**Linguasport Camp Policies**

**2021-2022**

**Early Years Foundation Stage Policy**

Linguasport is committed meeting the requirements of the Statutory Framework for the Early Years Foundation Stage 2014 (EYFS). EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

We recognise the four overarching principles of EYFS:

* **A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.
* **Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.
* **Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.
* **Children develop and learn in different ways and at different rates.** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

#### Behaviour Management Policy

Linguasport uses effective behaviour management strategies to promote the welfare and enjoyment of children attending club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The rules are discussed regularly and at every morning of camo.

Whilst at Linguasport we expect children to:

* Use socially acceptable behaviour
* Respect one another, accepting differences of race, gender, ability, age and religion
* Develop their independence by maintaining self-discipline
* Choose and participate in a variety of activities
* Ask for help if needed
* Enjoy their time at Linguasport.

##### **Encouraging positive behaviour**

At Linguasport positive behaviour is encouraged by:

* Staff acting as positive role models
* Praising appropriate behaviour
* Sticker rewards
* Informing parents about individual achievements

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at Linguasport will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

##### **Dealing with inappropriate behaviour**

* Challenging behaviour will be addressed in a calm, firm and positive manner.
* In the first instance, the child will be temporarily removed from the activity.
* Staff will discuss why the behaviour displayed is deemed inappropriate.
* Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
* Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
* Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
* We will not threaten any punishment that could adversely affect a child's well-being.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Linguasport may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and parent.

##### **Physical intervention**

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an Incident record will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police.

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

#### Safeguarding (Child Protection) Policy

Linguasport is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Linguasport will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Linguasport’s child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There will be a Designated Safeguarding Lead (DSL) available at all times. The CPO coordinates child protection issues and liaises with external agencies.

Linguasport’s designated CPO is Catherine Anson.

Deputy CPO Caroline Edge / Laura Gill

Deputy CPO Matthew Lee

##### **Child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

* Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
* Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
* Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
* Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

##### **Signs of child abuse and neglect**

Signs of possible abuse and neglect may include:

* significant changes in a child's behaviour
* deterioration in a child's general well-being
* unexplained bruising or marks
* comments made by a child which give cause for concern
* inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

##### **If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will:

* reassure the child that they were not to blame and were right to speak out
* listen to the child but not question them
* give reassurance that the staff member will take action
* record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a concern form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Linguasport is obliged to and the incident will be logged accordingly.

##### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

* Sexual activity (in primary school-aged children) of any kind, including sexting
* One of the children is significantly more dominant than the other (eg much older)
* One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
* There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

##### **If peer-on-peer abuse is suspected or disclosed**

We will follow the same procedures as set out above for responding to child abuse.

##### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

* feeling alienated or alone
* seeking a sense of identity or individuality
* suffering from mental health issues such as depression
* desire for adventure or wanting to be part of a larger cause
* associating with others who hold extremist beliefs

##### **Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

* changes in behaviour, for example becoming withdrawn or aggressive
* claiming that terrorist attacks and violence are justified
* viewing violent extremist material online
* possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the CPO.

##### **Logging a concern**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

* date of the disclosure, or the incident, or the observation causing concern
* date and time at which the record was made
* name and date of birth of the child involved
* a factual report of what happened. If recording a disclosure, you must use the child's own words
* name, signature and job title of the person making the record.

The record will be given to Linguasport’s CPO who will decide on the appropriate course of action.

For concerns about child abuse, the CPO will contact Social Care. The CPO will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding radicalisation, the CPO will contact the Local Safeguarding Children Board (LSCB) or LADO Local Authority Designated Officer. For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.

##### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

* The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
* It may be necessary to suspend the member of staff pending full investigation of the allegation.
* If appropriate Linguasport will make a referral to the Disclosure and Barring Service.
* Promoting awareness among staff
* Linguasport promotes awareness of child abuse and the risk of radicalisation through its staff training. Linguasport ensures that:
* the designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty.
* designated person training is refreshed every three years
* safe recruitment practices are followed for all new staff
* all staff have a copy of this Safeguarding (Child Protection) policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
* all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
* all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
* all staff receive basic training in the Prevent Duty
* staff are familiar with the Safeguarding File which is kept in the office.
* Linguasport’s procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and staff are familiar with the guidance in 'What To Do If You're Worried A Child Is Being Abused (2015)'.

##### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only Linguasport camera and electronic devices will be used to take photographs of children, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at Linguasport.

#### Mobile Phone Policy

Linguasport fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of Linguasport’s mobile phone policy ensures that we all:

* Protect children from harm and abuse
* Prevent staff from being subject to false allegations
* Help staff remain focused on the care of children
* Work in an open and transparent environment.

##### **Staff use of mobile phones**

Personal mobile phones belonging to members of staff are only to be used during breaks, and in emergency situations.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Camp Director or Assistant.

Under no circumstances may staff use their personal mobile phones to take photographs or videos during working hours.

##### **Children's use of mobile phones**

Whilst we understand that some children have mobile phones, we actively discourage them from bringing their electronic devices to camp.

Linguasport does not accept any responsibility for loss or damage to mobile phones brought to camp by the children.

Children must not use their mobile phone to take photographs of any kind whilst at Linguasport.

##### **Visitors' use of mobile phones**

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises. Taking of photographs by parents or visitors is strictly prohibited, unless permission is first granted by all parents.

#### Anti-Bullying Policy

Linguasport provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of Linguasport’s position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the manager. An account of the incident will be recorded in an Incident log. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Linguasport defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

* Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
* Psychological: Behaviour likely to create a sense of fear or anxiety in another person.
* Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
* Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the Incident log.

##### **Preventing bullying behaviour**

Staff at Linguasport will foster an anti-bullying culture in the following ways:

* Encouraging caring and nurturing behaviour
* Discussing friendships and encouraging group and team play
* Encouraging children to report bullying without fear
* Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
* Exploring the consequences of bullying behaviour with the children.

##### **Responding to bullying behaviour**

Linguasport acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, Linguasport l will follow the procedure outlined below:

* We will address all incidents of bullying thoroughly and sensitively.
* Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
* They will be reassured that what they say will be taken seriously and handled sympathetically.
* Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
* If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
* If a member of staff witnesses an act of bullying, involving children or adults at Linguasport, they will inform the supervisor.
* Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour
* If the bullying persists, the parents will be informed and we will work with them to try to resolve the issues.
* If this fails to stop the bullying, more serious actions may have to be taken.

**Health and Safety Policy**

Linguasport considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Linguasport has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows Linguasport’s Health and Safety Policy and is responsible for:

* Maintaining a safe environment
* Taking reasonable care for the health and safety of themselves and others attending Linguasport
* Reporting all accidents and incidents which have caused injury or damage or may do so in the future
* Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

* Linguasport‘s designated health and safety officer is Caroline Edge. All staff receive information on health and safety matters, and receive training where necessary
* Staff understand and follow health and safety procedures
* Resources are provided to meet Linguasport ‘s health and safety responsibilities
* All accidents, incidents and dangerous occurrences are properly reported and recorded.
* All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

Linguasport’s manager is responsible for ensuring that at each session:

* Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
* The premises are used by and solely available to Linguasport during opening hours
* All Linguasport ‘s equipment is safely and securely stored
* A working telephone is available on the premises at all times
* Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
* External pathways are cleared in severe weather

Security

Children are not allowed to leave Linguasport’s premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Club sessions all external doors are kept locked, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

**Missing Child Procedure**

At Linguasport we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts.

If a child cannot be located, the following steps will be taken:

* All staff will be informed that the child is missing.
* Staff will conduct a thorough search of the premises and surrounding area.
* After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
* Staff will continue to search for the child whilst waiting for the police and parents to arrive.
* We will maintain as normal a routine as possible for the rest of the children at Linguasport.
* The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

#### Risk Assessment Policy

Linguasport uses its risk assessment systems to ensure that it is a safe and secure place for children and staff.

In line with current health and safety legislation and the EYFS Safeguarding and Welfare Requirements 2014, Linguasport will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

* whenever there is any change to equipment or resources
* when there is any change to Linguasport’s premises
* when the particular needs of a child necessitates this

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to Linguasport’s policies or procedures as a result of the risk assessment, the manager will update the relevant documents and inform all staff.

##### **Daily checks**

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

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

**Smoking, Alcohol and Drugs**

Smoking

Smoking is not permitted anywhere on the premises of Linguasport, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

Alcohol

Anyone who arrives at Linguasport clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

Staff must not bring alcohol onto Linguasport’s premises.

Drugs

Anyone who arrives at linguasport clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

**Staff Behaviour Policy**

Linguasport expects all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Club staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Club staff also have a responsibility to maintain their reputation and the reputation of Linguasport, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for Linguasport and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending Linguasport (children, parents/carers and visitors) courteously and with respect.

Swearing and abusive behaviour are not tolerated from anyone at Linguasport. If any member of staff exhibits such behaviour they will be subject to Linguasport ‘s disciplinary procedures.

Dress code

Whilst working at Linguasport staff will need to help to set up and pack away the setting and potentially engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Confidentiality and social media

Staff must not pass on any information about children attending Linguasport, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at Linguasport, the press, etc.)

Posting any material relating to Linguasport or its users on social media sites (unless expressly permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

Use of mobile phones and cameras

Personal mobile phones belonging to members of staff are only to be used during breaks, and in emergency situations.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Camp Director or Assistant.

Under no circumstances may staff use their personal mobile phones to take photographs or videos during working hours.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on Linguasport’s premises, including the outside areas.

Staff are not permitted to bring alcohol or illegal drugs onto Linguasport’s premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately.

Any prescribed medication needed by a staff member whilst at Linguasport, must be stored safely in the office out of reach and sight of the children attending Linguasport.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

* Child abuse
* Failing to comply with health and safety requirements
* Physical violence
* Ignoring a direct instruction given by the manager
* Persistent bullying, sexual or racial harassment
* Being unfit for work through alcohol or illegal drug use
* Theft, fraud or falsification of documents
* Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made.