trainees and volunteers need to apply and be checked by the DBS under a standard disclosure.
* They must be covered by insurance.
* They should have had some initial information and training.
* They will be involved setting up the site and transporting kit, all activities during sessions and helping to make observations and plan future sessions.
* They must accept the restrictions of their responsibilities and be aware that the leader holds overall responsibility. Any conflict of interest should be discussed after sessions.

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| P23: | Tool Use |

Using small hand tools is an important part of some of the sessions we deliver. It enables participants to develop new, practical skills that help them develop self-confidence.

It is up to the leader to decide if the group are ready, if at all, to use tools as part of their session.

* Hand tools are to be maintained in good order by the Leader and will be inspected before each session to ensure safety.
* Children and adults will be taught how to handle tools properly and to treat them with respect.
* Whilst using hand tools the staff to child ratio should initially be 1:1, rising to 1:5 as the leader feels competency in tool use by individual and depending on the relevant risk assessment of the tool.
* Tools will be kept in a tool box and only removed by the staff or volunteers, and used in a pre-identified area.
* Knives will be used as appropriate to the groups age and risk assessment
* Running with tools is prohibited.
* Pointing with tools is prohibited.
* Children will lose permission to use tools if the guidelines are not followed.
* All tools will be used two arms and a tool length away from other people.
* All edged tools must have an appropriate blade guard. See individual risk assessments.
* All tools must be counted back into the tool box at the end of the session.
* Appropriate PPE should be worn for the relevant tool see individual risk assessments/or relative to the activity i.e hard hats if felling.
* Tool talks must be delivered before tools are to be used.

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| |  |  | | --- | --- | | P.24 | Disposal of waste | | | | |  |  | | --- | --- | | P.32 | Disposal of waste. | |

Where possible reduce or eliminate the need to take on to site waste products. Any waste should be removed in accordance with the following procedures.

**Food-** Any food waste or food wrappings should be removed off site at the end of the session. Including tea bags and any fruit waste, these should be removed in plastic bag or bucket and be composted or recycled as appropriate.

**Litter-** Any litter created by activities, cooking, or anything brought into the woods should be removed and recycled as appropriate.

Any litter found on site should be removed as a potential hazard. This should be done as part of pre-session checks. Gloves and litter pickers should be used as appropriate. Children should be briefed at the start of the session not to touch litter but to inform an adult, who can remove it appropriately.

**Waste Water**- Any ‘clean’ water used in cooking/drinking etc. can be disposed on site in an appropriate place.

Any dirty water should be removed from site and disposed of appropriately.

P.25 Weather

Weather must be considered as part of the ongoing daily site assessments. Where possible cancellations due to weather will be made as soon as possible and all attendees informed.

Sessions will only be cancelled for exceptional weather reasons and for Health and Safety reasons. Reasons a session may be cancelled due to weather include:

Snow

High Winds

Thunder and Lightening

The Sites we operate from may be closed due to Amber Weather Warnings from the Met Office. Groups will be informed and an alternative date organised.

The activities all take place outside whatever the weather and it is the responsibility of the group leader/parent to ensure that individuals are adequately equipped and dressed appropriately for the time of year.

P.26 Sustainability

A Breath of Fresh Air – is committed to reducing and re-using resources where we can and using environmentally sensitive products where possible.

All sites will have an environmental impact assessment produce for their use. These are kept in the Operations Folder and are reviewed on an annual basis.

P.27 Payment of fees and charges

We charge a variety of fees for our services our payment terms are set out below

These are usually ticketed activities run through the website. Clients purchase their tickets in advance. Some activities must be strictly booked in advance others at the discretion of the leader are drop in sessions that can be paid for by cash/card/cheque on the day. All activities need to be paid for at the start of the session or children will not be accepted unless otherwise agreed.

Additional policies and procedures for Holiday Club

P.37 Uncollected Child Policy

Any child who is left uncollected at the end of the session the following procedures will apply.

* Phone the main contact from the daily sign in form and make them aware that child has not been collected.
* If the first number is not working after two attempts phone the second emergency phone number on the registration form and inform them of the situation.
* The child should be cared for until a parent/carer is able to collect them.
* If the person collecting the child knows they are running late for collection then they may phone ABOFA to let them know an ETA. If this is longer than 15 minutes, an additional charge may be made.
* In the exceptional circumstances that no contact can be made to parents/carers, after 30 minutes of no contact inform the police.

P.38 Recruitment, Training and Qualifications for Staff

To meet Ofsted requirements for after-school and holiday provision. Staffing must meet the needs of all children and ensure their safety.

By adequate supervision a minimum of 1:8 ratio for reception aged children in full time school or older, ideally a ratio of 1:6.

Children should always be in sight or hearing of a member of staff, ideally both.

Providers offering care exclusively for holidays for children who attend reception or older do not need to meet the learning and development requirements of EYFS. But if offering sessions to younger than those in reception (rising 5’s in our case) then staff should be guided by the learning and development requirements. These should be discussed with parents/carers and other professionals and providers as appropriate.

Qualifications for our setting we ask for a Forest School qualification level 2 or above depending on the role. Only level 3 practitioners can lead groups in the use of fire and tools.

Leaders will be required to have a paediatric first aid certificate. A minimum of 1 person with a first aid certificate, must always be on site.

Anyone working with the group must hold a current DBS certificate. An enhanced disclosure will be required if at any point a leader will be on their own with a child or vulnerable adult. DBS details kept on file will be date the check was obtained, who obtained it, and the reference number. They will be checked annually and renewed every 3 years. We encourage staff to use the DBS update service.

References/identity checks will be taken up before employees can work with a group. These details will be recorded and stored appropriately.

All staff/volunteers will receive an induction to include:

-Roles and responsibilities

-Emergency Procedures

-Safeguarding

-Child Protection

-Health and Safety Issues

Staff and volunteers will be supported to undertake appropriate training and professional development opportunities to ensure we offer quality learning and development experiences for children that continually improves.

P.39 Expected/Unexpected Visitors and movements offsite.

ABOFA policy is to restrict access to groups by members of the public and visitors to the site who have not been ‘vetted.’ Children should never be in a position where they are left alone with a stranger. The following procedures apply to maintain site safety.

* The general Wyre Forest site is a public site. The Holiday Club provision runs from the Education Area. The area is fenced and has three access gates. These are locked and opened as necessary to allow access around the site.
* Signs are placed on gates to warn that the area is an education zone and access is restricted. An alternative route is highlighted to members of the public.
* If a member of the public/visitor does enter the site a member of staff will ‘head them off’ before they make their way into the area.
* Any visitors to site must:

Bring a photographic form of identification.

Must sign in and out of the register as they enter and leave site.

Must wear a visible visitor badge.

Be always accompanied by a member of staff.

Not be left alone with any child at any time during their visit.

* If a visitor to site fails to follow these rules then all children will be gathered together in the seating circle using the emergency call and escorted off site to a place of safety.
* At times children may play out of the defined education area – such as in the stream, or we may use/visit other areas of the site. During these times:

A high adult ratio will be maintained.

Children must stay in sight and hearing of a leader.

Regular head counts to be undertaken by leaders.

Use of an agreed emergency call to call the group back together.

In the event of a lost child the Lost Child Policy will be implemented.