

# **Play Place Policies and procedures**

(2018/19 Edition)

## **Contents**

### **Section One – Play Place Group; an overview and key contacts**

- 1.1 An overview of our companies
- 1.2 Play Place Childcare Services Ltd
- 1.3 Play Place Innov8 CIC
- 1.4 PP Commercial Ltd
- 1.5 Nursery contacts
- 1.6 Youth contacts
- 1.7 Regulatory Board
- 1.8 Commissioner contacts

### **Section Two - Working with our children, young people and families**

- 2.1 Settling in
- 2.2 Curriculum and participation
- 2.3 Inclusive approach / British Values
- 2.4 Special educational needs and disabilities (SEND)
- 2.5 Managing behavior
- 2.6 Physical intervention
- 2.7 Bullying
- 2.8 Late collection
- 2.9 Collections from another setting
- 2.10 Sleep and rest
- 2.11 Outside space
- 2.12 Trips and outings
- 2.13 Food and drink
- 2.14 Hygiene when handling food and drink
- 2.15 Anti discriminatory practice
- 2.16 Monitoring and Evaluation and Data Base

### **Section Three – Health, safeguarding and safe practice in our settings**

- 3.1 Safeguarding
- 3.2 Child protection
- 3.3 Exploitation of children and young people
- 3.4 Preventing extremism and radicalisation
- 3.5 Gang Culture and Violence
- 3.6 Female Genital Mutilation (FGM)
- 3.7 Missing children
- 3.8 Drug and Alcohol use amongst young people
- 3.9 Social Networking
- 3.10 Photography
- 3.11 Mobile Phone use
- 3.12 Health and safety
- 3.13 Evacuation and contingency
- 3.14 Accidents
- 3.15 Medication
- 3.16 Exclusion on health grounds
- 3.17 Personal care
- 3.18 Environmental health - Infection Control
- 3.19 Waste management
- 3.20 Manual handling
- 3.21 Adverse Weather

### **Section Four – Working with our parents and carers**

- 4.1 Confidentiality
- 4.2 Data protection
- 4.3 Working in partnership with parents and carers
- 4.4 Charges
- 4.5 Complaints

### **Section Five - Managing our staff**

- 5.1 Recruitment
- 5.2 Staff training
- 5.3 Students and volunteers
- 5.4 Inductions
- 5.5 Non attendance in the workplace
- 5.6 Finance
- 5.7 Company vehicles and petrol claims
- 5.8 Harassment in the workplace
- 5.9 Investigation procedures for staff
- 5.10 Whistle blowing

## Section 3 Contents

### Health and safe practice

- 3.1 Safeguarding
- 3.2 Child protection
- 3.3 Exploitation of children and young people
- 3.4 Preventing extremism and radicalisation
- 3.5 Gang Culture and Violence
- 3.6 Female Genital Mutilation (FGM)
- 3.7 Missing children
- 3.8 Drug and Alcohol use amongst young people
- 3.9 Social Networking
- 3.10 Photography
- 3.11 Mobile Phone use
- 3.12 Health and safety
- 3.13 Evacuation and contingency
- 3.14 Accidents
- 3.15 Medication
- 3.16 Exclusion on health grounds
- 3.17 Personal care
- 3.18 Environmental health - Infection Control
- 3.19 Waste management
- 3.20 Manual handling
- 3.21 Adverse Weather



## **Safeguarding Statement**

Everybody is responsible for safeguarding and protecting children from harm; this includes staff, families, volunteers and visitors to our settings.

Play Place has clear policies that contribute to the safety and welfare of the children and families we work with. Policies are made accessible and can be viewed by anybody.

Our policies are informative and are directive if there is a concern raised or a disclosure made with regards to a child's welfare, our policies will tell you what to do if you are worried.

Our groups have trained designated safeguarding lead (DSL) their information is displayed in each group. Our DSL's can support and make referrals, work with others and raise awareness. They will make sure appropriate action is taken if a concern is raised.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Anyone can make a make direct referral to the local MASH or Safeguarding departments. We have direct numbers that are set out in the first section of our policies.

The NSPCC can be contacted on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Or the police can be contacted by dialling 999.

## 1.1 Safeguarding

Each child and young person's safety is paramount, and it is important that parents know that their child or young person is safe in any early years, children or young person's environment. It is important that staff members make time to understand the families, children and young people they work with; this builds strong relationships and an understanding of individual needs. Responsibility for each child's safety and wellbeing rests with each member of staff, with overall responsibility being with the line manager.

Managers must ensure that staff:

1. Have been given appropriate supervision and training regarding a safe environment
2. Understand what 'safe' means
3. Have an awareness of current social situations that can have an effect on children, young people and their families. This may include extremist ideas that can have consequences to children and young people's wellbeing that would require intervention (Prevent duty 1 July 2015)
4. Register and monitor children and young people's attendances.
5. Observe and report unusual behaviour
6. Are able to challenge unwanted visitors to a setting
7. Ask representatives of other agencies and visitors for identification
8. Ensure that visitors are signed in and out
9. Risk assess indoor and outdoor areas
10. Check that the buildings are made secure and security measures are enforced while the setting is being open
11. Are aware that behavior enables children to feel safe and secure
12. Understand confidentiality boundaries and non-disclosure of names principles
13. Appreciate that continuity creates stability for children and parents

It is important that children are kept, and feel safe in their environment, and that they are given opportunities to understand and learn about being safe.

**Children and young people should:**

1. Be comforted appropriately when they are upset
2. Be allowed to take appropriate risks within a safe environment
3. Learn about boundaries
4. Use equipment safely, particularly small tools
5. Learn and talk about strangers
6. Learn about and enjoy visits from those who keep us safe in the community
7. Talk about safety and being safe
8. Feel safe

Play Place will ensure the following is in place to ensure a safe setting:

1. Staff will have DBS checks completed
2. References will be taken up when a new employee is appointed
3. Incidents will be logged as appropriate
4. Speedy investigations will be held where there has been a complaint or safety has been in breach

5. Regular meetings with managers and staff will take place
6. Repairs to equipment will be carried out where needed
7. Training needs will be supported; staff will undergo safeguarding training
8. Ensure that appropriate staff ratios are adhered to

### **Safeguarding young people**

In addition to the above staff members that are working with young people, will observe the following:

1. Respect each young person's right to dignity, respect and privacy
2. Recognise each young person's unique contribution
3. Talk to young people about their right to be safe from harm
4. Work with young people to agree appropriate boundaries. Staff will work consistently as a team to enforce these boundaries
5. Appropriately challenge behaviours that may cause emotional harm, whether sexist behaviour, taunting or verbal abuse
6. Understand how to address behaviour issues (See *Behaviour policy*)
7. Be clear about, and promote, our confidentiality boundaries. The confidentiality statement will be displayed at each setting
8. Support young people to feel safe in sharing information

### **Safeguarding staff**

Play Place group use Disclosure and Barring Services (DBS) checks to identify any convictions and safeguarding concerns. The disqualification under the Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 lays out clear guidance to protect children and young people. Staff who are living in the same household where another person has a conviction of causing harm to children or young people will be disqualified by association, this means instant dismissal from duties.

Staff must report concerns about other members of staff to their designated manager who deals with safeguarding.

The Local Authority Designated Officer (LADO) must be informed where a situation occurs or a complaint is made against a member of staff that could, or has resulted in significant risk or harm to a child or young person. Staff may independently approach the appropriate services to report an incident.

The LADO will head up the investigation and will give support and advice to Play Place's safeguarding designated lead. Under no circumstances should information be shared with the person being investigated or other individuals.

General principles include:

1. Staff should keep themselves in the sight of others when working with children or young people.
2. Staff must respect each child or young person's privacy in situations such as personal care or nappy changing, but also keep themselves accessible to others particularly when working alone.
3. Where possible, it is best policy for a minimum of two staff to work together, however this is not always possible and in these circumstances, staff must be able to be seen by others via windows in doors (uncovered) or safety gates used to keep areas open and so on.
4. If staff members are working alone with children and young people there should be a clear action plan and others should be aware of what they are doing.
5. Staff must care for children appropriately and be aware of themselves when holding/carrying children.
6. Staff should never reprimand a child or young person by using physical or verbal abuse.
7. Locking and unlocking premises without another team member should be carried out in line with local safety rules.
8. Avoid independently transporting young people without a clear action plan (Reporting process).
9. Staff should not make inappropriate contact with young people outside of service delivery.
10. Children and young people should never be left with adults who are not DBS checked.

### **Verbal or physical threat or abuse**

In all cases:

- We do not accept any form of verbal or physical abuse towards staff or other young people. Young people or parents who behave in this way may be asked to leave following at least one initial warning.
- In any event of physical abuse or threats to staff by parents/carers, children or young people, the police may be contacted immediately. The safety of staff and users of the services is always the first priority.
- If parents, care givers or young people appear drunk or under the influence of drugs it is acceptable for staff to ask them to leave the premises.

## Weapons

We have a duty to protect all young people from committing serious crime or becoming a victim.

Play Place have a zero tolerance to any form of weapons being brought into our projects.

In any case where a young person discloses that they (Or a third party) have any form of weapon on site the following action will be taken:

If deemed safe to do so, the young person will be asked to remove the weapon and it will be moved to a **safe locked place** and bagged – staff should wear gloves if possible during this process.

Play Place staff **should not** search young people.

Under most circumstances, the Police should be informed of any incident believed to involve a weapon. However, where, in the judgment of staff, the circumstances are *wholly innocent* and there is no suggestion of the use of the article as a weapon, the matter may be dealt with internally - If there is any doubt, staff must inform the Police.

When reporting incidents to the Police, staff should give their evaluation of the seriousness of the incident (i.e. in progress, immediate threat or request for weapon collection only) to assist the police in judging the nature and immediacy of the response required. An incident form should be completed as soon as possible.

If deemed serious, and if safe to do so, the young person should be removed from the group to a quiet place - Please note that it *may* not be appropriate to inform the young person that the police have been informed.

Project staff, the Police or the referring agent should inform the young persons parent/carer as soon as possible after a report to the Police has been made.

Any confiscated weapons should be surrendered to the Police as soon as possible.

A referral for early help assessment should be completed, if one has not already been undertaken on any young person found to be in possession of an offensive weapon.

Where an offensive weapon is found on the premises staff may take possession of the object. Play Place staff on site should make their own arrangements as to which members of staff may be authorised to do so. Possession of the weapon in such circumstances by a member of staff is likely to be with good reason or lawful authority, and thus not an offence under the Offensive Weapons Act 1996.

However, a member of staff in possession of a weapon in such circumstances should secure it, and

- Arrange without delay to surrender it to the Police
- Where satisfied that it is reasonable to do so, arrange for it to be taken away by the parent or guardian of the person from whom it was taken. However, some

weapons are by their very nature offensive and should under no circumstances be returned

- Where weapons are returned or surrendered to the Police an incident form should be completed and a copy provided to the Police

### **Police action when an offensive weapon is reported by a project**

When following a report by project staff, a judgement is made that a serious incident is in progress; the response team will attend with immediate effect.

Where a report indicates that no immediate threat is imminent a Neighbourhood or Safer Schools Officer will attend as soon as possible. In some cases a young person reported to the Police to be in possession of a knife will be arrested

On arrival of the Police, staff should take steps to minimise any distress to the young person or other group members.

Ideally the Police need to be taken to a quiet room and briefed on the situation.

The young person will then be escorted to the police where possible.

Whilst being interviewed and searched at least one Play Place team member and ideally a senior Director of the company should be present.

If it proves necessary to arrest a pupil on the premises the Police Officer should, in the first instance, speak to the team leader who has the authority to facilitate arrest away from the project with the minimum of disruption.

The arresting officer will ensure that the young person's parent/carer is informed of the arrest as soon as possible.

### **Post incident**

Consideration must be given to what is needed to manage the situation immediately post-incident to ensure the safety of other young people, staff and members of the public.

In the case of a serious incident the Local Authority should be informed in line with the Council's Incident Reporting Procedure.

This type of situation can be stressful, a supportive review and debrief should be carried out with all staff members who were involved.

A risk assessment will be carried out prior to the young person returning to the project.

An incident form should always be completed by staff. This is in order to prevent any misunderstandings or misrepresentations of the incident and to assist in any complaint or post incident investigations.

### **General Information**

In most circumstances, the first arrest of a youth under 16 for simple possession of an Offensive Weapon or Sharp Pointed Blade, with no aggravating factors, will result in a youth conditional caution. This will be supported by an appropriate YOS intervention, preferably with elements focussed on anti-knife crime education. A youth aged 16 or over will normally be charged.

The second arrest of a youth under 16 for simple possession of an Offensive Weapon or Sharp Pointed Blade will result in a charge (unless, in exceptional circumstances, 2 years have passed and it is considered appropriate to give another youth conditional caution).

The new offence of threatening a person in public or on school premises will result in a youth aged 16 or over going straight to charge, as this offence carries a minimum sentence of a 4 months detention and training order and therefore should not be dealt with using an out of court disposal.

### **Suggested management actions**

- To undertake a regular review of the company policy on the control and restraint of young people
- To review and amend the behaviour policy accordingly.
- Appropriate sanctions (for example, whether to permanently exclude or otherwise) need to be at the discretion of Company Directors after a full investigation into the incident has taken place.
- Where consideration is given to exclusion the project should refer the pupil to referring agents and/or Croydon's Council Fair Access Panel
- Establish contact with the relevant Safer Schools Officer for discussion on preventative work around offensive weapons.
- Formal risk assessment should be undertaken for all school security issues.
- Individual risk assessments should be undertaken for individuals known to be habitual offensive weapons (including knives) carriers or with a known history of violence.

### 3.2 Child Protection

Recognising and coping with suspected child abuse can be a worrying and stressful experience but all staff members have a responsibility and have an important role in protecting and helping children and young people.

Suspected abuse should not be dealt with alone. In the first instance staff should speak to their line manager and designated safeguarding officer, and any action or decisions should be recorded accurately.

Written accounts should be documented on the relevant forms within appropriate time frames. Children's accidents or injuries should never be photographed a body map should be used to pinpoint areas of injury or harm.

If staff have concerns about a remark made by a child or young person or if any minor injuries or behavior are noted then a parent or carers explanation should be sought.

If the explanation is not acceptable or is inconsistent, or the marks/injuries are unexplainable, then professional advice must be sought by the designated safeguarding officer or line manager.

Advice can be sought from the local multi-agency safeguarding hub (MASH), locality early help teams, family services and outside agencies such as the NSPCC.

In cases where you feel that immediate action is needed, contact the duty safe guarding social worker. In emergencies the police should be contacted using the 999.

If sexual abuse is suspected, the parents **must not be notified** and the local authority safe guarding team will take a lead.

If staff members have suspicions of abuse, the designated safeguarding officer will give advice on the course of action to be taken through support from the locality safeguarding team.

Our confidentiality policy must be adhered to at all times to protect the child or young person.

Ofsted must be informed of any allegations of serious harm or abuse by anyone (including staff) on and off the premises.

A clear and concise account of the incident must be written immediately and Ofsted notified within 14 days of the allegation. Ofsted must be kept informed of actions taken.

Play Place's designated safeguarding officer must be informed at all times.

Our insurance company must be informed about any incidents; confidentiality must be maintained at all times.

## What happens next?

Safeguarding teams will investigate and meet the child, young person and/or family.

Staff may have to attend a case conference or court case.

Observations, notes and records of action must be filed away safely as they may be relied on for evidence.

Not all cases of suspected abuse separate a family and Children's Services work with other professionals to keep families together wherever possible with intervention and action plans.

## Main forms of child abuse

### Physical abuse

This is when an adult deliberately injures or harms a child or young person by hitting (with a stick, hand or belt), squeezing, shaking, burning with cigarettes or fire. If a child or young person is given alcohol or drugs this is also abuse, as is suffocation or attempted drowning.

### Signs to look for

1. Bruises or marks consistent with being hit with slaps or straps
2. Burns of any kind that have no explanation
3. Bruises in places that are not normally harmed during play for example, ears, groin, abdomen or backs of legs
4. Fear when approached by adults (for example, ducking as if anticipating being hit)

### Sexual abuse

This occurs when adults use children or young people to satisfy their own sexual needs. This may be fondling, masturbation, vaginal, anal intercourse and oral sex. Child pornography and showing children pornographic magazines and films are also a form of sexual abuse.

### Signs to look for

1. Itching, rash or soreness of genital areas
2. Difficulty urinating
3. Bruising on inner thighs or buttocks
4. Inappropriate language/sexual play or drawings
5. Sexual behaviour, making sexual advances to other children or staff
6. Frequent masturbation

## Young people and sex

Youth workers may need to deal with issues relating to relationships and sex between young people under the age of 16. It is necessary to be aware that it is not lawful for young people under the age of 16 to have sexual relations with someone over the age of 16. Where youth workers identify the potential for young people to be at risk this must be raised with the line manager and designated safeguarding office in the first instance. In all cases this work must be documented in briefing sessions.

The law, relationships, sexual health and safe sex must always for an integral part of youth work delivery curriculum. Youth work teams must work with internal and external sexual health workers to support young people. This may include providing STD screening programmes and C Card provision at settings.

Youth workers are expected to challenge issues relating to inappropriate sexual language, threats of physical behavior by members using an educational approach.

Play Place staff must take a robust approach to supporting LGBT+ young people, or those who are questioning themselves. Services are provided by most Local Councils to support LGBT+ young people, which may include dedicated LGBT+ support groups or clubs. Young people should always be supported and where appropriate signposted to these services.

## Emotional abuse

Emotional abuse is considered to have taken place if a child is persistently shouted at threatened or taunted.

If a parent/carer shows persistent hostility, coldness and rejection, this also damages a child's emotional development.

### Signs to look for

1. Very withdrawn child
2. Poor language development
3. Constant wetting/soiling
4. Unable to relate to peers or adults

## Neglect

Neglect is deemed to have taken place when a child's needs are not met through lack of food, clothing, basic hygiene or welfare needs. Neglected children may also suffer from being left unattended for long periods of time.

### Signs to look for

1. Constant hunger
2. Failure to thrive
3. Inadequate clothing
4. Poor standard of hygiene

### **Young People and mental health needs**

The mental health of young people must be monitored, it is essential that in cases where staff members have concerns about the mental health of young people that this is recorded and specialist support requested. This may include communicating local CHAMS or counseling support services.

An immediate concern relating to the safety of a young person must be dealt with using the Play Place general safeguarding policy.

It is essential that all staff communicates effectively with other local services and school welfare departments and always record any communications made.

### **Team around the child and troubled families activities.**

Where necessary, Youth Workers may need to attend team around the child or troubled Families meetings to offer support to young people. The line manager and company director will support staff attending these meetings.

### 3.3 Exploitation of children and young people

Any child or young person of any age can be a victim of sexual exploitation. Sexual exploitation is abusive and will have an effect on the child's well being.

Sexual exploitation can come in many forms, often making it a hidden form of abuse. Children and young people may feel frightened, scared or threatened and made to feel vulnerable and unable to confide or able to talk to someone. Sexual exploitation will need to be reported to child protection teams.

Sexual exploitation can be:

- Sexual acts
- Grooming a child or young person through befriending, gifts, etc.
- Use of indecent photographic or film imagery
- Internet use
- Inappropriate touching

Children or young people who are sexually exploited may have:

- Mood swings and change in behaviour
- Sexualised behaviour
- Attendance at schools or settings has altered
- Signs of physical harm
- Talking with peers about new friendships
- New gifts (phones, iPods etc)

Practitioners Duty:

- Help children to understand relationships and boundaries
- The importance of saying "No"
- Know when it is necessary to speak out
- Understand how to be safe and what to do if they don't.
- Understand personal privacy at home.
- Talk about body development and emotions.
- Talk about internet and phone use
- Support families to enable internet security

Staff members who have any concerns regarding the behaviour of a young person or child, or to whom a disclosure is made relating to any such situation should in the first instance speak to your line manager and document any evidence. The situation will then be dealt with in line with the published Play Place Safeguarding and Child Protection policies.

### 3.4 Preventing Extremism and Radicalization

Independence is part of an older child and young person development, adult support and practitioner can significantly develop trusts and confidences allowing the young person to communicate and confide in adults.

Young people can be influenced by the world around through many forms:

- Internet
- Mobile phones
- TV
- Film
- Gaming
- Peer pressure
- Family
- Culture
- Religion

Extremist views of any kind will not be supported or tolerated in any of our settings or clubs, whether from internal sources –children, staff or management, or external sources - school community, external agencies or individuals. The children and young people see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.

We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and young people and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views, we are failing to protect our children.

We aim to provide a broad and balanced curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference and diversity and also to ensure that they thrive and feel valued and respected as individuals.

Children and young people can be exposed to extremist influences or prejudiced views from an early age which originate from a variety of sources and media, including via the Internet. There may be times when children may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate supported through discussion with children and their families.

Practitioners will be alert to:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups
- Graffiti symbols, writing or art work promoting extremist messages or images
- Children exposed to extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Local authority services and police reports of issues affecting children in other schools or settings
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture

Staff should ensure that our teaching approach helps children and young people to build resilience to extremism and give them a positive sense of identity through Personal, Social and Emotional development and the promotion of critical thinking. We aim to ensure that all our staff members are equipped to recognise extremism and are skilled and confident enough to challenge it in a way appropriate to the child's age and level of development.

We will facilitate a 'safe place' for children to speak confidently and openly about any worries or concerns they may have concerning their safety and will equip our children with the appropriate skills to become self-assured young people.

This approach will be embedded in the ethos of our setting so that children and young people know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation. Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution.

We will work with local partners, families and communities in our efforts to ensure our setting understands and embraces our local context and values in challenging extremist views and to assist in the broadening of children's experiences. We will help support children who may be vulnerable to such influences as part of our wider safeguarding responsibilities and in such instances seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

Our groups will promote the values of democracy, the rules of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage children to respect one another and to respect and tolerate difference, especially those of a different faith or no faith.

### 3.5 Gang Culture and Violence

Serious violence or gangs will not affect the vast majority of young people. However, where these problems do occur there will almost certainly be a significant impact. Play Place has a duty and a responsibility to protect children and young people. It is also well established that success in learning is one of the most powerful indicators in the prevention of youth crime.

Children in their early years are showing increased early warning signs that they may be at risk of getting involved in gangs. Crucial preventive work can be done at this stage to prevent negative behaviour from escalating and becoming entrenched.

It is key that children and young people:

- Feel safe at all the times at Play Place settings and clubs
- Understand very clearly what unsafe situations are
- Are supported to be aware of how to keep themselves and others safe
- Understand that violence is unacceptable to resolve conflict

In dealing with young people Play Place staff should:

- Encourage young people to develop skills to resolve conflict
- Offer interventions and education to prevent negative behaviour, such as young people carrying a knife
- Help young people to understand that bullying, including cyber bullying, trolling and harassment will not be tolerated
- Challenged regarding aggressive behaviour in ways that prevents the recurrence of such behaviour
- Understand the risks for specific groups, including those that are gender-based, and target interventions
- Carefully manage individual transitions between educational establishments, especially into Pupil Referral Units (PRUs) or alternative provision
- Work with local partners to prevent anti-social behaviour or crime

### 3.6 Female Genital mutilation (FGM)

Female Genital Mutilation is a form of abuse and violence towards girls and women. The United Kingdom's Female Genital Mutilation Act 2003 outlines that this is a criminal offence that will endorse the most serious penalties.

FGM is renowned as a form of practice and control of girls and women's reproductive, and health rights mainly in Africa, Middle East and Asia.

FGM has been classified by the World Health Organisation (WHO) into four types:

Type 1 – Clitoridectomy: partial or total removal of the clitoris (a small, sensitive and erectile part of the female genitals) and, in very rare cases, only the prepuce (the fold of skin surrounding the clitoris).

Type 2 – Excision: partial or total removal of the clitoris and the labia minora, with or without excision of the labia majora (the labia are the 'lips' that surround the vagina);

Type 3 – Infibulation: narrowing of the vaginal opening through the creation of a covering seal. The seal is formed by cutting and repositioning the inner, or outer, labia, with or without removal of the clitoris; and

Type 4 – Other: all other harmful procedures to the female genitalia for nonmedical purposes, e.g. pricking, piercing, incising, scraping and cauterising the genital area. Abuse is not acceptable and we have a duty of care to maintain the safety of the children and young people that use our services. It is important that we remain observant, develop those strong bonds that will enable children to feel they can find security in the adults around them. FGM is a serious form of female child and adult abuse and may affect families that we work with. Support may be needed for all females within the family.

Girls: Young / Older/ Youth - Key issues:

- Safety and well being of the child or young person is paramount
- FGM is practised on a child/young person it is a violation of the child's/youth's right to life, their right to their bodily integrity, as well as their right to health
- A child or young person who has undergone FGM should be seen as a child protection issue
- Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM
- Girls may have prolonged absence from school or the setting with noticeable behaviour change – especially after a return from holiday

- Girls may spend long periods of time away from the class during the day

Staff may become aware that:

- The family comes from a community that is known to practice FGM - especially if there are elderly women present
- In conversation a child may talk about FGM
- A child may express anxiety about a special ceremony
- The child may talk or have anxieties about forthcoming holidays to their country of origin

Practitioner's duty:

- Understand that FGM is illegal in England and Wales under the Female Genital Mutilation Act 2003
- That it is an offence of failing to protect a girl from the risk of FGM
- Recognise that FGM is an extremely harmful practice - responding to it cannot be left to personal choice
- FGM is often an embedded social norm; engagement with families and communities plays an important role in contributing to ending it
- Be observant: Parent/Guardian requests permission for authorised absence for overseas travel or you are aware that absence is required for vaccinations
- If a woman has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to Social Care or the Police if appropriate
- Use referral pathways and refer to child protection policies
- All decisions or plans should be based on high quality assessments (in accordance with [Working Together to Safeguard Children \(2015\)](#)<sup>5</sup> statutory guidance in England, and the Framework for the Assessment of Children in Need and their Families in Wales (2001)<sup>6</sup>)

Those affected by FGM

- Extra-territorial jurisdiction over offences of FGM committed abroad by UK nationals and those habitually (as well as permanently) resident in the UK
- Lifelong anonymity for victims of FGM
- FGM Protection Orders which can be used to protect girls at risk
- A mandatory reporting duty which requires specified professionals to report known cases of FGM in under 18s to the police.

### 3.7 Missing children

**If a child is missing the following procedure must be followed:**

1. Staff must tell their manager immediately
2. All children or young people to be sat down and a thorough head count of everybody should be done against the register
3. Two members of staff must stay with the group
4. The manager should establish that the missing child or young person has not gone home early with a parent or carer
5. A search of the building must be undertaken with particular emphasis on entrances and exits
6. The outside areas should be checked
7. If the child is not found at this stage, the police must be informed, dial 999.
8. The family must be informed (details will be in the enrolment folder)
9. Ofsted should be informed- 0300 123 1231
10. Insurance company must be informed
11. Play Place Directors must be informed

**If a child is missing during an outing the following should be followed:**

1. The leader for the outing must be informed
2. The leader must then contact the line manager to tell them about the missing child/young person
3. A search of the area must be carried out
4. Where applicable notify lost children's services that are on site, (For example in theme parks or shopping center's)
5. If the child or young person is not found at this stage a second call to the line manger should be made so that the police, parents and authorities can be contacted

On return to the setting the following may need to be in informed:

1. Ofsted to be informed and given details where applicable
2. Commissioner's informed where applicable
3. Insurance company must be notified
4. Directors told about the situation

### Missing Children

(Older children and Youths)

All children at groups and settings should be accounted for through a registration process.

Youth clubs are often an open access environments for children and young people that often manage their own journeys to and from clubs.

Practitioners must make themselves aware of each child or young person's needs.

Children should never be sent off independently if parents have confirmed an adult will be collecting. Children's data should be consulted for emergency contacts/next of kin where necessary.

### Missing through abduction

Abduction is the illegal removal of a child from their parents. Parents have the overriding responsibility for their children. Separation within families can cause conflict over parental rights of the child.

Court orders should give clear identification to who has custody; in many cases both parents will have responsibility.

Decisions around responsibility can be upsetting and can cause parents to act irrationally and abduct the child to another area of the country or where the parent is from outside the UK may take the child to their home country or to other family members.

Police and child protection officers must be informed.

### Missing through Trafficking

Within the UK immigration and migration are part of the social environment; often children who are being exploited through trafficking by being brought into the UK or smuggled out of the country can often go unnoticed and undetected. These children and young people are vulnerable and are being abused. Child protection policies need to be adhered to and Intervention will be required from child protection teams

Children can go missing or be trafficked for:

- Sexual exploitation
- Slavery
- Arranged marriages
- To commit petty crime
- Illegal working
- Involved in drug smuggling
- Illegal adoption

Practitioner awareness:

- Living conditions of the child or young person
- Talk about home life - are they doing all the housework
- Discuss relationships in the home

- General behaviour may show multi signs of multiple abuses
- Ask for ID where appropriate - legal papers, passport etc.

### 3.8 Drugs and alcohol in youth work

Drug or alcohol use at a setting is not permitted under any circumstance. Any young person who may be under the influence of alcohol or drugs will be refused entry for that evening, but staff will ensure that the young person gets home safely or receives appropriate adequate medical attention and intervention if required.

Under no circumstance should a staff member collude with such activities taking place. Staff members must **never** take possession of any drugs that a young person has on them.

If a young person has drugs on them inform the young person that you (or another team member) will be immediately contacting the Business Director to agree an appropriate course of action.

### 3.9 Social networking

Internet access through computers and smart phones allows ease of access to use various forms of media connections and communication. Whilst in their correct place these forms of networking have benefits, we have to recognise and maintain that safeguards remain enforced using digital media.

It is important that staff adhere to following to protect themselves in the work place and maintain professional boundaries:

1. Staff should not disclose user name for social sites (Facebook, Twitter, Instagram, etc.) to parents, children or young people with a view to conversing socially
2. Confidential information must not be shared through social networking sites
3. Work time must not be used for social networking updates
4. Computer systems that are available for children must not be used to access social networking or adult sites. Safety controls must be maintained for the safeguards and protection of children
5. Social networking must not be used to isolate, harass or bully other employees
6. Posts which breach other employee's privacy or reputation are seen as unacceptable conduct
7. Whilst personal use is the responsibility of the individual, Play Place will not condone unethical communication that comes to our attention, which has a direct result of adversely damaging the Play Place Group's name and reputation
8. Synchronising of work systems and personal systems for social networking is in breach of confidentiality policy, and is unacceptable practice

### 3.10 Photography

Photographs should only be taken to record and celebrate achievements. It is essential that photographs are taken and stored appropriately to safeguard the children and young people in our care.

1. Only the designated cameras are to be used to take any photos within the setting, group or on outings.
2. Images taken on this camera must be deemed suitable without putting the children or young people in any compromising positions that could cause embarrassment or distress.
3. All staff members are responsible for the location of the camera; it should be stored securely when not in use.
4. All images need to be stored at the Community and Family Hub at Wayside, in a lockable cabinet.
5. Images may only be downloaded by the nominated member of staff, (preferably a senior member).
6. Once images have been printed they should be deleted immediately from camera. Only images stored at Wayside may be retained for future use and with appropriate parental consent.
7. Under no circumstances must cameras of any kind be taken into the toilet areas without prior consultation with the setting manager.
8. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the manager must be asked first and staff must be supervised whilst carrying out this kind of activity. At all times the camera must be in a prominent place where it can be seen.
9. Photographs, which are shared with parent on digital photo frames, must have signed consent; frames must be kept safe.
10. Parents and visitors to the nursery are not allowed to take pictures of the children.
11. Photographs are not to be taken of children's injuries as this infringes on their privacy.

### 3.11 Mobile Phone Policy

Mobile phones may be used in settings as long as their use is appropriate. Mobile phones are used in Play Place settings as a means of direct contact with parents, agencies and other professionals.

The safety and welfare of children is paramount we operate a personal mobile phone usage policy which states that personal mobile phones cannot be used when on duty on the premises or when on outings.

The following measures should be observed:

1. Staff will be responsible for their own mobile phones and safety
2. Staff will agree with Managers where phones are kept at the setting
3. Personal phone calls may only be taken at staff breaks or in staff members' own time
4. If staff members have a personal emergency the setting's phone is available or staff may make a personal call from their mobile on site but away for the children and young people
5. During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes or on a need basis
6. Staff will not use their phones to store personal data of children and this includes photographic material
7. Staff will not share contact number with parents.

These measures are implemented to safeguard children and their families and staff. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Staff members need to ensure that their manager has up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

### 3.12 Health and safety

The Play Place group of companies will create and encourage safe ways of working that ensures the safety of children, young people, families, employees and all visitors who enter the premises.

Issues regarding health and safety should be brought to the attention of the Health and Safety Coordinator or on site Manager immediately that will evaluate the need for further action and take responsibility for maintaining a safe environment in the setting.

All staff members are responsible for the safety of children and young people in their care. They also have a responsibility to work in a manner that will ensure the health and safety of themselves and all other people who they come into contact with.

#### **Fire**

1. Fire Officers and fire safety experts must have access to buildings to carry out necessary safety checks
2. Regular fire evacuation, fire procedure checks and fire drills should take place.
3. The safe evacuation of the building is of primary importance
4. All fire exits must remain clear at all times with no exception
5. Staff must be familiar with the location of all fire appliances and instructions for use
6. Staff must be familiar with evacuation procedures
7. All new staff and volunteers must be inducted on this procedure on their first day of service

#### **Electrical appliances**

1. Any electrical fault must be reported to managers
2. If in any doubt of an item's safety do not use and leave a note on the item so that others are not in any danger
3. Unplug any TV's, videos and radios when not in use
4. Do not place anything containing water on top of any electrical equipment
5. PAT Testing of electrical equipment must take place where appropriate

#### **Security**

1. Continuous observation and safety checks must be made of the outdoors area to enable a safe play environment for children
2. Garden gates must be securely shut at all times and staff must be vigilant whilst children are outside
3. Staff must know all visitors to the setting. Identification may be sought where appropriate. If in any doubt of a person's identity please seek advice from a Manager; it is better to leave a person on the doorstep than have an unknown stranger in the setting whilst confirmation is sought
4. Safety of the children is paramount

5. Children (early years, after school) must not be able to leave the premises unsupervised; one member of staff must be on the door during arrival and leaving times. Youth provisions will have clear agreements with their local families on how children access and exit clubs
6. All external doors, windows and exits must be made child proof
7. Children must be supervised at all times including using the bathroom
8. The register must be taken at the start of every session as children and young people arrive and they must be signed out at the end

## **Hygiene**

This is extremely important throughout the whole setting; standards must be kept as high as possible. It is the responsibility of all staff to maintain standards and to adhere to any cleaning rota's where applicable.

## **Storage of cleaning materials**

Any potentially dangerous substances must be kept out of reach of children. Please ensure tops of all containers are screwed on tightly. Separate cloths should be used for different types of cleaning e.g. toilets; kitchens, paint and general cleaning all have different cloths. Information on substances should be displayed.

## **Equipment**

All equipment should be regularly checked and cleaned to ensure it is safe, and being used as intended. Any equipment found broken must not be used and must be discarded. All damage must be notified to managers.

## **Dress code**

In order to present ourselves as a professional team and with consideration to the safety of children, staff should be dressed in an appropriate manner.

1. To reduce the risk of accidents it is advisable to wear flat shoes.
2. Wearing jewellery is permitted but should be kept to a minimum. Bodily piercings should be kept covered where appropriate for the purpose of staff and child safety.
3. If a uniform/t-shirt is provided all staff are expected to wear these.

### **Sickness of a child**

If a child or young person becomes unwell during the session, the parents, carer or a responsible adult chosen by the parents must be contacted and asked to collect the child (see medical policy).

### **Nappies (see personal care)**

Gloves must be worn to change nappies. A changing mat must be sprayed and wiped with an anti bacterial cleaner after use. Soiled nappies should be put in a sealed bag and disposed of in a suitable place. Soiled clothes should be put in a plastic bag for the parent or carer to take home.

### **Pet hygiene**

Any pets kept in the setting i.e. hamsters, guinea pigs, fish must be kept clean and healthy and present no hygiene risk to children. They must be cared for in a correct manner and good care organised over holiday periods.

### **Smoking and Vaping**

Smoking and vaping is not permitted in any areas of buildings. This also applies to outside play areas and within the vicinity of the setting. Smoking/vaping is not permitted in company vehicles or property. Staff should not smoke with children or young people present.

### 3.13 Evacuation and contingency

In case of an emergency (for example in a fire) and where buildings need to be vacated it is important that staff members know what to do and where exits are to make sure everyone leaves quickly.

All new staff will be made aware of evacuation procedures during their induction training and procedures will be revisited through on-going staff training. This procedure must be displayed in the setting.

If you need to clear the building or setting in an emergency:

1. Warn other staff members and sound the alarms (where appropriate)
2. Collect a register and mobile phone
3. Organise the children or young people calmly and leave the building at the nearest exit point
4. Lead children and young people to a designated place of safety away from the building
5. The register must be taken immediately and all children and young people and staff accounted for
6. A member of staff should call 999 and ask for the appropriate emergency service
7. Parents should be contacted as necessary
8. Under no circumstance should a member of staff, child or young person re-enter the building until authorised to return by members of the emergency services

### Contingency lock down plans

Play Place group of companies recognise that each setting or group is unique and individual and when a situation or crisis happens it may be resolved differently from another group. If a situation's occurs we will make a rapid assessment that may incur a lock down situation where the children are kept safe and quiet until the situation is resolved.

When a situation or crisis occurs we will endeavor to:

1. Make sure that settings are able to operate and keep within ratio. We will use our own staff pool to cover settings where necessary. We have good partnerships with local childcare agencies that understand our requirements and needs.
2. Where closure is needed, parents will be notified by phone and arrangements made to get children and staff home safely.
3. Children's contact details are also kept centrally, however if details are inaccessible then a second point of call that is off site is available.

4. If closure is needed due to adverse weather conditions parents will be informed by phone and website access is available.
5. If the building needs to be evacuated the children and staff will gather at the meeting point.
6. Where possible, to provide a place of safety, children and staff may be able to access other buildings or venues.

This settings meeting point is \_\_\_\_\_

This settings place of safety is \_\_\_\_\_

\_\_\_\_\_

The registered persons being the Directors will be notified in all events.

### 3.14 Accidents

When accidents occurs within the setting it is important that staff are able to keep calm, support and be sensitive to the child or young persons discomfort and needs. It may be necessary to screen off an area to create privacy and allow as far possible normal operation of service to continue.

First aid materials (including manuals for first aid and medical support) should be found in the first aid box/area kept on each site. If supplies run low than please inform the Manager.

Plastic gloves are provided and must be worn when cleaning up any blood or bodily waste. All accidents should be cleaned up with appropriate cleaning solutions.

#### **Minor accident procedure**

- In the event of a minor accident staff must ensure disposable gloves are worn, the purpose of this is to protect staff and minimize the risk of infection
- Cuts, grazes etc should be treated as needed.
- Bumps should be treated with a cold compress and held gently on the affected area
- Staff should observe a child closely following an injury e.g. if a child bumps their head watch for signs of sickness, irritability or drowsiness
- Nothing other than water is to be applied to a child or young persons skin
- All in juries must be reported to the senior staff member on site

Accidents must be reported in the first aid book kept on site. This must be done in ink and full names must be used. All entries are to be signed and dated by staff and witnessed where possible. The parents must be told how the accident occurred and what action was taken; parents must also sign when they come to collect their child or young person.

#### **Major accident procedure**

At all times staff must protect themselves and child from risk of infection by wearing disposable gloves.

If a major accident occurs in the setting please follow the guidelines listed below:

1. Necessary first aid to be applied
2. Inform first aider and Manager immediately. One member of staff should stay with the injured person, while another telephones for an ambulance (if necessary) and contacts the parents
3. If an ambulance arrives before the parents or carer, than the member of staff who has been caring for the child must accompany them to hospital

4. Under no circumstances should a member of staff authorise or sign for any treatment in hospital
5. Every effort should be made to contact parents or carers by the remaining staff members
6. If understaffing occurs due to the accident, another member of staff should be contacted and managers contacted (if off-site)
7. A full report should be signed, dated and entered in the accident/incident book
8. If the injured child is able to wait for their parent or carer, a member of staff must keep them comfortable as possible until they are collected

Serious accidents must be reported to the following:

- Managers
- Directors
- Ofsted
- Insurance Company
- Health & Safety Department (Local Authority)
- Riddor

### 3.15 Medication

Children and young people may attend settings if they are having medication, however utmost care and responsibilities are adhered to:

1. It is preferred that only prescribed medicines are administered
2. All medicines to be administered must be kept out of children's reach but not totally inaccessible to staff in case of an emergency i.e. asthma inhalers, epi pens
3. All medication is to be clearly labeled with child or young persons name and the required dose
4. Parents must sign the medicine book giving permission allowing their child or young person to receive their medication
5. Two members of staff should administer medication. Information must be checked such as child's name and details. The expiry date must be checked and instructions followed (as written on the medication label)
6. All information must be recorded in the medicine book including the child or young persons name, dose and name of drug, date and both members of staff must sign as well as the parent

### 3.16 Exclusion on health grounds

There may be occasions when a child or young person becomes unwell when taking part in activities. Sometimes it may be that they have an infectious illness and so the following must be observed:

1. If a child is feeling unwell, then the First Aider and Manager must carry out a general assessment at the setting
2. It is important to minimise the risk of infection, so the child or young person must be isolated from others at the setting
3. If a parent or carer needs to be contacted to collect the child or young person, it is important for them to know that they will be collected as soon as possible, (whether that is a parent or named contact)
4. Staff must liaise with parent or carers to give guidance on incubation periods. Handbooks and information at the setting will be a valuable source of information about infectious diseases; (for example, a child who has an upset stomach and diarrhoea and sickness must not go to any session for at least at 48hours or until completely well)

Advice about infectious illness is available from health visitors and Environmental Health Officers and Government and medical web sites

### 3.17 Personal care

It is important that the following procedures are followed .

1. Safety of the child or young person must be put first at all times. A baby, child or young person must **never** be left unattended on a changing surface.
2. Staff must not bend down to pick up an object from the floor or turn their back on a baby or child on a changing surface or be distracted in any other way as the child or young person is then unsupervised.
3. A child must not stand on a changing surface in case they may fall.
4. A changing mat can be put onto a lower surface or floor particularly when an older child needs attending to. Hoists are to be used and safety guards where fitted to allow ease of attending to personal care.
5. Staff must wear gloves and an apron to protect themselves when assisting with changing.
6. All necessary changing equipment such as wipes and nappies must be taken to the changing area, or be located within the changing area. This creates continuity, efficiency and safety when changing a child or young person.
7. The right to privacy must be respected while at the same time having openness to the changing area.
8. Staff not directly involved in the actual changing must still be aware of the child or young person being changed and give support and help where needed.
9. Wet or soiled clothing should be placed in a plastic bag to go home.
10. Garments must not be washed or rinsed out by staff.
11. Staff must clean changing areas with appropriate cleaning solutions to minimise risk of cross infections.

### 3.18 Environmental health

#### **Infection control**

It is important that all members of staff have a thorough knowledge of infection control to maintain a healthy, hygienic setting.

The following procedures are to be adhered to and will be reviewed regularly by senior management teams.

1. All major infections must be reported to the line manager who then must refer this on to directors
2. Managers must take responsibility about informing Ofsted, Environmental Health Officers and other appropriate agencies
3. It is important that action plans are enforced and rigidly kept to, enabling a healthy and safe environment
4. All settings must have up to date on information about common infectious diseases
5. Where food is prepared either on or off site, it is important that information is gathered about infection, which may be associated with food hygiene and handling
6. Environmental Health Officers can be contacted through the local authority; they can give guidance or support where there are concerns

### 3.19 Waste management

It is important that as a group of companies we take care of our environment. It is essential that we encourage recycling and are environmentally friendly where possible.

We encourage the following:

1. Staff to recycle disposable waste where possible
2. Children and young people should be taught to recycle and the importance of this for the environment
3. Controlling refuse and leave out for collection
4. Taking the necessary measure's to contact the appropriate agencies to arrange delivery of specialist bins and other items
5. Materials for activities will be reused and recycled wherever possible
6. Staff should adhere to the necessary precautions around flammable liquids
7. Only domestic refuse will be left out for refuse services to collect and other items that need disposal will be discussed with directors and an agreed - environmentally friendly action will be taken

### 3.20 Manual handling

The Play Place group recognises its responsibility as an employer regarding health and safety in the workplace. This includes its duty to make suitable provision to control manual handling activities and to reduce the risk of injury. As far as reasonably practicable, risk assessments must be carried out by managers (or a nominated person) in the setting. Written risk assessments are available to read on site and in company vehicles.

Because of the diverse services that the Play Place Group delivers there may be times that staff may be required to lift large, bulky items such as boxes of toys, equipment, gazebos, large pans, catering equipment and so on. Therefore it is important that staff carry out manual handling tasks with the upmost care, in an appropriate safe fashion and in line with risk assessment requirements and guidelines.

If a staff member has recently strained a muscle, has a history of back problems or there are other personal circumstances (for example pregnancy), which means they think a task is outside of their capabilities or requires a risk assessment, they must speak with their manager.

The Health and Safety Executive (HSE) website has further information and a Manual Handling Assessment Chart (MAC) tool which can be used to assess common risk factors when lifting, lowering, carrying loads and team handling operations.

The following guidelines provide general information on the safe manual handling of loads:

#### **Safe lifting**

Before you start

- Think about the job
  - Does it need carrying, can a trolley or other equipment be used instead?
- Think about what you are going to do before you do it:
  - Where is the load going?
  - Does it need more than one person to lift it safely?
  - Is there enough room?
  - How can you avoid having to twist when lifting or putting the load down?

- Think about you
  - Are you dressed for the job? Tight clothing can restrict movement. High heels are never suitable.
  - Do you have a health problem that might make you vulnerable to injury
- If you are not sure of how heavy a load is, test it out before you try to lift it. Gently rock the load to test the weight and its distribution.
- If you have not been trained, you should not lift over 15Kg without advice from your line manager.
- Remove any obstructions or tripping hazards from the route.
- Work out where and how to take a rest if moving a heavy load over a long distance.
- Are there any sharp edges? If so, then you may need to wear gloves to protect yourself.
- If the load is too bulky, look at ways in which to break it down.

### **Lifting technique**

- Place your feet apart to make a stable base for lifting.
- Placing one leg forward in front of the other; this will help improve balance and control.
- If you have to reach out to the load, try sliding it towards you before attempting to lift it.

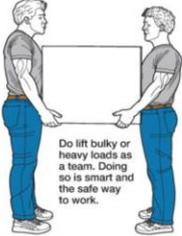
If lifting from a low height, bend your knees, NOT your back

- Stand correctly, keeping your back straight and your chin tucked in.
- Keep your shoulders level and facing the same direction as your hips.
- Lift smoothly, avoiding jerking movements.
- Lift your head first – your back then straightens automatically.
- Grip the load with your palms, rather than just your fingers – If you need to change your grip, rest the load first.
- Keep your arms close to your body to help support the load.
- Do not allow the load to obstruct your view – get help if it is too large.

### **Moving the load**

- When carrying, keep the load as close to the body as possible
- Keep the heaviest side of the load closest to your body
- When pulling or pushing, use your body weight to move the load – if possible, let the momentum of the load do some of the work e.g. when pushing trolleys
- When pulling, keep your back straight and your arms as close to your body centre line as possible
- Avoid twisting your body when turning.

## LIFTING DO'S & DON'TS

<p><b>DO LIFT AS A TEAM</b></p>  <p>Do lift bulky or heavy loads as a team. Doing so is smart and the safe way to work.</p>	<p><b>DO TURN WITH LEGS</b></p>  <p>Do move your legs and feet when turning or lowering the load. Avoid twisting at your waist.</p>	<p><b>DO USE YOUR LEGS</b></p>  <p>Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.</p>	<p><b>DO USE EQUIPMENT</b></p>  <p>Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.</p>
<p><b>DON'T LIFT BULKY LOADS ALONE</b></p>  <p>Don't lift bulky or heavy loads alone. Doing so puts great stress on your low back muscles and spine.</p>	<p><b>DON'T TWIST WHEN LIFTING</b></p>  <p>Don't twist when lifting, lowering, or carrying any load as this increases your risk of back injury.</p>	<p><b>DON'T USE YOUR BACK</b></p>  <p>Don't lift the load with your rear end high and your head low. Use your leg muscles, not your weaker low back muscles.</p>	<p><b>DON'T LIFT HEAVY LOADS</b></p>  <p>Don't lift heavy loads when you can use equipment. It is less work and less stress on your low back.</p>

### 3.21 Adverse Weather Conditions

At Play Place settings we will endeavour to keep settings open during adverse weather conditions; however we have to maintain a safe approach during these times.

The setting will only be closed if one or more of the following conditions apply:

1. insufficient staff are able to get into the workplace
2. Conditions on site are dangerous or health and safety cannot be maintained
3. Conditions are considered to be or are anticipated to later become too hazardous for travel

Where adverse weather conditions cause staff delays or difficulties when travelling to work, they should take reasonable steps to make their way to setting as soon as they possibly can, taking into account their personal safety. If staff are unable to get into work, they should telephone nursery/preschool at the earliest possible opportunity to explain the situation and agree what to do. Staff should continue to monitor the weather conditions during the day to see if they can attend work later and make possible plans for the following day depending on forecasts. Managers at settings will discuss closure with staff and will make a joint agreement; closure can have an effect on salaries. Where possible and if required we will relocate staff to other settings or work.

Play Place will make all practicable efforts to keep parents informed during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However parents are expected to check the websites and/or Facebook and other channels of communication for information.

Notification of closure can be found on our website at [www.playplace.org](http://www.playplace.org) , Facebook and twitter

We recognise that parents may not want to venture out to the setting when the weather is extreme or treacherous, we will require parents to inform the setting if the child is not attending the setting if we are open during in such periods.

In the event of the setting having to close during the day due to unforeseen worsening weather conditions, parents will be contacted by phone either at home or work place and asked to collect their child. Staff who are likely to face particular difficulties in getting home may have to leave work early, taking into account their personal safety. Minimum cover arrangements in settings will be provided by employees who do not have a particularly long or difficult journey home to ensure staffing ratios are maintained for the safety of the children.