



Policies and Procedures

March 2021

Our ethos

The ethos of The Tribe Youth Group is to offer a safe, accessible place for young people in east Leeds aged 4 -16 the chance to discover themselves in an innovative, safe and social environment.

We offer opportunities to develop skills and confidence in our weekly programme through life skills and empower the young people to develop as individuals and enjoy new challenges through volunteering and social action whilst making a positive contribution to the community.

The group is supported by adults, but is a place where young people design their own programme and activities whilst developing a sense of community and participation and creating future leaders.

Being an inclusive youth group

It doesn't matter what our activity is, arts & crafts, games, sports, life skills, the I am Me project, or our other games and activities, our safe and supportive inclusive sessions are a great way for all children and young people to have fun, make friends and flourish.

Our delivery team are all Enhanced DBS checked and have up-to-date safeguarding accreditations and first aid qualifications so you know your children are in good hands.

We welcome children and young people with a wide range of differences and are ratios allow us to offer excellent levels of support to encourage participants to take part in a wide range of experiences to the best of their ability – whatever level that is.

Administering Medication Policy

The Tribe Youth Group (the Tribe) will only administer medication that has been prescribed by a medical professional. The Tribe will however administer paracetamol for young people that have allergies or hay fever. If a child has a severe allergy that potentially excludes them from participating fully during the session, the Tribe may ask the parent to provide medical documentation from a qualified and medically trained professional supported by their GP to ensure the Tribe are able to minimise the risk as far as reasonably possible to protect the child/ren in their care.

All medication must be in its original packaging or have the pharmacist's label clearly displayed. Medication will never be given without the prior written request of the parent, which will include frequency, dosage, any potential side effects, and any other pertinent information. If a child has medication which they are reliant upon and therefore must be with them at all times, such as an Epi Pen, failure to bring such medication to session will result in the Tribe not being able to admit the child. Those young people on long term medication will need a new medication form to be filled out at the start of each holiday.

Site Co-ordinators/Deputy Site Co-ordinators, One to One workers and First Aid trained Play workers are designated to administer medication or witness self-administration for each individual child concerned. Site Co-ordinators and Deputy Site Co-ordinators will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded on a **Medication Form**, which is then signed by the parent.
- A new medication form is filled out for each holiday the child attends. Forms cannot be carried over from a previous holiday.
- The medication is properly labelled and safely stored during the session. It should be in its original container with the pharmaceutical label that includes the child's name, the date, the type of medicine and the dosage.
- Another Play worker acts as a witness to ensure that the correct dosage is given.
- Parents sign the **Medication Form** to acknowledge that the medication has been given.

Wherever possible, young people who are prescribed medication should receive their doses at home. If it is necessary for medication to be administered at the Tribe Youth Group (the Tribe), it will be stored in a secure location or refrigerated in the kitchen where young people do not have access. Please note the Tribe will only give recently prescribed medication that is in date.

If, for any reason, a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the session Co-ordinator and the child's parent will be notified, and the incident recorded on the Medication Record.

Where young people carry their own medication (such as asthma pumps or insulin), the Tribe recommends that the medication can be stored by session until it is required. This is to minimise possible loss of medication and to ensure the safety of other young people. Inhalers should always be labelled with the child's name. The Tribe ensures that staff have received training in administering auto-injectors for anaphylaxis (e.g. EpiPen). If a child needs medication requiring specialist knowledge or training, only trained staff may administer the medication. If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the **Medication Form** – a new form must be completed.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Anti-Bullying Policy

The Tribe Youth Group (the Tribe) is committed to providing an environment for young people that is safe, welcoming and free from bullying (the persistent behaviour by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group). Bullying can be: Emotional, Physical, Racist, Verbal, Psychological, Sexual or Cyber (e.g. text messages). Bullying of any form is unacceptable at the Tribe.

- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against 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.
- **Psychological:** Behaviour likely to instil a sense of fear or anxiety in another person.

The Tribe recognises that legitimate Play-behaviour may include many of these facets, but when one or more parties becomes targeted on a frequent and recurrent basis, the experience of those affected can be extremely negative. Despite all efforts to prevent it, bullying behaviour may occur on rare occasions and the Tribe will respond to all incidents thoroughly and sensitively.

Strategy:

- Site Co-ordinators will use young people's meeting to discuss behaviour, what is appropriate and how young people can get help if they need it.
- Play workers will inform their Site Co-ordinator if they witness an incident of bullying at the Tribe.
- Young people will be encouraged to report any incidents of alleged bullying immediately and will be reassured that what they say will be taken seriously and handled sensitively.
- If a child or Play worker tells someone they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell. This may be done by taking the child out of the play space.
- The Site Co-ordinator will always ask the alleged bully to explain their side and take into account their response when deciding whether bullying has occurred. This may be done by taking the child out of the play space.
- If it is decided that bullying behaviour has occurred then in most cases, the behaviour can be addressed by using the strategies in the Tribe's 'Behaviour Management' Policy. The alleged bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other child/young people involved.
- The Tribe will inform the parent of all young people involved in the alleged bullying on the day of the incident. The Tribe will take their lead from the young people. If they are visibly distressed or ask to speak to their parent, a phone call will be made.
- All young people involved in any bullying incident will be offered support. The Tribe may contact the Childcare and Playwork Advisor to enquire about local support groups. These will be passed on to the young people and their parents will be informed of this action.
- Where bullying behaviour persists, the alleged bully's parents will receive a written warning that the child must stop this behaviour.
- If bullying continues, the alleged bully's parents will receive a final written warning that suspension or exclusion will occur from all the Tribe sites if the behaviour does not stop.

- As a final option, if bullying still continues the alleged bully will be excluded from attending the session for a set period of time as decided by the session Co-ordinator.
- After the incident has been dealt with Play workers will monitor the young people involved to ensure further problems do not occur.
- If the child who has been bullied, or the alleged bully or their parents have any issues concerning the way the incident had been dealt with, they should contact the session Co-ordinator immediately.
- Play workers are kept informed of incidents as they occur via group supervisions.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Arrivals and Departures Policy

The Tribe Youth Group (the Tribe) will give a warm and friendly welcome to all young people and ensure that they depart safely at the end of each session.

Arrivals

On arrival, a member of staff will record the child's attendance on the daily register, including the time of registration and who will be picking up the child at the end of the session. If the child/ren have not attended session before, a Play worker will give the child/ren a tour of the site.

The adult collecting the child that day will be recorded on the register. The child's Annual Registration form will also be checked to ensure that this person is authorised to collect. If they are not, the parent will need to add them to their Annual Registration form. Parents must inform the Site Co-ordinator about any medical needs or pre-existing injuries.

Departures

Parents are required to report to the Site Co-ordinator at the main reception door when they arrive to collect. No adult other than those named on the registration form with legal parental responsibility will be allowed to leave Tribe Youth Group with a child, unless a Site Co-ordinator has been informed of a change of circumstance. In the event that someone else should arrive without prior knowledge, a Site Co-ordinator will telephone the parent to confirm collection. Site Co-ordinators are unable to release a child to someone unknown.

If the child is to be collected by someone other than the parent, this must be indicated to a Site Coordinator at the start of the session and will be recorded on the register. Only adults and young people aged 16 years and over, will be authorised to collect young people. Young people aged 11 and over may, with written permission from a parent, leave the site independently and/or escort their sibling home at the end of the session.

Young people aged under 11 may only arrive and depart the site independently if, after a discussion between the session Co-ordinator and Parent, it is deemed safe to do so. Parents giving permission for their child to leave site independently must understand that once the child leaves the site, the Tribe can no longer accept any responsibility for the child. The Tribe will not agree to allow a child to leave independently should it believe that this would present an un-acceptable risk to the child.

If the parent or designated adult is going to be late in picking up their child they must call to inform the Site Co-ordinator of their site at the earliest opportunity. If the site is not informed, then the provisions of the 'Uncollected Young people' policy will be activated. A late fee of 50 pence per minute will be charged for collection after the end of a session regardless of whether the Site Co-ordinator has already been informed.

Parents under the Influence

If a Play worker has good reason to suspect that a parent is under the influence of illegal drugs or alcohol when they drop off or collect their child, they have a duty to inform the Tribe designated Child Protection Officer, according to the provisions of the Safeguarding policy, will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Play workers will make all possible efforts to ensure that young people are not allowed to travel in a vehicle driven by someone under the influence of illegal drugs. Where an illegal act such as this is suspected, the following procedure will apply:

- The Site Co-ordinator will immediately assign a Play worker to contact the session Co-ordinator to explain the situation.
- The Site Co-ordinator will make every effort to delay the parent leaving the site until the session Co-ordinator arrives.
- If the Site Co-ordinator is unable to prevent the parent from leaving the site and sees them driving away, the Police must be called immediately.
- Once the session Co-ordinator arrives at the site, they will explain to the parent why they have been prevented from leaving and that they cannot allow the parent to drive their child in their current state.
- The session Co-ordinator will support the parent in finding another method of transportation home including calling a family member or a taxi.
- If the parent becomes hostile or insists they are fit to drive the Police will be called.
- The session Co-ordinator will ensure that the incident is documented and Social Care informed.

Absences

If a child is going to be absent from a session, parents should contact the Tribe via the site phones in advance. If a child is absent without explanation, the Site Co-ordinator will contact the parents to try to ascertain the reasons behind this, following the First Day Call Procedure.

First Day Call Procedure

To ensure the ongoing safety of the young people attending the Tribe Site Co-ordinators will always call the parents if we are expecting their young people at session but they do not turn up. The Site Co-ordinators will:

- Complete and check the registers promptly
- Listen to absence calls asap
- Highlight young people on the register that are absent with no explanation
- Complete a double check that young people highlighted as absent are not at session and parents have neglected to inform a Site Co-ordinator.
- Start first day calling for young people absent without explanation at 11am (Playschemes), Site Co-ordinators will call everyone on the contact list until they get an answer, leaving messages if there is a voicemail option and sending a text message if all else fails
- Call the contact list at least twice
- By this stage, we expect to have had a reply.
- If no response has been received by 12pm the session Co-ordinator must be notified and the situation explained that you have been unable to make contact with the parents of an absent child.

Regular absences from the Tribe could be an early sign and/or symptom that a child or family may be encountering difficulties and might need support from the relevant statutory agencies. The Tribe and its staff will always try to discover the causes of prolonged and unexplained absences in order to safeguard young people. If a child is absent from the Tribe then a 100% cancellation fee applies (this applies to sessions cancelled after the close of advanced bookings, exceptional circumstances put into writing will be considered by the session Co-ordinator. See 'Bookings' Policy)

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
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Baby Sitting Policy

In line with current Safeguarding recommendations, it is the policy of Tribe Youth Group (the Tribe) that Play workers are not able to babysit for the Tribe young people or their families away from the setting or outside of session hours. Exceptions will be made for prior babysitting arrangements made before a Play worker started at the Tribe and Play workers that are family members of the Tribe young people. In these incidents, the Play worker must inform the session Co-ordinator in writing by email.

The Tribe adopt this policy:

- To safeguard the staff working within the session or Playschemes, to reduce the risk of conflict of interest and potential allegations.
- To safeguard the confidentiality of our young people, colleagues and other parents/carers using the session or Playschemes.
- To ensure that there is no conflict in our Play workers working hours or compromise within the setting.
- To ensure that there is no compromise in the care of the child.
- To ensure parent/carer relationships are kept professional and supportive.

The Tribe cannot take any responsibility for the health and safety of your child in their own home whilst being cared for by a member of the session team, and are unable to offer recommendations for babysitters.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
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Behaviour Management Policy

The Tribe Youth Group (the Tribe) recognises the importance of positive and effective behaviour management strategies in promoting young people's welfare, learning and enjoyment.

The aims of our Behaviour Management policy are to help young people to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other young people and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Positive Behaviour

The Tribe appreciates the demand on Play workers and young people during sessions and session or Playschemes.

Strategy

We aim to encourage appropriate behaviour through:

- Praise for specific behaviour.
- Talking to young people with the courtesy and respect that we expect of them.
- Negotiating rules between young people and Play workers during each session as necessary.
- Role-modelling of positive behaviour by Play workers.

Fostering Positive Behaviour

During session or Playschemes, meetings are held:

- To introduce everybody.
- To inform young people who they can go to if they have any questions or issues.
- To discuss ideas and problems, encouraging young people to take responsibility for their own behaviour and the well-being of the group.

Child - Play worker Relationship

- Play workers are expected to provide a caring, co-operative and safe environment, respecting the young people and other Play workers.
- Young people are expected to respect and co-operate with the Play workers and other young people.

Behaviour Management Strategies

The Tribe staff will manage behaviour according to clear, consistent and positive strategies. Parents are encouraged to contribute to these strategies by raising any concerns or suggestions. Behaviour Management in the Tribe will be structured around the following principles:

- Staff and young people will work together to establish a clear set of 'ground rules' governing all behaviour in the Tribe. These will be periodically reviewed so that new young people have a say in how the rules of the session operate. Parents are welcome to discuss with Play workers the session Ground Rules to encourage unity and consistency
- The session boundaries will apply equally to all young people, staff and parents.
- Positive behaviour will be reinforced with praise and encouragement.
- Challenging behaviour will be addressed in a calm but assertive manner. In the first instance, Play workers will try to re-direct young people's energies by offering them alternative and positive options. Play workers will be open in stating and explaining non-negotiable issues.

- When dealing with challenging behaviour, Play workers will always communicate in a clear, calm and positive manner. For those young people who need support in order to behave in an appropriate manner, the Tribe will investigate strategies and offer consistent care whilst at the session or session or Playschemes.
- Staff and parents will make every effort to set a positive example to young people by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where young people and adults respect and value one another.
- Play workers and parents will avoid shouting whilst at the Tribe.
- Play workers will facilitate regular and open discussions with young people about their behaviour. This will help young people to understand the inappropriate aspects of their behaviour and enable young people to have their say and be helped to think through the causes and effects of their actions.
- Play workers will work as a team by discussing incidents and resolving to act collectively and consistently.
- Site Co-ordinators will endeavour to discuss concerns confidentially with parents at the earliest possible opportunity, in an attempt to help identify the causes of inappropriate behaviour and share strategies for dealing with it.
- Young people who experience bullying, racism or other unacceptable behaviour will be actively encouraged to speak to a member of the session team.
- Play workers will encourage and facilitate mediation between young people to try to resolve conflicts by discussion and negotiation.

Dealing with Inappropriate Behaviour

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

- **'Disengaged'** behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.
- **'Disruptive'** behaviour describes behaviour which prevents other young people from enjoying themselves. Play workers will collectively discuss incidents and agree on the best way to deal with them.
- **'Unacceptable'** behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When an incident of inappropriate behaviour occurs, staff will listen to the child or young people concerned and hear their reasons for their actions. Staff will then explain to the child or young people what was unacceptable about their behaviour and that such actions have consequences for both themselves and for other people.

Staff will make every attempt to ensure that young people understand what is being said to them. Young people will always be given the opportunity to make amends for their behaviour and, if appropriate, be able to re-join the activity.

Consideration will be given to the child or young person's individual needs. Every effort will be made to communicate in the most appropriate manner in order to assist in an improvement in behaviours. Young people who need help in order to behave in an appropriate manner will be given support and consistent strategies to address the matter. Play workers will seek appropriate training in order to reflect upon the triggers and effects for some young people who find some aspects of the play environment stressful.

Parents will be informed of inappropriate behaviour when picking up their child. The parent will be informed of the incident, how it was dealt with, and how the child responded.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the 'Suspensions and Exclusions' procedures (below). At all times, young people will have explained to them the potential consequences of their actions.

It is recognised that an incident of unacceptable behaviour is a stressful situation for staff and young people alike. However, staff will be aware that there is also a need to be mindful of confidentiality and will only discuss such incidents on a 'benefit to know' basis. Where causes of incidents suggest possible abuse, child protection procedures will be followed.

The Use of Physical Interventions

Physical intervention may be recognised as part of an individual's 'Care Plan' and training will be sought. Play workers will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others, or to prevent serious damage to property.

Before reaching this stage, Play workers will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or young people concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or young people at all times, so that the Play worker can explain what they are doing and why they are doing it. Play workers will avoid the use of physical interventions if they are alone with the child or young people. Only the minimum force necessary to prevent injury or damage should be applied, for example, diverting a child by leading them away by a hand or an arm around their shoulders.

Play workers will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told, or when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or young people to regain self-control. The force of the physical intervention will be always appropriate to the age, size and strength of the child or young people involved.

If Play workers are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Site Co-ordinator first, and then the session Co-ordinator or, in extreme cases, the police.

Where a Play worker has had to intervene physically to restrain a child, the session Co-ordinator will be notified and the incident logged. The incident will be discussed with the parents at the earliest possible opportunity. If a Play worker commits any act of violence or abuse towards a child, parent or other member of the session team at the Tribe, the Tribe Play worker Disciplinary Procedures and Safeguarding Policy will be followed.

Behaviour Management

Play worker Training in Behaviour Management

Opportunities for Play workers to attend training on Behaviour Management are offered as part of the Group Supervision meetings, wherever possible designed to meet the specific needs of the Play workers and the young people attending the Tribe.

Informing and Consulting Parents

Should an incident of inappropriate behaviour occur, the child's parents will be informed. The parent will be informed about the incident, how it was dealt with and how the child responded. On request, a copy of the incident form is given to the parent and a copy kept by the Tribe.

Open communication and co-operation between Play workers and parents

Should regular incidents of inappropriate behaviour occur, the parent and the child will be asked to attend a meeting to discuss the behaviours and how they could be rectified. Outcomes of the meeting will be discussed with the Play workers and any actions put into place.

Behaviour Management plans, including risk assessments

The Tribe will risk assess behaviour wherever necessary and beneficial to do so.

Suspensions and Exclusions of Young people

Persistent unacceptable behaviour from a child will result in the following:

Formal warning

Play workers will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Young people will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoiding repeat incidents. Details of all warnings, suspensions and exclusions will be recorded and kept on the child's records. Each warning should be discussed with the child concerned and their parents, and wherever possible, agreements made that are fair and reasonable to the situation.

Such agreements can include removal of privileges e.g. participation in certain activities/off-site trips. Any agreements should reflect the circumstances and be appropriate to the individual concerned, as this can afford the child opportunity to display positive behaviour whilst serving as a motivator to reinforce such. Play workers will be made aware of any warnings given to a child, and the implications of any agreements made. The Tribe has the right to temporarily suspend; this includes informing a parent their child must be collected immediately, or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Suspension

Only in the event of an extremely serious or dangerous incident will a child be suspended from the Tribe with immediate effect. In such circumstances, the child's parents will be contacted and may be asked to collect their child, even if the child normally signs themselves out. Young people may not be allowed to leave the premises until a parent arrives to collect them.

After an immediate suspension has taken place, the session Co-ordinator will arrange a meeting with the child concerned and their parents to discuss the incident and decide if/when it will be possible for them to return to the Tribe.

Suspensions should be consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration is given to the child's age and maturity. Any other relevant information about the child and their situation will also be considered. If appropriate, help and advice will be sought from concerned professionals in order to plan for the child's return. Every effort will be made in order to support all and strategies will be put in place to promote a positive outcome. This may include seeking funding.

Co-ordinators should always keep parents informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No Co-ordinator may impose a suspension from the Tribe without prior discussion with the session Co-ordinator. Co-ordinators will consult the session Co-ordinator as early as possible if they believe that a child's behaviour may warrant suspension or exclusion.

When a suspension is over and before a child is allowed to return to the Tribe, there will be a discussion between Co-ordinators, the child and their parents, setting out the conditions of their return.

Parents may discuss the possibility of a refund with the session Co-ordinator and a decision will be made on whether this is appropriate.

Exclusion

In an extreme situation whereby all strategies and other attempts to address persistent unacceptable behaviour have been unsuccessful, the Tribe has the right to permanently exclude a child. This right will only be exercised where absolutely necessary, but will be done so whereby the duty of care provided to other young people and users of the Tribe is unduly compromised by irresolvable unacceptable behaviour.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Young people Settling In Policy

All young people are unique and the amount of time that a child takes to settle into Tribe Youth Group (the Tribe) can vary enormously. Therefore, young people will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Young people new to the session will be greeted in a warm and friendly manner. They will be introduced to all the Play workers and told about any other regular visitors to the session or Playschemes. Young people will be informed about the session or Playschemes routines and the programme of activities.

They will be shown around the session and told where they can and cannot go. The session boundaries and routine of the day will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and shown the locations of fire exits, according to the provisions of the 'Fire safety and fire risk assessment'.

Parents are offered the opportunity to stay with their child if this helps them to settle. On their first day, young people will be introduced to the other young people at the session or Playschemes. The child will then be encouraged to get to know the other young people and settle into the group. Reception aged young people will be assigned a Key-Person who will ensure that the child feels included in play and activities and that their needs are being met. Please refer to the EYFS Policy for more details.

All Play workers will supervise new young people to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences. Play workers will enquire how a child is feeling, what activities they enjoy and if they are unhappy about anything; the Play workers will also encourage young people to contribute during morning and afternoon meetings.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents at the earliest opportunity. Likewise, if a parent feels that there is a problem during the settling in period, they should raise this with the Site Co-ordinators.

Site Co-ordinators will always be available to discuss any concerns or other issues with parents regarding their child and their attendance at the session or Playschemes. If parents wish to meet with the session Co-ordinator, they should make an appointment to come in for a chat.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
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Young people's Rights Policy

At Tribe Youth Group we recognise and actively promote that every child does matter and all young people have rights; with these rights comes responsibilities.

Articles 1 – 40

The rights and responsibilities of the United Nations Convention on the Rights of a Child

Article 1

Everyone under the age of 18 years of age has all the rights stated in the UN Convention on the Rights of the Child.

Rights	Responsibilities	Relevant Policies
Article 2 The convention applies to everyone, whatever their race, religion, abilities, whatever they think, say, whatever type of family they come from.	Everyone has the responsibility to treat others how they wish to be treated with respect, without criticism, or abuse.	Equal Opportunities, Anti Bullying Policies
Article 3 All organisations concerned with young people should work towards what is best for each child.	Everyone has the responsibility to work with the organisation and to support one another.	Safeguarding, Early Years Foundation Stage, Play Policies
Article 4 Governments should take all necessary steps to make these rights available to all young people.	Everyone has the responsibility to learn and understand and respect these rights.	Admissions Policy
Article 5 Governments should respect the rights and responsibilities of families to direct and guide their young people so that, as they grow, they learn to use their rights properly.	Everyone has the responsibility to learn and understand and respect these rights.	Early Years Foundation Stage, Equal Opportunities Policies
Article 6 All young people have the right to life. Governments should ensure that young people survive and develop healthily.	Everyone has the responsibility to be kept safe and to have their basic needs met.	Safeguarding, Sick Young people and Accidents, Inclusion Policies
Article 7 All young people have the right to a legally registered name, and nationality. Also the right to know and as far as possible to be cared for by their parents.	Everyone has the responsibility to recognise people by their name and to respect their cultural differences.	Admissions Policy
Article 8 Governments should respect young people's rights to a name, a nationality and family ties.	Everyone has the responsibility to recognise people by their name and to respect their cultural differences.	Equal Opportunities and Admission Policies

<p>Article 9</p> <p>Young people should not be separated from their parents unless it is for their own good. For example, if a parent is mistreating or neglecting a child. Young people whose parents have separated have the right to stay in contact with both parents, unless they might hurt the child</p>	<p>Everyone has the responsibility to love and care for others.</p>	<p>Admissions and Safeguarding Policies</p>
<p>Article 10</p> <p>Families who live in different countries should be allowed to move between these countries so that parents and young people can stay in contact, or get back together as a family</p>	<p>Everyone has the responsibility to respect their cultural differences</p>	<p>Equal Opportunities Policy</p>
<p>Article 11</p> <p>Governments should take steps to stop young people being taken out of the country illegally</p>	<p>Everyone has the responsibility to keep one another safe</p>	<p>Equal Opportunities Policy</p>
<p>Article 12</p> <p>Young people have the right to say what they think should happen, when adults are making decisions that affect them and to have their opinions taken into account</p>	<p>Everyone has the responsibility to be listened to and heard loud and clear so that the needs, wishes and feelings of young people are understood and acted upon</p>	<p>Involving and Consulting Young people, Safeguarding, Equal Opportunities Policies</p>
<p>Article 13</p> <p>Young people have the right to get and to share information, as long as the information is not damaging to them or to others</p>	<p>Everyone has the responsibility to only write the truth about others and for that information be made available</p>	<p>Early Years Foundation Stage and Confidentiality Policies</p>
<p>Article 14</p> <p>Young people have the right to think and believe what they want, and to practise their religion, as long as they are not stopping other people from enjoying their rights. Parents should guide their young people on these matters</p>	<p>Everyone has the responsibility to respect individuals and their religious differences</p>	<p>Equal Opportunities and Involving and Consulting Young people Policies</p>
<p>Article 15</p> <p>Young people have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights</p>	<p>Everyone has the responsibility to respect. Everyone has the responsibility to keep one another safe and to respect cultural differences etc. each other's choices</p>	<p>Equal Opportunities and Involving and Consulting Young people Policies</p>

<p>Article 16</p> <p>Young people have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes</p>		<p>Safeguarding, Anti Bullying, Equal Opportunities and Confidentiality Policies</p>
<p>Article 17</p> <p>Young people have the right to reliable information from the mass media. Television, radio and newspapers should provide information that young people can understand, and should not promote materials that could harm young people</p>	<p>Everyone has the responsibility to make sure that TV, radio, films, music, newspapers and magazines that are available are not offensive to each other</p>	<p>Involving and Consulting Young people and Safeguarding Policies</p>
<p>Article 18</p> <p>Both parents share responsibility for bringing up their young people, and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work</p>	<p>Everyone has the right to see both parents who help to decide what is best</p>	<p>Admissions Policy</p>
<p>Article 19</p> <p>Governments should ensure that young people are properly cared for, and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them</p>	<p>Everyone has the responsibility to keep each other safe and to tell a responsible adult if they or they believe somebody is being hurt by an adult</p>	<p>Safeguarding Policy</p>
<p>Article 20</p> <p>Young people who cannot be looked after by their own family must be looked after properly, by people who respect their religion, culture and language</p>	<p>Everyone has the responsibility to respect cultural differences</p>	<p>Equal Opportunities Policy</p>
<p>Article 21</p> <p>When young people are adopted the first concern must be what is best for them. The same rules should apply whether the young people are adopted in the country where they were born, or if they are taken to live in another country</p>	<p>Everyone has the responsibility to respect cultural differences</p>	<p>Equal Opportunities Policy</p>

Article 22 Young people who come into a country as refugees should have the same rights as young people born in that country	Everyone has the responsibility to respect their cultural differences	Equal Opportunities Policy
Article 23 Young people who have any kind of disability should have special care and support, so that they can lead full and independent lives	Everyone has the responsibility to respect others for their differences	Equal Opportunities and Admissions Policies
Article 24 Young people have the right to good quality health care, to clean water, nutritious food, and a clean environment so that they will stay healthy. Rich countries should help poor countries achieve this	Everyone has the responsibility to help others get clean water, basic health care and to prevent others from starving	Health and Safety, Administering Medication, Healthy Eating Policies
Article 25 Young people who are looked after by the local authority, rather than their parents should have their situation reviewed regularly	Everyone has the responsibility to be listened to and heard loud and clear so that the needs, wishes and feelings of young people are understood and acted upon	Involving and Consulting Young people Policy
Article 26 The government should provide extra money for the young people of families in need	Everyone has the responsibility to spend money wisely	Admissions and Fees Policy
Article 27 Young people have a right to a standard of living that is good enough to meet their physical and mental needs. The government should help families who cannot afford to provide this	Everyone has the responsibility to make sure all young people have a standard of living that meets their basic needs	Safeguarding Policy
Article 28 All young people and young people have a right to primary education, which should be free. Wealthy countries should help poorer countries to achieve this. Discipline in schools should respect young people's human dignity. Young people should be encouraged to reach the highest level of education they are capable of	Everyone has the responsibility to encourage and develop one another	Early Years Foundation Stage, Behaviour Management, Play Policies

Article 29 Education should develop each child's personality and talents to the full. It should encourage young people to respect their parents, and their own and other cultures	Everyone has the responsibility to encourage and develop	Equal Opportunities, Early Years Foundation Stage Policies
Article 30 Young people have a right to learn and use language and customs of their families, whether these are shared by the majority of people in the country or not	Everyone has the responsibility to encourage and respect the development of other languages and customs	Equal Opportunities Policy
Article 31 All young people have the right to relax and play, and to join in a wide range of activities	Everyone has the responsibility to play how they want to, when they want to and with whom they want	Play Policy
Article 32 The government should protect young people from work that is dangerous, or might harm their health or education	Everyone has the responsibility to keep one another safe from harm	Health and Safety, Play worker Employment and Recruitment Policies
Article 33 The government should provide ways of protecting young people from dangerous drugs	Everyone has the responsibility to protect each other from using dangerous drugs	Smoking Drugs and Alcohol, Safeguarding Policies
Article 34 The government should protect young people from sexual abuse	Everyone has the responsibility to keep all young people safe from abuse	Safeguarding, Play worker Employment and Recruitment Policies
Article 35 The government should make sure young people are not abducted or sold	Everyone has the responsibility to keep all young people safe from harm	Safeguarding, Play worker Employment and Recruitment Policies
Article 36 Young people should be protected from activities that could harm their development	Everyone has the responsibility to keep all young people safe from harm	Health and Safety, Risk Assessment, Play Policies
Article 37 Young people who break the law should not be treated cruelly. They should not be put in prison with adults and should be able to keep contact with their parents	Everyone has the responsibility to be kept safe from harm and have their needs met	Safeguarding Policy
Article 38 Governments should not allow young people under 15 to join the army	Everyone has the responsibility to be kept safe from harm	Safeguarding Policy

Article 39 Young people who have been neglected or abused should receive special help to restore their self-respect	Everyone has the responsibility to be kept safe from harm, and to love and care for others	Safeguarding, Inclusion Policies
Article 40 Young people who are accused of breaking the law should receive legal help. Prison sentences for young people should only be used for the most serious offences	Everyone has the responsibility to listen to one another and have their needs met	

At Tribe Youth Group we recognise that every day matters for every child

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Complaints Policy

Tribe Youth Group (the Tribe) is committed to providing a safe, stimulating, consistent and accessible service to young people, their parents, and to our staff. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know of any concerns so that we can put them right and learn from our mistakes.

This policy constitutes the Tribe Youth Group formal Complaints Procedure. Under normal circumstances, the session Co-ordinator will be responsible for managing complaints and communicating with the Manager of Childcare Services. If a complaint is made against the session Co-ordinator, the Manager of Childcare Services will conduct the investigation. All complaints made will be recorded in detail and stored.

Stage One

If a child, parent or staff member has a complaint about some aspect of the Tribe Youth Group activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by speaking to the Site Co-ordinator and/or to the session Co-ordinator. As outlined in the 'Partnership with Parents Policy', the Tribe is committed to regular and open dialogue with parents, and the session welcomes all comments on its services, regardless of whether they are positive or negative.

The Tribe also requests feedback from parents and young people via regular evaluations and questionnaires. In the first instance, young people, parents or staff are encouraged to speak directly to the Site Co-ordinator, if deemed appropriate. Alternatively, the session Co-ordinator should be approached, who will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation. All complaints will be logged so that issues can be reviewed as part of the Tribe's commitment to maintain best practice.

Stage Two

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, the child, parents or staff should put their complaint in writing to the session Co-ordinator. Relevant names, dates, evidence and any other important information on the nature of the complaint should be included.

The Tribe will acknowledge receipt of the complaint as soon as possible – within three to seven working days. The matter will be fully investigated within 28 working days. If there is any delay, the Tribe will advise the child, parents or staff member of this and offer an explanation. The session Co-ordinator will be responsible for sending a full and formal response to the complainant.

If the complaint has Child Protection implications, the Tribe Designated Child Protection Officers will be informed and will ensure that the local Social Care department is contacted, according to the procedure set out in the 'Safeguarding' Policy. If any party involved in the complaint has good reason to believe that a criminal offence has been committed, then the police will be contacted.

The session Co-ordinator may arrange to meet the child, parent or staff member concerned and any other relevant individuals, such as members of staff, to discuss the complaint and the Tribe Youth Group response to it. The session Co-ordinator will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

Either party may need to consider consulting an external mediator who is acceptable to both parties and will offer support and advice. Any mediator must ensure discussions are kept confidential.

A formal response to the complaint will be sent to the child, parent or staff member concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the Tribe's policies or procedures emerging from the investigation.

If, at the conclusion of this process, the child, parents or staff member remain dissatisfied with the response they have received, the original complaint along with the Tribe's response will be passed to the manager who will adjudicate the case. A formal record of all meetings will be taken and made available for those concerned should they wish to see them. The Manager will communicate a detailed response, including any actions to be taken to both the session Co-ordinator and the parents concerned within 15 – 28 working days.

At any stage if the child, parent or staff member is dissatisfied with the response or concerned about young people's welfare they can make a complaint to Ofsted

Making a Complaint to Ofsted

Any child, parent or staff member can, at any time, submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received that are in breach of the relevant statutory requirements.

Ofsted Address:

Royal Exchange Building St Ann's Square Manchester
M2 7LA
0300 123 1231

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Confidentiality Policy

Tribe Youth Group (the Tribe) respects the privacy of young people, parents and Play workers, while ensuring we provide high quality care and play opportunities in our setting. We recognise the importance of maintaining up-to-date policies and procedures necessary to operate safely and efficiently in accordance with the law. Therefore, it is important that the information we hold about the young people that attend the Tribe is accurate and regularly updated.

We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their young people. The Tribe meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. Our only justification to interfere with this 'right' is where we believe that a child may be at risk of significant harm or to prevent a crime or disorder.

Data protection: records maintained by the Tribe about young people

The Tribe is aware of its obligations with regard to the storing and sharing of information and is committed to complying with the regulations and guidance. The Tribe is committed to a policy of openness with parents with regard to its policies and procedures and the information that the Tribe holds on their child.

The Tribe meets the requirements of the General Data Protection Regulation with regard to the information kept about young people and their families. Information is collected through means of the Annual Registration and Booking Forms, medical forms, and through continued interactions with parents. Other records about young people include correspondence concerning the child or family; reports or minutes from meetings concerning the child from other agencies; an on-going record of relevant contact with parents; observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters, incident and accident logs; medical forms; care plans; and behaviour plans. Users are responsible for communicating changes of information. The information we hold is required to support the Tribe in the high quality care of your young people. The information we collect is only accessed as necessary by the Tribe staff and is stored on protected computers; a hard copy for those young people attending the current session kept in a lockable filing cabinet onsite while the session is in operation, and is secured in the Tribe Office when the session is not in operation.

The Tribe will not collect or retain more data than is necessary. We have regard to the common law duty of confidentiality and only share information with other professionals or agencies on a 'benefit to know' basis, with consent from parents, or without their consent in specified circumstances relating to the safeguarding of young people.

Records maintained about the Tribe Play workers

An up to date record is kept of all the Play workers who work at the Tribe, including: application forms and references, evidence of Disclosure and Barring Service checks disclosure number/date and subscription to the Update Service, right to work in the UK evidence; copies of certificates of relevant training and qualifications; emergency contact numbers; up to date name; address; telephone number; employment details and wages information; any other information (such as Personal Development Plans) during their time spent working at the Tribe.

Other records maintained by the Tribe

- A comprehensive set of policies and procedures are maintained as required by the Statutory Framework for the Early Years Foundation Stage and/or Childcare Register (Compulsory or Voluntary) that are reviewed when appropriate
- A Self Evaluation Form completed and contributed to by all Play workers
- Sign in Sheets and the daily attendance registers
- Records of the play activities implemented by the Tribe including off-site visits and outings
- Records of any medication being held by the Tribe on behalf of young people, along with the signed Medication Form
- Records of signed Emergency Medical Treatment Forms, giving parental authorisation for Play workers to consent to emergency treatment for young people (in accordance with the 'Administering Medication' policy)
- Provider Complaints Log completed by the session Co-ordinator and details of any complaints
- An Inventory Record of equipment owned or used by the Tribe
- Any Insurance certificates and information
- Fire Drill and Lockdown Log
- Risk assessments and daily Health and Safety checks including toilet and kitchen checks

Retention periods for records pertaining to young people and Play workers

Name of record	Retention period	Authority
Young people's records – including registers, Annual Registrations and Booking Forms, care plans, EYFS development files, etc.	A reasonable period of time after the young people has left the provision. The Tribe have decided this to be 3 years which corresponds with the Ofsted inspection cycle.	Requirement of the Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)
Young people's records – including medication records, accident/incident records and safeguarding files.	Until the young people reaches 24 years of age. With exception to the Safeguarding files which is until a child reaches the age of 25.	Recommendation of the Limitation Act 1980 which states an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event are postponed until a child reaches 18 years of age.
Play worker personnel records – personnel files and training records (including disciplinary records and working time records) DBS check. Wages records (including overtime, bonuses and expenses). Staff accident records	6 years after causal work has ceased. 3 years after the date the record was made. Or 40 years after the date of the record if the accident involves substances hazardous to health.	Recommended by Chartered Institute of Personnel and Development. Taxes Management Act 1970 The Control of Substances Hazardous to Health Regulations 2002

Accounting records – including records of parent payments	6 years from the end of the financial year	Companies Act 2006
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Information Sharing concerning Child Protection Issues

There are times when we are required to share information about a child or their family. These are when:

- There are concerns a child is or may be suffering significant harm.
- There are concerns about ‘serious harm to adults’ (such as domestic violence or other matters affecting the welfare of parents).

We explain to families about our duty to share information for the above reasons.

Where we have concerns, we would normally gain consent from families to share these. This does not have to be in writing, but a written record will be made that verbal consent has been given.

We do not seek consent from parents to share information where we believe that a child, or a vulnerable adult, may be endangered by seeking to gain consent. For example, where we have cause to believe a parent may try to cover up abuse, threaten a child or the parent is the alleged abuser.

Where we take a decision to share information without consent it is recorded in the child’s file and the reason clearly stated.

Where evidence to support our concerns is not clear we may seek advice from the local Social Care agency or the NSPCC.

We only share relevant information that is accurate, factual, non-judgemental and up to date.

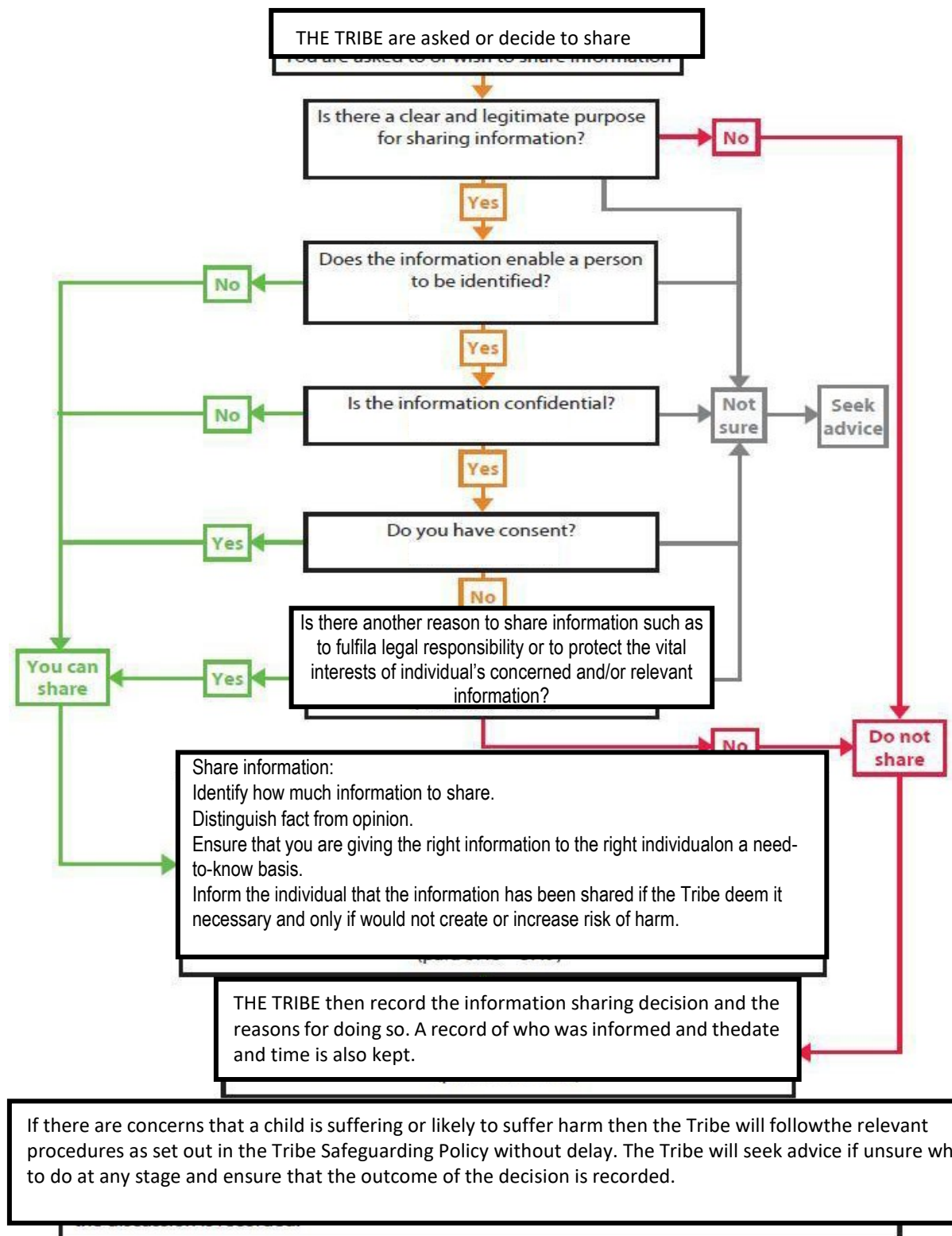
What Information will be shared?

When taking decisions about what information to share, the Safeguarding Designated Person will consider how much information they need to release and the impact of disclosing such information, ensuring that it is proportionate to the need and level of risk.

Only information that is relevant to the purposes will be shared with those who need it. Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is made to share, reasons should be cited including what information has been shared and to whom. If the decision is made not to share, the Designated Person will record the reasons for this decision and discuss them with the person requesting the information.

The Tribe use the following flowchart when making decisions about when and how we will share information

Flowchart of key questions for information sharing



Information Sharing Concerning a Child's Development

The Tribe is committed to the development of the young people attending the session or Playschemes. With the introduction of the Early Years Foundation Stage (EYFS) and a higher emphasis on providing high quality care through partnership and collaboration, we will be observing the development of EYFS young people during their time at session or Playschemes. With the permission of parents we will be sharing this, as necessary, with other services that may be involved in the care of your young people such as the school the child attends.

The Tribe is also committed to working with young people with additional needs. To achieve this, the Tribe, with parental permission, will gather and share information between services such as schools, local 'Inclusion Teams', Health Care professionals and other outside agencies. The information will be used to provide consistency of care and offer support suited to a child's needs.

Notification of Changes to Ofsted

The Tribe recognises its responsibilities in keeping young people, parents, Play workers and Ofsted informed of any changes to the running or management of the Tribe that will directly affect them. Wherever possible, if changes are to be made, affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the Tribe will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Tribe to inform Ofsted at the earliest possible opportunity:

- Any change in Management or appointed person and people living on the premises.
- Any significant change to the premises.
- Any allegation of abuse by a Play worker or volunteer, or any abuse which is alleged to have taken place on the premises.
- Change of the Tribe name or address.
- Safeguarding concerns that have occurred on a the Tribe site
- Any other significant events.

Other records

Issues to do with the Tribe casual workers, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Access to personal records

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

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the session Co-ordinator.
- The session Co-ordinator will inform the Manager of Childcare Services and the Tribe of Cambridge Data Protection Office of the request and will send a written acknowledgement.
- The Tribe will provide access to requested records within the legal timeframe once the file has been prepared by the session Co-ordinator.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on the file.
- 'Third parties' include all family members who may be referred to in the records.
- 'Third parties' also includes workers from any other agency, including Social Care, the Health Authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.

- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken as a record.
- The session Co-ordinator will go through the file and remove any information that a third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the Tribe, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents who are then invited into the Childcare Office to discuss the contents. The file will never be given to the parent, but should be shared by the session Co-ordinator, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the Tribe or another (third party) agency. Support from the Tribes' Childcare and Play worker Advisor would also be sought.
- All the undertakings above are subject to the paramount commitment of the Tribe Youth Group, which is to the safety and well-being of the child. Please see also the Tribes' policy on 'Safeguarding' and 'Child Protection Whistleblowing'.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Food Preparation and Serving Policy

The Tribe Youth Group (the Tribe) prepares food and drinks for the young people at morning and afternoon snack times. Regular cooking and food preparation activities are also undertaken with the young people. The Tribe does not serve lunch to the young people and parents are asked to supply a packed lunch. The procedures used for food preparation and serving are laid out in the 'Food Hazard Analysis and Critical Control Plan' below.

It is a legal requirement for childcare settings providing food to carry out an assessment of the risks involved in food preparation. The Tribe follows the 'Safer Food, Better Business' document issued by the Food Standards Agency. The Food Information Regulation has introduced a requirement that food businesses must provide information about the allergenic ingredients used in the food we provide. The Tribe conforms to this legislation and information can be found on the parent noticeboard.

The Food Hygiene (England) Regulations 2006 state that:

- All operations are carried out in a hygienic way.
- All food safety hazards are identified and effectively controlled, by:
- Analysing the identified food safety hazards.
- Deciding which hazards are critical to food safety (i.e. critical points).
- Identifying and implementing effective hazard controls.
- Monitoring procedures at the critical points.
- Reviewing the above periodically and when necessary.

The above processes aim to help to prevent problems rather than reacting to them after they have happened.

Food Hazard Analysis and Critical Control Plan (HACCP)

At the Tribe Youth Group (the Tribe), we minimise risk generally by operating under the following principles:

- No raw meats are used at session or Playschemes. A separate risk assessment will be conducted in rare instances when they are used.
- At least one Play worker per setting (and usually many more Play workers) has had appropriate food preparation training e.g. CIEH Basic Food Hygiene Level 2 Certificate. Trained Play workers will supervise all food activities that take place during session or Playschemes.
- Only Play workers with a Level 2 Qualification on Food Hygiene will prepare snack.
- Staff are made aware at induction and during training that any sickness involving vomiting or diarrhoea must be reported and that they should refrain from handling food until 48 hours after symptoms.
- Packed lunches are provided by parents so are not covered by our procedures. However it is stated on our website that we do not have sufficient fridge space to store packed lunches so parents are encouraged to put an ice pack in packed lunch boxes. An information leaflet is offered to parents offering guidance about the preparation of packed lunches.
- The session Co-ordinator and/or Deputy session Co-ordinator monitor weekly that the steps below are being followed.

The five critical control points (CCPs) below detail the hazards present at each stage of the food preparation process and the controls that are put in place to minimise the risks present to an acceptable level. The critical control limits have been underlined.

CCP 1 – PURCHASE AND DELIVERY OF FOODS

Hazards:

- The supplier of food purchased may sell poor quality food.
- The 'use by' and 'best before' dates may not be current.
- Once purchased high risk foods may not be delivered using appropriate storage conditions.

Controls:

- Food is purchased from reputable well known suppliers e.g. Sainsbury's, Waitrose, Co-op and Tesco.
- Where ever possible foods are delivered by the supplier in refrigerated vans.
- **Chilled/frozen food purchased at the suppliers by session is delivered to the session site within 1 hour and stored immediately in an on-site fridge/freezer.**
- Cool bags can be used in our cars, whenever possible to transport foods.
- All 'use by' and 'best before' dates are checked when food is unpacked on site.
- Details of food purchased are kept as a record of their origin in the 'Food Purchase Record' wallet in the Safer Food folder on site.
- The condition of food delivered is recorded on the 'Food Delivery Record' in the Safer Food folder on site. If food is delivered in an unacceptable condition then this is logged and the food is either disposed of or returned to the supplier.
- **Refrigerated deliveries above 8C will be rejected.**

CCP 2 – RECEIPT AND STORAGE OF FOOD

Hazards:

- Growth of bacteria during period from receipt to storage.
- Chilled and frozen foods not stored at required temperatures.
- Food stored during or between session or Playschemes may be contaminated or 'use by' or 'best before' dates may have expired.
- Contamination from pests, chemicals, storage areas, surfaces and food packaging.

Controls:

- All stored food must be suitably packaged, covered or wrapped in a clean, designated area that is off the floor and away from cleaning chemicals.
- **All chilled foods must be stored in the fridge within 15 minutes of delivery.**
- All frozen foods must be stored in the freezer. The Tribe very rarely purchases frozen foods.
- **Fridge temperatures must be checked daily to ensure they are between 2-5°C. If freezers are in use, temperatures must be below -18 degrees C.** This information is recorded on the 'Fridge Temperature Record' in the Safer Food folder on site.
- 'Use by' and 'best before' dates are checked before food is prepared.
- 'Use by' and 'best before' dates are checked weekly during the Easter and summer session or Playschemes.
- **Food that is spoiled or past its 'use by' date is disposed of. Food past its best before date will be checked to see if it is suitable to be served. Eggs will never be used after the 'best before' date has expired. If food is disposed of for any of these reasons then it will be recorded in the diary section of the Safer Food folder.**
- Hard cheese to be purchased in small blocks to avoid being used over a long period of time.
- Prepared foods are stored above unprepared and high risk foods in the fridge.
- Low risk food (dry food) stored between sessions or Playschemes in our equipment stores is placed in sealed containers and stored in a dry area.

- Fresh eggs are stored in the egg boxes they are packed in. All eggs purchased must be lion branded. All surfaces used when using raw eggs must be cleaned with anti-bacterial spray and hands washed immediately after use.
- Stock is rotated so older stock is used first.
- Food storage areas and surfaces are cleaned daily with antibacterial spray in accordance with their instructions and a disposable cloth.
- Dirty food packaging is disposed of immediately.
- Cleaning chemicals are stored away from food preparation areas.
- Daily checks are carried out in which any evidence of pest infestations are looked for. If evidence is discovered then this is immediately reported to the site coordinator who will put measures in place to solve the problem (this may include disposing of potentially contaminated food). If the problem cannot be solved in this manner then the relevant contact person within the school will be contacted. Temporary measures will be put in place to ensure that food prepared will be safe to eat whilst the infestation is dealt with.

CCP 3 – PREPARATION OF READY-TO-EAT FOOD

Hazards:

- Cross contamination between high risk foods and ready-to-eat foods.
- Physical materials getting into food posing a risk of contamination and choking.
- Spread of bacteria from the person preparing food to the food.
- Spread of bacteria from surfaces and equipment to the food.
- Contamination due to storage and use of chemicals in food preparation areas.
- Growth of bacteria/toxins in food during preparation time.
- Cooked food that has not been heated adequately so as to kill most bacteria.

Controls:

- Low risk foods are mainly used at the Tribe.
- Food preparation and cooking activities are supervised by a competent Play worker, where possible with appropriate food safety training.
- All reasonable personal hygiene controls must be taken. These include the following procedures:
 - Hands and nails are washed thoroughly before food is prepared and hand-wash reminder posters are displayed. Young people wash their hands before eating or taking part in cooking activities.
 - When preparing food, hands are washed after any action that poses a risk of cross contamination. Examples include going to the toilet, touching raw meat, poultry or eggs, emptying bins, cleaning, touching a cut or changing a dressing, cleaning up accidents (vomiting or diarrhoea), and wiping or blowing a nose.
 - Due to space limitations at some sites, hands will be washed in the same sink that is used for washing up and cleaning fruit and vegetables. All items must be removed from the sink before washing hands. Taps should be turned off using a paper hand towel.
 - Hands are dried using disposable hand towels.
 - Avoid touching face, nose, or hair whilst handling food.
 - Avoid coughing and sneezing over food.
 - Tie up long hair when preparing food.
 - Those wearing nail polish or with skin conditions should wear sterile gloves when handling food.
 - Cuts and sores should be completely covered with a waterproof dressing, ideally a brightly coloured one.
 - Remove watches and jewellery when preparing food.
 - Make sure clothes are clean. Ideally wear an apron when preparing food.

- **Nobody is to prepare food if they have or have had diarrhoea and/or vomiting until they have had no symptoms for 48 hours.**
- Bins are kept covered.
- All cooking equipment is cleaned and disinfected after use and stored appropriately.
- Food contact surfaces are kept clean by using antibacterial sprays.
- Food-use only aprons are worn by young people taking part in cooking activities.
- Chopping boards are not colour coded as raw meats are not used. High risk foods (including unwashed fruit and vegetables) are never prepared on chopping boards before ready-to-eat foods.
- Disposable cloths only are used for food related cleaning. These are disposed of after use.
- Food is only taken out of storage when ready for use.
- During food preparation, high-risk foods should be kept out at room temperature for no more than 90 minutes.
- All fruit and vegetables are washed thoroughly or peeled before use.
- Snacks left at room temperature are eaten within 4 hours of being prepared or disposed of.
- Food waste is disposed of in the bins provided and removed from the building at the end of the day.
- No frozen foods are generally used or thawed at session or Playschemes. A separate risk assessment will be conducted in instances when they are used.
- Cleaning chemicals are stored away from food preparation areas and not used in food preparation areas whilst food is being prepared.
- Food that is suspected to have come into contact with cleaning chemicals is disposed of.

CCP 4 – HEATING AND COOKING OF FOOD

Hazards:

- Inadequate cooking time leading to growth of bacteria.

Controls:

- **All cooked food to be cooked quickly to a minimum temperature of 75 degrees that is achieved for a minimum of 30 seconds using a calibrated temperature probe.**
- The Tribe do not re-heat food or serve re-heated food to the young people that attend.

CCP 5 – SERVING OF FOOD AND EATING TIMES

Hazards:

- Spread of bacteria or other harmful substances from eating areas to food.
- Growth of bacteria on prepared food that has been left at room temperature.
- Allergic reactions to food substances.
- Young people and adults can choke on small pieces of food.

Controls:

- Food contact surfaces are kept clean by using antibacterial sprays.
- Snacks left at room temperature are eaten within 4 hours of being prepared or disposed of.
- Parents are requested to inform session of any special dietary needs or any allergies that their child may suffer from on the annual registration form which is completed annually. This information is displayed in the kitchen area on site and must be checked before any food preparation or cooking activities take place.
- If a child/ren's allergy is severe the Tribe may ask the parent to provide medical documentation from a medically trained professional supported by their GP to ensure the Tribe are able to minimise the risk as far as reasonably possible to protect the child/ren.
- Young people are made aware of the allergens present in the snacks available.

- Parents are made aware that all the Tribe settings are nut-free sites. If a child is observed to have nuts in their packed lunch then their parent will be spoken to.
- First aider present on site to deal with any incidents of choking. Staff supervising snack and lunch times to be aware of possibility of young people choking.

CCP 6 – PREPARING FOOD WITH THE YOUNG PEOPLE

Hazards:

- Young people spreading harmful bacteria onto the food.
- Accidents such as cuts and burns.

Controls:

- A trained member of staff to supervise all food preparation activities.
- Young people to wash hands before starting food preparation as well as after any activity that poses a risk of cross-contamination. Young people will be spoken to about hygiene before the start of the activity.
- When mixing food, take care that spoons (and fingers) are not licked until afterwards.
- Any activity involving use of hot appliances such as kettles, ovens, toasters, and hobs should be closely supervised. Young people will be spoken to about the risks involved of using such equipment and if necessary, equipment will be moved so that it is out of reach.
- Young people will be demonstrated safe use of knives and only given chopping activities that they are safely able to manage. Use of knives will be supervised appropriately. Knives will be washed separately from other equipment.

The effectiveness of the HACCP will be monitored daily by the site co-ordinator and weekly by either the session Co-ordinator or Deputy session Co-ordinator. This will involve checking that all paperwork demonstrates that the HACCP is being followed as well as an inspection of the food preparation area to check that it meets the desired standard of cleanliness. Any deviations from the HACCP will be logged and corrective actions immediately taken.

Advertising the allergens in our snacks

On the parent noticeboard and in the Safer Food folder we display information about which allergens are present in our most common snacks.

At snack times, we will present information to the young people about which allergens are present in the snacks available.

Should a parent, child or staff member wish to make a complaint about the food served at the Tribe they may do so by contacting the session Co-ordinator.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Disclosure and Baring Service (DBS) Policy

The Tribe Youth Group (the Tribe) recognises that the safety of young people and youngpeople is paramount and our work practice reflects a safer recruitment approach. The Tribe is committed to implementing the Disclosure and Barring Services (DBS) procedures and arrangements.

The Tribe require all staff to hold an Enhanced DBS Certificate (previously an Enhanced CRB Certificate). An enhanced certificate involves an extra level of check with local police force records in addition to checks with the Police National Computer and the government department lists held by the Department for Young people, Schools and Families and Department of Health, where appropriate.

When recruiting Play workers, applicants will be asked to state any convictions on their application form. Those invited to attend an interview will be advised that relevant criminal convictions will be discussed in order to assess job related risks. When Play workers are offered a position at the Tribe, subject to satisfactory references, they will be asked to complete a DBS form and bring the relevant ID with them to be verified by the Tribe. Prior to their first Playwork shift, Play workers will be expected to provide a valid DBS certificate.

The Tribe will pay for a Play workers first DBS certificate. If the first or subsequent DBS certificates reveal any convictions the Play worker will be invited to attend a meeting to discuss the offence. Having a criminal record will not necessarily bar applicants from working at the Tribe. This will be dependent on the nature, circumstances and background of the offence, and the time since the conviction occurred. However, failure to reveal information directly relevant to the position could lead to a withdrawal of any offer for that position. The Tribe has a legal obligation not to utilise any individual in a childcare role who has been legally barred from working with young people.

All Play workers will be required to register with the DBS Update Service at a cost of £13 to themselves. The DBS Update Service is a service that allows applicants keep their DBS certificate up to date online; it also allows employers to check a certificate online to ensure there has been no changes to a Play workers DBS status. This will allow Play workers to take responsibility for keeping their criminal record certificate up to date and transfer it from role to role.

The Tribe, with the individuals consent, will carry out online checks prior to each Play worker being offered work on a particular holiday. The Tribe will be checking that the criminal records check is up to date, and that no new information has been recorded since the individual has last been checked.

If a Play worker has failed to maintain their registration with the DBS (and the Tribe cannot ascertain their current status via the update service) the system will highlight that a new DBS check is required, whereby the onus will be on the Play worker to pay for and complete this.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Early Years Foundation Stage (EYFS) Policy

The EYFS replaced the Curriculum Guidance for the Foundation Stage, Birth to Three Matters Framework and the National Standards for Under 8's Day care and Child-minding (including Out of School Care). The Tribe Youth Group (the Tribe) acknowledges that all settings working with young people aged from birth to the end of the Reception year (the year in which the child turns five) work alongside the EYFS, and therefore ensure that staff are aware of it.

EYFS at the Tribe

EYFS young people will be identified once they register and book onto session or Playschemes. At this point the parents of the child will be contacted via email and asked to fill in an 'All About Me' form and provide a photo.

Play workers at the Tribe will use the information on the 'All About Me' as a starting point to assist the child in settling into session or Playschemes. Prior to the start of session the session Assistant will contact the school of EYFS young people to gain information about the young people's development. This information will be used to support the young people once onsite. EYFS young people will then be assigned a Key Person and this information will be shared with the parents.

Role of the Key Person

The Tribe recognise that for our youngest young people, session can be a daunting place. Young people thrive from secure relationships and as such this is what we aim to provide in the role of the Key Person. A Key Person is a named Play worker with responsibilities for a small group of young people. The Key Person responds sensitively to young people's feelings and behaviours and supports the emotional needs by giving reassurance.

On an EYFS child first day, their Key Person will meet them and give them a tour of the session site. They will help the child to settle into the session routine and check they are ok throughout the day. The session keeps a record of observations focusing on what the child likes to do and areas they find more challenging. This enables the Play workers to better get to know the young people and support their play needs.

The Tribe will facilitate the play principles, giving young people the opportunity to experience a wide variety of play types. While the young people are in their EYFS year, the Play workers will observe their play, noting down achievements or identifying areas of support. Observations will identify next steps to support the young people in their development and will be shared with parents. The Tribe understands the casual nature of attendance at a session or Playschemes. As such each holiday an EYFS child attends Play workers will use observations from the previous holiday as a starting point. Parents will be encouraged to share in their child's developments during term time through discussion with the session and Site Co-ordinators.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Equal Opportunities Policy

Tribe Youth Group (the Tribe) is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment promoting British Values, free from discrimination, for everyone in our community.

The Tribe's equal opportunities procedures aim to help everyone involved in the Tribe to counteract and eliminate both direct and indirect discrimination in decision-making, employment practices and service provision, to ensure that our services strive to achieve equality of opportunity for all. The Tribe aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The Tribe will endeavour to challenge any offensive behaviour, language or attitudes with regard to any of the "Protected Characteristics" (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief (including lack of belief), Sex and Sexual Orientation) as outlined by the Equality Act 2010 and associated legislation.

The Tribe recognises that achieving the objectives of our equal opportunities policy relies on the active involvement of parents, as set out in the 'Partnership with Parents' policy. As such, the Tribe will both welcome and encourage parents to become involved in the Tribe, and to comment on the effectiveness of its policies and procedures.

Equal Opportunities Procedures

To create an environment that is welcoming to all and free from discrimination, the Tribe will:

- Ensure that its services are open and available to all parents/students of the Tribe and then after priority booking is closed ensure young people in the local community have equal access on a first come first served basis.
- Ensure that issues regarding any of the Protected Characteristics do not inhibit a child from appropriately accessing the Tribe's services
- Treat all young people and their parents with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and the Tribes programme of activities.
- Help all young people to celebrate and express their cultural and religious identity by providing a widerange of appropriate resources and activities.
- Ensure that the Tribe's recruitment policies and procedures reflect the procedures set out by the Tribe and are open, fair and non-discriminatory.
- Ensure that all members of Playwork staff are aware of, and understand, the Equal Opportunities policy as it relates to all aspects of their work.
- Encourage and support Play workers to act as positive role models to young people by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the provisions set out in the Staff Disciplinary Procedures, the Behaviour Management and Dealing with Harassment policies.
- Treat seriously any Play workers found to be acting, or who have been acting, in a discriminatory way, according to the provisions of the Staff Disciplinary Procedures.
- Work to fulfil all the legal requirements of the Equality Act 2010.
- The group will designate an Equal Opportunities Co-ordinator (ENCO) and ensure appropriate training is undertaken for the role. The ENCO is responsible for ensuring that the Equal

Opportunities policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

- Play workers receive appropriate training.
- The Equal Opportunities policy is consistent with current legislation and guidance.
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All of the Tribe's policies and procedures will be kept under review to ensure they do not operate in a discriminatory manner or in any way against its commitment to equal opportunities.

Dealing with Harassment Policy

Tribe Youth Group (the Tribe) is committed to promoting fairness towards all Play workers, students, volunteers, young people and parents. We fully and wholeheartedly adhere to both the spirit and detail of the Equality Act 2010 and associated legislation, which outlaw discrimination against anyone on grounds of the protected characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief (including lack of belief), Sex and Sexual Orientation.

Preventing Harassment and Discrimination

Proactive steps can be taken to prevent harassment and discrimination, and the Tribe believes that this is more effective than tackling a situation once it has already occurred. Therefore, alongside the procedures outlined later in this policy to deal with incidents of harassment and discrimination including perceptive or associated discrimination, the Tribe will:

- Ensure that all young people are valued, irrespective of Protected Characteristics.
- Encourage individuals to treat each other with respect, regardless of Protected Characteristics.
- Acknowledge the existence of discriminatory harassment in society and take steps to promote harmonious relations in our community.
- Promote good relations within the Tribe and in the wider community.
- Ensure that different needs are met, understood and communicated to all individuals involved in the Tribe.

Examples of Harassment and Discrimination

Harassment and discrimination can manifest itself in a variety of ways, some overt and others much less so. Some examples of unacceptable behaviour include:

- The use of patronising words or actions towards an individual or group– including for example name-calling, racial or homophobic jokes and insults.
- Threats made against a person or group of people because of any protected characteristic.
- Written abuse or the distribution of insulting or offensive literature.
- Physical assault or abuse against a person or group of people because of a Protected Characteristic.

Addressing Harassment and Discrimination

If a Play worker or a child becomes aware of an incident of harassment or discrimination occurring at the Tribe, they will be encouraged to report the incident to the session Co-ordinator/Site Co-ordinator. Any allegation made against a Play worker or a child will be investigated thoroughly and reported to Leeds Early Years' Service on a Prejudice-related incident report form.

Where appropriate, the individuals concerned will be involved in discussion about why such behaviour cannot be tolerated. The Tribe will make every effort to support all those involved in the incident and find ways to increase understanding. Each incident will be fully investigated and details will be recorded. In the case of young people, incidents will be reported to their parents and a course of action agreed upon to resolve the situation, in accordance with the provisions of the 'Behaviour Management' policy. However, if a solution cannot be found and the child continues to be abusive, then the Tribe may have to inform the child – and their parent – that they are no longer able to attend sessions at the Tribe, in accordance with the 'Behaviour Management' policy.

In the case of Play workers, provisions within the Staff Disciplinary Procedures policy will be activated and a record of the incident will be kept and made available to statutory authorities as appropriate.

The session Co-ordinator is responsible for ensuring that all incidents are handled both professionally and sensitively. All incidents will be kept confidential within the Tribe. In cases where the session Co-ordinator is involved in an allegation, the Manager of Childcare Services will handle the process regarding the incident.

In all cases, continued harassment or discrimination by any individual will result in exclusion from the Tribe, where all other efforts have failed to provide a satisfactory resolution.

The Tribe Youth Group as an Employer

As an employer, the Tribe is committed to ensuring that the workforce reflects the multicultural community that it serves. To this end, the Tribe will:

- When the need for advertising arises, the Tribe will advertise job vacancies in a variety of media sources and outlets and in a variety of places.
- Ensure that the Tribe's Human Resource procedures prohibit discrimination and harassment, and investigate any concerns when this is suspected of failing.
- Investigate any allegation of discrimination or harassment according to the provisions of the Staff Disciplinary Procedures and 'Behaviour Management' policies.
- Collect and monitor information about the ethnic background of the Playwork team and young people.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Young people with Special or Additional Needs Policy

The Tribe is aware that some young people have additional needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that young people are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

The Tribe is committed to the inclusion of all young people in its care. The Tribe believes that young people with Special and/or additional needs (SEN) have a right to play, learn and be able to develop to their full potential alongside other young people. Whenever possible, young people with Special and/or additional needs will have access to the same facilities, activities and play opportunities as their peers. This may require the assistance of a 1:1 Play worker¹ to support a child in accessing the setting.

Everybody stands to gain if all young people are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face. The policies, procedures and practices of the Tribe in relation to young people with Special or Additional needs are consistent with current legislation and guidance.

The Tribe believes that by identifying individual needs and taking proactive steps alongside parents and other professionals/agencies, most young people should be able to play a full, active and equal part in the Tribe's activities. However, the Tribe also understands that a session setting can be a very busy environment and as such we may not be able to cater for the needs of all young people. Upon finding out a child has a Special Need the Tribe will invite the parent in for a discussion about their child's needs and will take further information such as a EHCP and/or professional reports in order to gather as much information about the child's needs as possible.

The Tribe will also want to contact the school the child attends and other professionals involved in their care. If, after receiving such information, the Tribe are unclear whether they will be able to meet the needs of the child within the setting, an invite will be given to the parent and their child to attend a taster session. This session will allow the Tribe to get to know the child and observe how they respond to our setting. If the session goes well, the Tribe will make an application to the START Team for CAF funding. This funding stream supports the payment of a 1:1 worker.

Once the funding is in place and the Tribe has recruited a 1:1 worker the parents may book their child onto the session or Playschemes. However, if after the taster session and advice is sought from other professionals involved in the care of the child it is deemed that the Tribe cannot meet the child's care needs then the Tribe have the right to refuse a space.

¹ A 1:1 Play worker at the Tribe is a Play worker that receives on the job experience with SEN Young people as part of their training. A basic training is given to 1:1 workers by the Tribe, in the form of a general supervision session to give a basic understanding of SEN. Child specific information is then given to the 1:1 worker prior to them working together. A constant re-evaluation takes place of the child's needs and how the Tribe meets those needs.

During the care of a child with special needs or additional needs, the Tribe will continue to evaluate the care and play opportunities we provide for that child. If, after having taken proactive steps to integrate the child into session alongside advice from other childcare professionals, the Tribe decides that it is unable to reasonably make the adjustments necessary to meet a child's needs, then the Tribe have the right to refuse a place for that child in future holidays. The Tribe will not be able to accommodate an onsite booking for a child that has Special Needs, this is because time needs to be given to ensure the Tribe can meet the child's needs.

The Use of Physical Interventions

Physical intervention may be recognised as part of an individual's 'Care Plan' and if this is the case training will be sought. Play workers will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others, or to prevent serious damage to property.

Before reaching this stage, Play workers will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or young people concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or young people at all times, so that the Play worker can explain what they are doing and why they are doing it. Play workers will avoid the use of physical interventions if they are alone with the child or young people. Only the minimum force necessary to prevent injury or damage should be applied, for example, diverting a child by leading them away by a hand or an arm around their shoulders.

Play workers will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told, or when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or young people to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child or young people involved.

If Play workers are not confident about their ability to contain a particular situation or type of behaviour, the Site Co-ordinator will be called to assist first, and then the session Co-ordinator or, in extreme cases, the police.

Where a Play worker has had to intervene physically to restrain a child, the session Co-ordinator will be notified and the incident logged. The incident will be discussed with the parents at the earliest possible opportunity.

If a Play worker commits any act of violence or abuse towards a child, parent or other member of the session team at the Tribe, the Tribe Play worker Disciplinary Procedures and Safeguarding Policy will be followed.

SENCo (Special Educational Needs Coordinator)

The Tribe will designate a SENCo, who will manage provisions for young people with special educational needs and/or physical disabilities. The SENCo will be fully trained and experienced in the care and assessment of such young people. Advice and guidance will be sought from the Early Years Advisors. Play workers will assist the SENCo in caring for young people with additional needs and/or physical disabilities. The SENCo ensures that:

- Play workers are aware of legislation, regulations and other guidance on working with young people with additional needs and/or physical disabilities.
- Play workers who work with young people with Special Needs and/or additional needs have basic training.
- Monitoring and reviews of young people's progress is regular; involving parents, the session team, relevant representatives from statutory agencies and, if appropriate, the child themselves.
- Each child's specific needs are assessed and the Tribe's facilities, procedures, practices and activities are adapted as appropriate.
- Young people with Special Needs and/or additional needs are fully considered when planning activities.
- Liaison with parents about the needs of their young people and the plans and actions of the Tribe take place, as well as being the point of contact for parents.
- Liaison with other agencies takes place and seeking advice, support and training is sought for themselves and other Play workers as necessary.
- Play workers are supported to become more skilled and experienced in the care of young people with Special Needs and/or additional needs.
- All young people are treated with equal concern and respect and are encouraged to take part in all activities.
- Accurate observations of how the child or young person uses the play space are used to reflect on practice and improve access for all.
- The child or young person is fully consulted and independence is encouraged when possible. Consideration will always be given to the dignity and choice of the individual and where necessary Play workers will seek strategies to enable good communication at all times.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Fire Safety and Fire Risk Assessment Policy

Tribe Youth Group (the Tribe) complies with the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessment will be based on The Department of Communities and Local Government 6 step guide:

1. Identify potential fire hazards.
2. Decide who, in the event of a fire, might be in danger in the workplace or while trying to escape from it, and note their location.
3. Evaluate the risks arising from the hazards and decide whether existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks, e.g. by improving the fire precautions.
4. Record the findings and details of the action taken as a result and tell employees about the findings
5. Keep the assessment under review and revise it when necessary (at least once a year).
6. Nominating staff to check particular areas are clear (if safe to do so in the event of a real fire) and all young people evacuated safely.

The session Co-ordinator will be responsible for:

- Recording and sharing with colleagues: fire risk assessments, fire drills, incidents and actions identified.
- Ensuring all staff have access to training opportunities on fire procedures and firefighting equipment.
- Carrying out regular fire drills to allow all young people and adults to experience the evacuation process. Fire drills will be recorded and evaluated and different exit routes will be practiced.
- Contacting their local Fire and Rescue Service for further advice and guidance.

General Fire prevention precautions:

- Ensuring that power points are not overloaded with adaptors
- Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing) annually
- Ensuring that the Tribe 'Smoking, Alcohol and Drugs Policy' is observed
- Checking for frayed or trailing wires
- Checking that fuses are replaced safely
- Unplugging equipment before leaving the premises
- Storing any potentially flammable materials safely
- Fire drills take place once a week

Staff are made aware of the location of fire exits, the fire assembly point and where fire safety equipment is stored. Where possible, staff will be trained to use basic firefighting equipment such as extinguishers and fire blankets. In the event of a small fire, the priority is to raise the alarm and evacuate the building. Staff will only attempt to extinguish it if they or others are in no imminent danger. Young people will be made aware of the fire safety procedures during their settling in period and on regular occasions from then on. Young people will be made aware of the location of fire exits and fire assembly point. Fire doors and fire exits are clearly marked and never locked, are not obstructed at any times, and are easily opened from the inside. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance. The assembly point will be risk assessed and moved when appropriate.

In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called.

Young people will be escorted out of the building and to the assembly point using the nearest safe fire exit.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

A Site Co-ordinator will check the entire premises and the register and registration forms will be collected, providing that this does not put anyone at risk.

On exiting the building, a Site Co-ordinator will close all accessible doors and windows to prevent the spread of fire. The register will be taken and all young people and staff accounted for. If any person is missing from the register, the emergency services will be informed.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Health and Safety Policy

The Tribe Youth Group (the Tribe) takes the maintenance of Health and Safety extremely seriously as a matter of both legal and moral importance. The session Co-ordinator and Play workers will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The Tribe Youth Group aims to ensure the health, safety and welfare of all Play workers, young people, visitors and other individuals. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

It is vital to ensure that all Play workers and other persons who are affected by the Tribe's activities take health and safety matters seriously. Play workers who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures.

Site Co-ordinators are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant Health and Safety training when instructed to do so by the Co-ordinator.
- Maintain an environment that is safe and without risk to health.

The session Co-ordinator holds ultimate responsibility for ensuring that the Tribe operates in a safe and hazard free manner. The session Co-ordinator will ensure that adequate arrangements exist by arranging the following:

- The Tribe identifies the session Co-ordinator as the designated trained Health and Safety Officer who is guided and supported by the Health and Safety Division at the Tribe of Cambridge.
- Ensuring that Play workers both understand and accept their responsibilities in relation to health and safety procedures.
- Encouraging Play workers to undertake health and safety training.
- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources necessary to meet the Tribe's Health and Safety responsibilities.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Ofsted, where appropriate.
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Tribe's response, to enable corrective measures to be implemented.
- Information received on health and safety matters is made available to all Play workers.

Health and Safety Inspections and Risk Assessment

The identification, assessment and control of hazards within the Tribe are vital in reducing accidents and incidents. For further information refer to the risk assessment policy.

Daily safety checks are carried out, to ensure that the facilities are maintained in a suitable state of repair and decoration, Play workers will be vigilant of this constantly. Any action required as a result of a Health and Safety inspection is taken as rapidly as possible. An investigation is carried out on all accidents, incidents and dangerous occurrences.

Safety Policy

The Tribe uses premises that are safe, secure and adequately spacious for play and for young people to interact freely (a minimum of 2.3 square metres' space per child under 8 years of age). Play workers and any other authorised persons who are regular visitors to the Tribe will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times while on the Tribe premises.

The Tribe premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. The Tribe will strive to use premises that comply with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

There is adequate space for storing the Tribe equipment safely and securely when onsite so that Play workers and young people are protected when accessing toys and equipment. Under normal circumstances, Play workers will ensure that there is one toilet and one washbasin with hand soap and hot and cold water available for every 10 young people. The toilets at some of our sites are unisex and to ensure the safety of the young people whilst toileting Site Co-ordinators and Play workers regularly monitor these areas. The Tribe uses Young people's meeting to discuss appropriate and non-appropriate play spaces i.e. the toilets are inappropriate play spaces and sensitive safeguarding issues such as the NSPCC PANTS campaign.

If it is brought to a Play worker's attention that a child feels very uncomfortable toileting with other young people then this must be brought to the attention of the Site Co-ordinator so that other arrangements can be made. No child will be left unsupervised in the kitchen area.

Play workers will have access to a work telephone at the Tribe; however they will only be able to use their own telephone in break periods in a designated space away from the young people.

In the event of snow or ice on pathways onsite, Play workers will ensure that this is regularly cleared and kept safe.

All chemicals will be stored in an appropriate way that is inaccessible to young people. COSHH regulations will also be regarded.

Supervision

Young people are supervised appropriately according to the level of risk involved during play and activities. The ages and number of young people involved in a given activity is also taken into account. Play workers are deployed adequately to ensure general supervision at all times.

Site Security

Parents are encouraged to talk to their young people about the importance of remaining safe and not leaving the Tribe premises during the session. Site Co-ordinators will reinforce this at Young people's meeting through discussion about why it is important. All Play workers will observe and supervise the entrance and exit points when the session is in operation.

Visitors will be greeted on arrival and will be asked to sign the visitor's sheet and state the purpose of their visit. Visitors will not be left unsupervised with young people at the Tribe at any time. If an unexpected visitor has no suitable reason to be at the Tribe, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be contacted. A record will be made of any such incidents on an Incident Form, and the session Co-ordinator will be notified.

The session Co-ordinator (in consultation with Play workers and parents) will regularly review security procedures.

Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable. Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing). Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

Animals

No animal will be allowed on the premises without the prior knowledge (with the exception of disability assistance dogs) and permission of the session Co-ordinator. A visit from an animal must be prearranged and accompanied by a responsible handler.

Closing the Tribe Youth Group at short notice/in an emergency

In very exceptional circumstances, the Tribe may need to be closed at very short notice due to an unexpected event. Such incidents could include:

- Serious weather conditions
- Burst water pipes/heating system failure
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a Play worker or child
- Serious assault on a Play worker or child
- Serious accident or illness
- Chemical contamination.

In such circumstances, the session Co-ordinator and Play workers will ensure that all steps are taken to keep both the young people and themselves safe. All Play workers and young people will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents and the Manager of Childcare Services and to take the necessary actions in relation to the cause of the closure. All young people will be supervised until they are safely collected.

If after every attempt, parents cannot be contacted, the session will follow its 'Uncollected Child' procedure.

A child will never be left alone on the session premises.

If the registration is affected it is necessary to inform Ofsted of a closure.

Health

Play workers will make sure there is a regular supply of drinking water available to young people, especially in hot conditions.

Sun Protection

The session Co-ordinator and Play workers understand the dangers posed to young people and themselves by over exposure to the sun.

Parents are encouraged to provide sun cream for their young people, however, sun cream is also provided by the session and Play workers will encourage young people to use this. Young people will be encouraged to apply the sun cream independently, however if assistance is needed then it will be given by a Play worker.

When necessary, Play workers deemed may apply sun cream to young people who cannot do so for themselves. Young people will also be encouraged to wear a hat when playing outside in the sun and to take shade.

Play workers will encourage young people to drink water frequently in hot weather.

Trips and Outings

Additional safety measures will be implemented for trips and outings, please see our policy 'Trips, Outings and Visitors' for more details

Hygiene

The session Co-ordinator and all Play workers will be vigilant to any potential threats to good hygiene at the Tribe. To this end, a generally clean environment will be maintained at all time.

Toilets are checked regularly and cleaned daily there is a supply of soap and hand drying facilities for both Play workers and young people.

A First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to young people.

As such, First Aiders will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Play workers must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Play workers trained in food hygiene will oversee snack preparation; Play workers not trained in food hygiene may assist.
- Waste will be disposed of safely.
- Food storage facilities and equipment will be regularly and thoroughly cleaned after use.

- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.
- Additionally, Play workers will be aware of the provisions set out in the 'Cooking and Food Policy' when handling, preparing, cooking and serving food or drink at the Tribe.

Personal Hygiene

In all circumstances, Play workers will adhere to and ensure that young people carry out the same routines.

- Washing hands before and after handling food or drink.
- Washing hands after using the toilet.
- Covering cuts and abrasions while at the premises.
- Taking any other steps that are likely to minimise the spread of infections.
- Washing of hands prior to and following first aid.

Dealing with Spillages Bodily Waste and Fluids

The quantity of clinical waste disposed of by Tribe is below the minimum required amount as stated by the Government of 1 bag (2kg) per week therefore any clinical waste will be disposed of as detailed below. Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken out of the setting. Play workers will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Young people will be kept well clear while such substances are being dealt with.

The Tribe is committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Insurance

The Young people Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Tribe. Therefore the Tribe has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the Tribe, but Play workers will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Tribe is held responsible for any incident that may occur, public liability insurance will cover compensation.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Healthy Eating Policy

Tribe Youth Group (the Tribe) is committed to providing healthy, nutritious and tasty food and drink for young people during our sessions. Session will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary needs and religious/cultural preferences of the young people.

The Tribe Youth Group (the Tribe) follows the 'Safer Food, Better Business' document issued by the Food Standards Agency. The Food Information Regulation has introduced a requirement that food businesses must provide information about the allergenic ingredients used in the food we provide. The Tribe conforms to this legislation and information can be found on the parent noticeboard.

When preparing food and drink, Play workers have regard for the provisions of the Health and Safety policy. Wherever possible, Play workers undertake Food Hygiene training, and are appropriately inducted in food storage, preparation, as well as cooking food safety.

Parents are required to complete a registration form, including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences. If there is a severe allergy, the Tribe may ask the parent to provide medical documentation from a qualified and medically trained professional supported by the child's GP to ensure the Tribe are able to minimise the risk as far as reasonably possible to protect the child/ren in their care. Any child that requires medication which is specific to their allergies e.g. Epi Pen or Piriton will need to ensure the medication has a prescription label which details the date it was issued and has the child's name on it as per our Administering Medication Policy.

Healthy Eating

The Play workers at the Tribe will make every effort to promote healthy eating and will lead by example when providing daily snacks.

- The Tribe gives reference to the School's Food Trust Guidance when preparing food and planning menus.
- Play workers will discuss with young people the importance of a balanced diet where appropriate
- Young people will, wherever possible, be involved in the planning of menus.
- The Tribe will ensure that snack time incorporates plenty of fruit, low-fat and low-sugar foods.
- Snacks provided are suitable for vegetarians. Other snack options are available for those young people with special dietary requirements.
- Excessive amounts of fatty or sugary foods will be avoided
- The Tribe will provide a choice of healthy drinks.
- Fresh drinking water will be available.
- Particular dietary requirements will be met by embracing medical, cultural and religious needs.
- Young people are introduced to religious and cultural festivals and events through different foods and drink.
- Young people will eat food in a smoke free environment at all times.

Packed Lunches

- Healthy packed lunches are encouraged – information is available to parents upon request.
- The Tribe is not able to provide refrigeration-for or heating-of foods provided for young people's packed lunches.
- Due to the non-contact nature of nut allergies, the Tribe is a nut-free setting and insists that for the well-being of individuals in our care nuts are not included in packed lunches.
- The Tribe may challenge any perceived inadequacy or inappropriateness of packed provided for young people.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Intimate Care Policy

The Tribe works with young people who may have intimate care needs. As such our Play workers will be sensitive and respectful of young people's needs and dignity.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Young people's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Play workers who provide intimate care to young people have a high awareness of Safeguarding young people issues. Play workers behaviour is open to scrutiny and Play workers at the Tribe work in partnership with parents to provide continuity of care to young people/young people wherever possible.

The Tribe is committed to ensuring that all Play workers responsible for the intimate care of young people will undertake their duties in a professional manner at all times. The Tribe recognises that Play workers must treat all young people with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The Tribe Approach to Best Practice.

All young people who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Where necessary: Play workers will be trained in providing intimate care, Play workers will have regard for safeguarding young people. Apparatus will be provided to assist with young people who need special arrangements following assessment from physiotherapist/occupational therapist as required.

Play workers will be supported to adapt their practice in relation to the needs of individual young people taking into account developmental changes such as the onset of puberty and menstruation.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle young people will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Play workers will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. A risk assessment can address issues such as moving and handling, personal safety of the child and the Play worker.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many Play workers might need to be present when a child needs help with intimate care, however a minimum of two will be present to ensure both the child and Play workers are safeguarded.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of Play workers known to the child, and the child can choose who will provide the care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different Play workers.

A record of any intimate care given will be documented and the parent asked to sign it to acknowledge intimate care has been given.

Parents will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of young people and parents will be carefully considered alongside any possible constraints.

Each child/young person can rely upon session as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

The Protection of Young people

The Local Young people's Safeguarding Board - 'Recognising the Signs of Child Abuse' and the DFES 'What to Do If You Think a Child Is Being Abused' booklets will be accessible to Play workers and adhered to. Where appropriate, all young people will be taught personal safety skills carefully matched to their level of development and understanding.

If a Play worker has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they should report concerns to the session Co-ordinator and the young people's 'Safeguarding Policy' will be followed.

If a child becomes distressed or unhappy about being cared for by a particular Play worker, the matter will be looked into and outcomes recorded. Parents will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Play worker schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a Play worker, all necessary procedures will be followed, including following 'allegation against a member of Staff' which should include contacting LADO (Local Authority Designated Officer for Managing Allegations Against Those Working With Young people) contact 0113 37 89687

Dealing with Spillages Bodily Waste and Fluids

The quantity of clinical waste disposed of by the Tribe is below the minimum required amount of one bag per week (2kg) therefore any clinical waste will be disposed of as detailed below.

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken out of the setting. Play workers will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Young people will be kept well clear while such substances are being dealt with.

The Tribe is committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Involving and Consulting Young people Policy

The Tribe Youth Group (the Tribe) is committed to the principle of involving and consulting young people whenever decisions are made within the Tribe that affect them. The Tribe's commitment to involving and consulting young people stems from the 'listening to young people' provisions set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child. These state that: "A child's opinion should be taken into account in anything that affects them. Young people should have information disseminated in a way that enables them to make choices and decisions."

Participation is a right

The United Nations Convention on the Rights of the Child states that any child or young person has a right to express their views and have them given due weight in decisions affecting them, in accordance with their age and maturity. Participation is not a privilege and it does not have to be earned; rather, it values young people and young people as citizens in their own right. For young people, involvement and consultation helps them to develop new skills such as negotiating, sharing and understanding the perspectives of others. It helps them to understand how decisions are made, and recognises that their opinions are important.

There are multiple benefits of such an approach including a relationship with young people based on partnership, a more cohesive environment and activities and decisions that young people feel a sense of ownership over, that leads to an improved overall higher standard of behaviour. All young people that attend the Tribe will be listened to and consulted actively. This will take a number of forms, including:

- Listening to what they say in speech and other forms of communication
- Observing body language and behaviour
- Drama and role-play
- Through play and creative expression and the use of visual aids
- Via regular group based discussions and Q & A sessions
- Questionnaires and other regular feedback on activities
- Notice boards that display important information about activities at the Tribe
- Regular young people's meetings, between young people and staff, discussing the Tribe's activities and any other relevant topics.
- The use of the Tribe Youth Leaders who are young people from the group who lead the session and are the voice of the groups.

Age, maturity and the type of decision being made will determine the extent and nature of young people's involvement. The Tribe ensures that young people have the opportunity to make decisions and/or participate in the following areas:

- Choosing the type of snacks available and being involved with the preparation of snack
- Involved with choosing new toys / equipment/resources
- Choosing to play inside / outside when they want to
- Contribute to the planning of trips and excursions
- Involved with developing boundaries
- Assisting with designing publicity posters

Consultation and involvement will be regularly monitored and acted upon so that young people are able to see that their input has led to visible outcomes. The Tribe will also be clear about what decisions young people will be involved in an attempt to offer clear explanations if and when consultation and involvement is deemed inappropriate.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Lockdown Policy

The Tribe view a Lockdown procedure as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of young people and adults at session or Playschemes. It is the aim of the Tribe to minimise disruption to the environment whilst also ensuring the young people and Play workers are safe.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be

- A reported incident or disturbance in the local community (with the potential to pose a risk to anyone in the setting).
- An intruder onsite (with the potential to pose a risk to anyone in the setting).
- A warning being received regarding an environmental risk locally such as air pollution (smoke plume or gas cloud etc.)
- The close proximity of a dangerous animal

The Tribe's lockdown procedure is familiar to all Play workers and young people. It is discussed at the young people's meeting and the Play worker group supervision. It is also practiced regularly each holiday and recorded. It is hoped that through regular practice of lockdown procedures, young people are so well practiced that it reduces anxiety if it should become a real emergency.

There are two types of lockdown:

Partial Lockdown

A partial lockdown is a precaution aimed to keep young people and Play workers safe whilst remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to the young people and Play workers in the setting.

In a partial lockdown Play workers and young people should remain in the building and all doors leading outside should be locked. No one should be able to enter or leave the building; however, the setting can continue as normal.

During a partial lockdown:

1. The lockdown bell will be sounded.
2. Outside and inside activity to cease immediately.
3. Young people and Play workers must return to the building and move directly to the designated 'lockdown area'.
4. All external doors and windows are locked.
5. Registration and headcount is completed to ensure everyone is present and safe. A search will commence to find any young people unaccounted for.
6. Once everyone is accounted for and it is safe, free movement may be permitted within the building dependant on circumstances.
7. Seal up all the cracks around the doors and any vents into the room aiming to minimise any possible access points of pollutants.
8. Site Co-ordinators will inform Play workers and young people when it is safe to come out of lockdown.

Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of a full lockdown is for the setting and its rooms to appear empty.

Immediate action:

1. The lockdown bell will be sounded.
2. All young people and Play workers should return/stay in the building.
3. External doors should be locked.
4. Site Co-ordinators to ensure the site laptop is taken into the lockdown room.
5. Internal doors where possible should be locked.
6. Lock any windows, draw blinds, and cover internal door windows so an intruder cannot see in.
7. Play workers and young people to sit quietly out of site and where possible in a location that would protect them from harm such as gunfire.
8. Turn off lights, computers.
9. Turn mobile phones on silent so as not to give away your position.
10. Registration and headcount is completed to ensure everyone is present and safe.
11. A search will commence to find any young people unaccounted for.
12. Site Co-ordinators to call the police and inform them of the situation and if there are any persons not accounted for.
13. Play workers will endeavour to keep the young people and themselves calm.
14. Young people should not be released to parents during a lockdown and Play workers should not leave the premises unless instructed to do so.
15. Site Co-ordinators will inform Play workers and young people when it is safe to come out of lockdown and this will be decided on a case by case basis.

Parents will be notified that the Tribe is in lockdown as soon as it is practical to do so. This will be completed either via telephone or email communication dependant on the circumstances. If all the senior session team are on site communication with parents will be completed via telephone. Parents should not come to the setting during lockdown as this may put others and themselves in danger. The Tribe will notify parents when it is safe for them to come and collect their child/ren.

After a lockdown has taken place an email will be sent to the parents as soon as possible informing them of the context of lockdown. The Tribe senior management team will create a full record of the event. A review of any policies and procedures will take place to ensure they remain fit for purpose. The sessions-ordinator will notify Ofsted as soon as possible after the incident, but definitely within the required 14 day time period.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Missing Young people Policy

Tribe Youth Group (the Tribe) has the highest regard for the safety of the young people in our care. Play workers will always be extremely aware of the potential for young people to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore Play workers will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the 'Arrival and Departures' policy). If for any reason a Play worker cannot account for a child's whereabouts during a session at the Tribe, the following procedure will be activated:

- The session Co-ordinator and the rest of the Play worker team must be informed that the child is missing
- A thorough search of the entire premises will commence
- The Play workers will be careful not to create an atmosphere of panic and to ensure that the other young people remain safe and adequately supervised
- Play workers will conduct a search of the area surrounding the premises
- All Play workers will be extra vigilant to any potentially suspicious behaviour or persons in and around the Tribe
- If after 10 minutes of thorough searching the child is still missing, the session Co-ordinator will inform the police and then the child's parents
- While waiting for the police and the parents to arrive, searches for the child will continue. During this period, other Play workers will maintain as normal a routine as is possible for the rest of the young people at the Tribe Youth Group
- The session Co-ordinator will be responsible for meeting the police and the missing child's parents. The session Co-ordinator will co-ordinate any actions instructed by the police, and attempt to comfort and reassure the parents.

Once the incident is resolved, the session Co-ordinator and the Play workers will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Risk Assessment for that particular the Tribe venue).

All incidents of young people going missing from the Tribe will be recorded on an Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Online Safety Policy

The Tribe recognise the exciting opportunities technology offers to Play workers and young people in our setting and have invested in age appropriate resources to support this belief. While recognising the benefits we are also mindful that practitioners have a duty of care to ensure that young people are protected from potential harmful online material and that appropriate filtering and monitoring systems are in place.

The Tribe does not allow young people to access the internet at session or Playschemes. It is our belief that screen time is so readily available in young people's everyday lives that session has created an environment in which young people can enjoy more traditional play activities.

The Tribe still understands the need to support the young people in their online safety, therefore, the Tribe fosters an environment by which young people can discuss social media and talk about any worries they may have.

The Tribe recognises, when used appropriately and safely, technology can support learning, therefore we encourage adults and young people to use a range of other technological resources for a wide range of purposes. At the same time, we do all we can to ensure that technology is used appropriately and that young people are safeguarded against all risks. While it is not possible to completely eliminate risk, nor guarantee that young people follow the session rules with regard to disabling internet access, the Tribe will ensure that any e-safety concerns that do arise will be dealt with quickly to ensure that young people and Play workers adhere to safe practices and continue to be protected.

This policy applies to all at the Tribe including the Play worker team, young people, parents and visiting professionals. The policy is also applicable where individuals have been provided with setting issued devices for use off- site.

The Tribe aims to:

- Raise awareness amongst Play workers and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many learning and social benefits
- Support safeguarding protocols and rules for acceptable use **Hardware and provision use and data storage and management**

The session Co-ordinator has a work laptop and each of our sites has a laptop that is used for work purposes; the session and Deputy session Co-ordinators have work mobiles, each site has a mobilephone. The Tribe laptop/devices should only be used by authorised persons such as the Site Co-ordinators and session and Deputy Co-ordinators and in some incidents the Play workers. Only technology owned by the setting will be used on the premises and on outings. Staff taking photographs or recording with technology not owned by the Tribe is specifically not allowed.

All Play workers have a shared responsibility to ensure that young people are supervised when using any technologies to ensure appropriate and safe use, this forms part of the wider duty of care and it is essential that Play workers respond quickly and promptly to report any issues or concerns.

Setting issued devices are used for work purposes. All laptops and phones are password protected to ensure any data stored on them is secure. They are transported securely between the settings, central office and storage facility at the start and end of each session or Playschemes. The devices are locked securely in the setting whilst session is in operation and in the central office when session is not in operation.

An exception to this is the work laptop and work phone of the session Co-ordinator which travels on their person at all times during the session day and is secured at their house during session operating dates and in the central office when session is in operation. Both devices (mobile phone and work laptop) are password protected.

Online researching via the site phones and installing/downloading of new programs and applications is restricted to Site Co-ordinators only. The laptops are not connected to the internet. Young people should not be able to search or install anything on a setting device.

Email

The setting has access to a professional email account to use for all work related business, including communication with parents/carers. This allows email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with young people and their families. Play workers must not engage in any personal communication (i.e. via Hotmail or Yahoo accounts or social media etc.) with young people who they have a professional responsibility for. This also prohibits contact with young people who previously attended the setting (unless they go through the recruitment process and become a Play worker from the age of 17 years).

Play workers should not participate in any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person or persons.

All emails should stay professional in tone and be checked carefully before sending, just as an official letter would be. Care should be taken when forwarding emails from others.

Social Networking

Play workers must not access personal blogs/social networking sites whilst working within the session setting. Whilst on an official break from work Play workers may access their social media accounts on their own personal phones. The Tribe does not condone Play workers writing or posting photos about their work on social networking sites or web pages. If a Play worker chose to do so, they are expected to follow the rules below:

Play workers must not:

- disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the General Data Protection Regulation (GDPR) and Data Protection Act 2018.
- disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of young people and young people, the premises or events with work colleagues.
- link their own blogs/personal web pages to the setting's website.
- make defamatory remarks about the setting, colleagues or service users.
- misrepresent the setting by posting false or inaccurate statements.

Communication with young people and young people, by whatever method, should always take place within clear and explicit professional boundaries. Play workers should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

Play workers must not: send social networking site 'friend requests' to, or accept them from, young people, young people or parents who use the setting.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.

the Tribe Play workers are urged to remember that anything posted online could end up in the public domain to be read by young people, parents or even future employers – they must be careful what they post and who it is posted to. For example, posting explicit pictures of yourself could damage your reputation and that of your profession and organisation. It may lead to questioning your suitability to care for young people.

Sanctions

Misuse of technology or the internet may result in:

- the logging of an incident
- disciplinary action
- reporting of any illegal or incongruous activities to the appropriate authorities
- allegations process being followed

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Partnership with Parents Policy

The Tribe Youth Group (the Tribe) is committed to working in partnership with parents to provide high-level quality care and safe and stimulating play opportunities for young people.

The Tribe aims to achieve this by:

- Ensuring that all parents are made to feel welcome and valued in all dealings with the Tribe
- Ensuring that the Tribe staff listen to parents concerns whenever they are raised. The session Co-ordinator will ensure that parents receive a prompt response from the Tribe
- Communicating special events and sharing information that may impact on the Tribe users
- Records and information will be made available to parents on written request, unless subject to an exemption e.g. if an investigation is in process by the police or other statutory agencies
- Ensuring that the Tribe policies and procedures are made available to parents
- Acknowledging parents comment on the Tribe policies and procedures and consulting them on a regular basis about the play and activities that are provided for their young people
- Ensuring that there are regular opportunities for parents to meet with staff and discuss their child's progress and any problems that they might be encountering. Meetings can be arranged at the convenience of the parents
- Ensuring that any complaints from parents are dealt with swiftly and effectively according to the 'Complaints Policy'
- Encouraging parents to undertake supportive roles in the Tribe, such as volunteering or participating in activities, visits or outings
- Encouraging parents to contribute to the running of the Tribe, including offering feedback to improve the services or leading an activity
- Providing parents with formal and, if necessary, confidential means to comment on the work of the Tribe
- Keeping parents updated with any changes in the operation of the Tribe, such as alterations to the opening times or fee levels

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Play Policy

Play is an essential part of a child's life. The Tribe Youth Group (the Tribe) takes young people's play seriously even when it involves young people getting very messy. The Tribe understand that young people need and want to take risks when they play and as such the Tribe aims to provide play experiences that stimulate and challenge the young people into exploring and developing their abilities.

It is the role of the Play worker to offer a wide range of play opportunities that expose young people to acceptable risk enabling young people to play freely and be the masters of their own play.

All young people need to play: the impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities. Play is a process that is freely chosen, personally directed and intrinsically motivated. Young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons. To play is to allow one to freely explore and make sense of the world, experiment, and express things without fear of judgement

The prime focus and essence of Playwork is to support and facilitate play. The role of the Play worker is to support all young people in the creation of a space in which they can play. The environment will be set up prior to young people arriving and will include a range of play opportunities. Young people's confidence is encouraged by Play workers as they are supported in making requests for other equipment, which can be used as the young people wish. The Play workers response to young people and young people playing is based on a sound up to date knowledge of the play process, and reflective practice. Young people are not required to be occupied at all times so Play workers recognise their own impact on the play space and the impact of young people's play on themselves. Play workers choose an intervention style that enables young people and young people to extend their play.

All Play worker intervention must balance risk with the developmental benefit and well-being of young people. The Tribe accepts that in any play situation there is an element of risk, therefore when providing any play opportunity determining whether or not the level of risk is acceptable or tolerable will be given consideration taking into account:

- The likelihood of young people coming to harm
- The severity of that harm
- The benefits, rewards and outcomes of the activity

All young people need and want to take risks in order to explore their capabilities. The Tribe understands that without a child's strongly motivated response to challenge and risk they would have never learnt to walk, climb or even ride a bike. As such the Tribe will allow the young people to stretch themselves, test and develop their abilities in fun and exciting ways.

A record of activities and play opportunities alongside a Risk Benefit Assessment will be kept and reviewed to facilitate future planning. Young people will be involved in planning activities so that the programme reflects their opinions. Activities will be carefully planned to reflect young people's natural curiosity, advance their thinking and use their imagination.

Play workers recognise that young people need to put their own creative style and ideas into their creations such as cooking, arts and crafts, sports and gardening. Young people will be given notice when their play must come to an end. If a play request is refused an explanation will be given.

Outdoor Play

Young people will be offered access to outdoor play every day, with the exception of adverse weather conditions. Any outdoor play will take place in safe, appropriately supervised spaces. Before outdoor activities commence, safety checks and risk assessments are carried out.

The Tribe's resources reflect positive images with regard to culture, ethnicity, gender, and disability. Activities will be evaluated by Play workers and young people regularly so play experiences can be improved.

Equipment

The Tribe provides a wide range of resources and equipment in order to facilitate play opportunities and enhance young people's play experiences. Resources will show men and women in a variety of roles, and people with different abilities being both active and creative.

Examples of everyday life will portray people from a variety of cultural backgrounds in a range of non-stereotypical roles. The Tribe provides a wide selection of books that are regularly updated. The selection includes reference books, dual language books and a range of age-appropriate formats.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Play workers Disciplinary Policy

The Tribe Youth Group (the Tribe) will strive to maintain a well-motivated, highly skilled and professional Play workers team. However, occasionally action will need to be taken to encourage improvement in individual behaviour and performance.

If a Play worker is subject to disciplinary action, fair and consistent procedures will be employed. Investigations will be non-discriminatory and apply equally to all Play workers irrespective of sex, marital, age status, sexual preference, race or disability.

Play workers will not be dismissed for a first breach of discipline except in the case of gross misconduct (see below).

Play workers have a right to appeal against any action taken against them. The Play workers Disciplinary Procedure operates as follows:

Informal Discussion

Before taking formal action, the session Co-ordinator will make every effort to resolve the matter by informal discussions between parties concerned. A plan of action will be drawn up detailing how the session Co-ordinator expects improvements in practice to be made. If a satisfactory outcome or improvements are not reached, a formal discussion will take place.

Formal Discussion

The session Co-ordinator arrange to have a formal discussion with the Play worker. In the discussion the session Co-ordinator will notify and explain the reason for the formal discussion. The Play worker will be given the opportunity to talk through any issues or questions they may have as a result of the discussion. If it is considered by the session Co-ordinator that a Play workers performance remains consistently unsatisfactory and improvements cannot be made, then the session is within its rights to retract any future offers of work.

Gross Misconduct

If it is brought to the attention of the session Co-ordinator that a Play worker has committed an act of the following nature, dismissal will be the normal outcome following the matter being investigated:

- Child abuse (for further details refer to the Child Protection policy)
- Serious infringement of health and safety rules (for further details refer to the Health and Safety policy)
- Assaulting another person
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Gross negligence that either causes or might cause injury, loss or damage to persons or property
- Theft, fraud or deliberate falsification of the Tribe Youth Groups documents
- Deliberate damage to Tribe Youth Groups property or sites the Tribe rent
- Being an unfit person under the terms of the Care Standards Act 2000 or the Young people's Act 1989.

While the alleged incident of gross misconduct is being investigated, the individual concerned is likely to be suspended, during which time normal pay levels will prevail for their scheduled work days as documented in the Play worker staff timetable. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible.

Any decision to dismiss will be taken only after a full investigation. If the Play worker member has been found to have committed an act of gross misconduct, they will be dismissed without notice.

Appeals

Play workers wishing to appeal against a disciplinary decision must do so in writing to the session Co-ordinator as appropriate and within 15 working days of the decision being communicated. Appeals will be dealt with as quickly as possible and within at least 15 days. If possible, somebody will be appointed who was not involved in the original disciplinary action who will hear the appeal and impartially adjudicate the case.

At all stages of the procedure, the right to appeal will be confirmed as part of the warning, suspension or dismissal letter.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Play workers Induction Policy

New Play workers will be issued with a role description, a copy of the Tribe Youth Groups (the Tribe) Play workers Induction information and shown how to access a copy of all our current policies and procedures on our website. Play workers will also undergo a thorough induction process firstly with the Play scheme Co-ordinator at the session site and secondly on their first day at session or Playschemes. A mentor will be assigned at session to help them settle in.

The induction will include Site Co-ordinators introducing new Play workers to colleagues, young people and if necessary parents.

Policies and procedures will be shown and explained to play workers. They will be shown where they are kept onsite. All Play workers will be given a copy of the Safeguarding Policy and asked to sign to say they have understood and will implement this policy. Time will be given for discussions around the practical implications of the Tribe's policies and practices. Particular attention will also be drawn to the Health and Safety policies.

Play workers should be made aware of the Tribe's obligation to fulfil the Statutory Framework for the Early Years Foundation Stage (EYFS) Curriculum.

As part of the induction, the Play worker will have opportunity to discuss and talk through the Tribe's everyday practices. These will include:

- Play worker structure
- Play workers shifts /rota
- Confidentiality
- Rest Breaks
- Play workers Absences
- Day-to-day management and running of the Tribe
- Responsibilities
- Code of conduct (including confidentiality)
- Review and work management
- Training and qualification development
- Policies and procedures
- Safeguarding
- Whistle Blowing.

Showing new Play workers around the premises should include:

- Fire exits and assembly point
- Toilets
- Play workers room
- Kitchen
- Tribe Youth Group reception desk (including telephone, office equipment and where documentation is kept)
- Storage areas
- First aid box
- Equipment that belongs to the Tribe Youth Group

- Outside play areas
- Any hazards to be aware of

Play workers Development and Training

The Play workers are the Tribe's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for Play workers so that they are able to perform their roles both efficiently and effectively.

The Tribe is committed to providing Play workers:

- A full induction process
- A process of job review
- An up to date record of Play workers qualifications and training.

This will help to ensure that Play workers' development needs are being met and that Play workers training and qualifications are meeting the requirements of the Tribe and any legislative requirements.

Play worker Group Supervision Meeting

Play worker group supervision meeting take place weekly after the session day and must be attended. Daily supervision meetings are conducted at the beginning and end of the session day. These meetings keep Play workers informed of any day to day issues. Play worker Group Supervision Meetings allow time for planning and problem solving, information and task sharing, updates on safeguarding and acknowledging work issues. These are also opportunities for Play workers to reflect on their work performance and review any difficulties they may be facing.

Training Opportunities

The Tribe will do all it can to support Play workers that are working towards improving their qualifications and training experience. All Play workers are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.

It is the session Co-ordinator's responsibility to identify and promote suitable training courses for Play workers and strongly encourage them to take advantage of these. Support will be given to help Play workers overcome any barriers to accessing such training.

Play workers will be expected to attend training courses and update skills as and when requested by their session Co-ordinator. Training such as Safeguarding Young people and Prevent Duty are mandatory and are completed as part of the induction process. A 12 hour Paediatric First Aid course and Food Hygiene course are also available for Play workers to complete.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Play workers Policy

The Tribe Youth Group (the Tribe) will make every effort to be flexible with Play workers and to promote harmonious working relations, through trade unions and other organisations. The Tribe expects honesty, loyalty and diligence from its Play workers.

Play workers should be aware that the minimum-Play worker ratio for young people aged 4-7 will be 1:8. However in some circumstances the ratio of Play workers to young people may need to be higher. For young people aged over eight, the Tribe will make every effort to maintain a ratio of Play workers to young people of at least 1:10. When young people are off site the Tribe maintains a ratio of 1:5 for young people aged 4-10 years and 1:10 for young people aged over 11.

Code of conduct

1. All Play workers are expected to conduct themselves at all times in a professional, courteous, helpful and consistent manner.
2. Play workers are not permitted to contact the young people or parents of the Tribe outside of session including through social media. If a child attempts to make contact with a Play worker outside of session then this information must be passed onto the session Co-ordinator immediately.
3. Play workers must inform us if they have a relationship with any of the young people outside of the session or Playschemes. Depending on the nature of the relationship, the session Co-ordinator may decide to take action such as moving the Play worker to a different site.
4. Play workers are not allowed to babysit young people outside of session unless a prior arrangement exists and this has been discussed with the session Co-ordination.
5. Play workers are expected to display both knowledge and understanding of child protection, multi-cultural issues and a commitment to treating all young people as individuals and with equal concern and respect.
6. Play workers will have regard for wearing appropriate clothes and shoes when working with young people and with awareness of health and safety issues.
7. Personal mobiles should be switched off and not used during working hours. If Play workers do need to receive an emergency call, the person calling them should use the main the Tribe site mobile number.
8. The Tribe will ensure that space is made during the working day for Play workers to take regular breaks, ensuring that no Play worker exceeds the legal limit of six hours consecutive work without a break.
9. Under no circumstances should any arguments or disagreements between Play workers occur in the presence of young people or parents.
10. No smoking, alcohol or drug use is allowed on the Tribe premises.
11. No bullying, swearing, harassment or victimisation will be tolerated on the Tribe premises.
12. Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
13. Physical contact between young people and Play workers must be kept to an appropriate level. Contact such as kissing, prolonged cuddling or allowing a child to sit on a Play workers lap for a prolonged period of time is not allowed.
14. Touching a child's private area (genitals, inner thigh, bottoms or breasts) is not allowed. Exceptions are made in the circumstances of a first aid injury that requires attention or if intimate care is needed. In these instances the care given will be recorded on either the accident form or an intimate care record and a minimum of two Play workers must be present at all times. If a child does not wish for support to be given in this way, be it first aid (unless it is life or death) or intimate care, then the Play worker will support the child in self-care. A child's parents and the session Co-ordinator will also be called and an alternative solution sought.

15. All Play workers are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.
16. Play workers must not be left on their own with young people, there must be a minimum of two Play workers present in all areas.

Confidentiality

Play workers have a right to privacy, as do young people and their parents. Personal details should not be discussed except in exceptional circumstances.

The session Co-ordinator, Play workers, volunteers and any other individual associated with the running or management of the Tribe will respect confidentiality by:

- Not discussing individual incidents, behaviour or information of young people in front of parents and other young people
- Not discussing confidential matters about young people with other parents
- Not discussing confidential matters about parents with young people or other parents
- Not discussing confidential information about other Play workers
- Only passing sensitive information, in written or oral form, to people the session Co-ordinator deems relevant.

In circumstances where Play workers have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the 'Safeguarding policy' will override confidentiality on a 'benefit to know' basis.

Play workers failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the 'Play workers Disciplinary' procedures.

Under no circumstances should Play workers provide any information about young people to any branch of the media. All media enquiries should be passed in the first instance to the session Co-ordinator.

Valuing Play workers

The Tribe will arrange regular Play worker meetings where all Play workers are able to discuss and contribute in a positive manner. The Tribe should encourage Play workers to contribute to the development and quality of the programme of activities provided. All Play workers will have a review and will be encouraged to attend training courses to enhance their skills. The session Co-ordinator will be available to play workers to discuss any concerns relating to the Tribe.

Absences

If Play workers require compassionate leave this should be negotiated with the session Co-ordinator. If Play workers are unable to attend work due to illness or other medical condition, they must contact the Site Co-ordinator prior to the start of the working day.

Play workers should indicate why they are unable to attend work and when they expect to return. If a Play worker is off due to sickness or diarrhoea they should not return to work until they have had a clear 48 hour period without episodes of sickness or diarrhoea.

The session Co-ordinator will ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected Play worker absences, Play worker breaks and sickness.

Whistle Blowing Procedure

This guidance is written for all working at session or Playschemes.

Play workers must acknowledge their individual responsibilities to bring matters of concern to the attention of the session Co-ordinator and/or relevant agencies. Although this can be difficult it is particularly important where the welfare of young people may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concern out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation.

These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable young people or young people who are targeted. These young people need someone like you to safeguard their welfare.

The Tribe will not tolerate harassment or victimisation and will take action to protect Play workers when they raise a concern in good faith. The Tribe will do its best to protect a whistle blower's identity when a concern is raised and a Play worker does not wish their identity to be disclosed. However, if the concern raised needs to be addressed through another procedure, the worker may be required to provide a signed statement as part of the evidence. In some circumstances the setting may have to disclose the identity of the worker without their consent; this will be discussed with the Play worker first. The Tribe will ensure that appropriate advice and support is made available to the Play worker raising the concern. Any person raising a concern will be kept informed of the progress and outcome of any investigation. The Tribe will not tolerate malicious allegations, which may be considered a disciplinary offence.

Don't think what if I am wrong – think what if I am right

Reasons for whistle blowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour

- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken
- Try to pinpoint what practice is concerning you and why
- Approach someone you trust and who you believe will respond
- Make sure you get a satisfactory response – don't let matters rest
- Put your concerns in writing on a 'Confidential Incident Record' form
- Discuss your concerns with the session Co-ordinator

A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern

The session Co-ordinator will undertake an investigation into your concerns and offer you support

Investigation

The action taken will depend on the nature of the concern. All matters raised will be thoroughly investigated internally (unless procedures set out in the Safeguarding Policy supersede this). Initially meetings will be arranged with the Play worker who has raised the concern and, separately, any individuals involved.

Based on the discussions at these meetings, a decision will then be made to determine whether an investigation is appropriate and if so what form it will take. Concerns or allegations that raise issues which fall within the scope of other policies will be addressed under those procedures. Play workers raising the concern will be informed about how the matter was investigated, conclusions drawn from the investigation and who they should contact if they be unhappy with the response. If the concern raised involves the session Co-ordinator, then the Manager of Childcare Services will carry out any investigation necessary.

People to contact

Session Co-ordinator - 07985 735725 (during session or Playschemes) 01223 764186 (during term time)

Deputy session Co-ordinator - 07377 944519 (during session or Playschemes) or 01223 330766 (during term time) Manager of Childcare Services – 01223 765305

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Play workers Recruitment Policy

The Tribe is committed to robust recruitment procedures that safeguard young people and offer equal opportunity. The procedures set out below will be followed when recruiting. The Tribe selection panels are aware of, and trained in, safe recruitment practices.

Where necessary, vacant positions will be advertised. Job adverts will include a clear message about the Tribe's commitment to safeguarding and promoting the welfare of young people.

Persons wishing to apply will be sent an application form, role description and any other relevant information.

The Tribe Youth Group application form includes:

- A declaration that all information is correct
- A section under the Rehabilitation of Offenders Act 1974 that asks if the applicant has been awaiting a verdict, convicted, cautioned or court martialled for any relevant offence
- Two referees (one of which must be the most recent employer if applicable)
- That the Tribe reserve the right to contact the candidate's last employer, as indicated on the application form, even if they are not named as a referee

The Tribe will select suitable candidates for interview. Candidates will be invited to attend interview and will be asked to bring along two forms of identification in compliance with 'Right to Work' legislation and any relevant qualification certificates, which will be photocopied. Referees will be contacted directly after the interview and will be asked if they have any child protection concerns about the candidate.

The Tribe will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given. The Tribe will undertake additional checks if necessary.

Enhanced DBS checks will be carried out for all Play workers, students and volunteers that will work directly and indirectly with young people, or have access to young people's information. The first DBS check will be paid for by the Tribe, if a Play worker fails to register with the DBS Update Service in the set time or their subscription expires they will be required to pay for a new DBS check. Play workers will be required to register to the DBS Update Service annually at a cost of £13 per year to the Play worker, to ensure the continued safety of the young people in our setting. In accordance with the Childcare Act 2006 Play workers will need to sign documentation with regard to 'Disqualification by Association' confirming that to the best of their knowledge they or any person living or working in their household are not disqualified from working with young people. A Play worker's DBS status will be checked prior to the start of every session or Play schemes.

The session Co-ordinator will ensure that no newly appointed worker is permitted to work unsupervised with young people unless their Enhanced DBS Disclosure has come back and it is clear.

If the Tribe is awaiting an outcome from the DBS check and have decided to offer work to the Play worker subject to the outcome of the DBS check, a risk assessment will be completed.

The Tribe will not hire Play workers or volunteers who have been convicted of an offence or have been subject to an Order that disqualifies them from registration under regulations made under schedule 9A of the Young people Act 1989. A Play worker that is disqualified by association will have to apply to Ofsted for a waiver. In this instance the Tribe will follow the Disqualification by Association Policy

The Tribe is aware of Asylum and Immigration Act requirements and therefore will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually driving licences, passport, and NI number.

If unsure about robust recruitment practices, the Tribe may seek support from a Tribe of Cambridge HR Adviser or Local Authority Childcare Business and Employer Support Team or other agencies.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Grievances/complaints at work Policy

The Tribe recognises that there may be times when Play workers are unhappy about things at work, and encourages them to raise issues/problems as they arise so that they can be resolved quickly, fairly and to the satisfaction of all concerned, and are prevented from developing into more serious disputes.

You have the right to raise a grievance, (i.e. a complaint or problem), about your treatment/conditions at work, i.e. about matters that:

- arise from your work with the Tribe and
- directly affect you as an individual.

How to Raise a Grievance

Informal Stage

Where you discuss with the session Co-ordinator the concern(s) that you have, aiming to resolve them as quickly as possible.

If the grievance is in relation to session Co-ordinator, employees may submit their grievance to the leader. Employees may also wish to refer to the Tribe's 'Child Protection Whistle Blowing' policy.

Formal Stage

If your complaints/concerns remain unresolved, despite informal discussions, you should put your grievance(s) in writing to the session manager describing:

- The details and nature of their complaint
- The reasons why you are not satisfied with the outcome/response from informal discussions
- That you wish the matter to be addressed as a formal grievance
- Desired outcome at this stage.

You may be accompanied and/or represented at this stage. Your representative may submit the grievance on your behalf.

Meeting

Representatives of the Tribe will arrange to meet you to hear the full facts of the situation, and to attempt to find a satisfactory solution. You have the right to be accompanied and/or represented at this meeting by a person of your choosing. The meeting should be held where possible, within **ten working days** of receipt of the written complaint.

This meeting should be conducted in as informal a manner as possible to encourage a frank and full discussion of the issues and to facilitate a satisfactory solution for all concerned. In the majority of cases a satisfactory solution will be achieved through these discussions and the committee will be able to deliver a decision and agree any action(s) at the end of the meeting. This outcome should be confirmed in writing within **five working days** of the meeting.

However, in some cases, discussions will uncover other facts/issues that require further investigation. In these circumstances, the meeting should be adjourned, by mutual agreement, until the Tribe has been able to investigate the identified areas/points of concern, including discussion with identified individuals as appropriate.

Generally, any further investigations should be completed and a second meeting held with as soon as possible dependant on the infrequent nature of session or Playschemes, at which time the management committees should deliver a decision on the grievance and confirm this in writing.

The committee's decision must be delivered to the worker personally and then confirmed in writing within **five working days**. A decision, therefore, can only be made after full discussion with the Play worker and it will be delivered in person in the first instance.

Play workers should be informed, in the letter confirming the outcome of the meeting(s), of their rights, if not satisfied with the outcome, to seek additional advice from ACAS, other professionals and their trade union. It may also be necessary at this stage for the Tribe's management to seek additional advice from other professionals.

If a Play worker raises a grievance that, through investigation, proves to be malicious they may find themselves subject to disciplinary action.

A Play worker cannot raise the same/related grievance within 12 months of the resolution, outcome or withdrawal of the grievance.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Play worker Review and Development Policy

Play worker Review and Development is a formal and recorded process through which the professional actions of Play workers are regularly reviewed. A record of how the Tribe improves the practice of Play workers and as a result the service provided to young people and parents. This can be found in Group Play worker Supervision notes, individual Play worker PRD and the Quality Framework.

Play worker Review and Development acts as a means for ensuring that Play workers have access to the support and training they require for professional growth and development.

Play worker Review and Development enables Co-ordinators and Play workers to examine and reflect on the quality of their practice and to facilitate discussion. Review and development meetings provide opportunities for the Play workers to:

- discuss any issues and identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

There should be no surprises during these meetings as any concerns that either party have will be addressed at the time on a session by session basis.

At the Tribe all Play workers who work directly with young people and families are supervised by the Site Co-ordinator and the session and Deputy session Co-ordinator.

Review and development meetings are held with each Play worker on an annual basis. Meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task. A copy of the review record form is retained by the session Co-ordinator and a copy provided to the Play worker. Each Play worker has a file which holds a copy of the review and development record form. The file is stored securely at all times at the Tribe of Cambridge Childcare Office.

Where concerns are raised, the session Co-ordinator and Play worker seek to identify solutions and identify further actions that need to be taken these are recorded.

During supervision meetings Play workers are able to discuss any concerns they may have. However, we would encourage Play workers to come to the Co-ordinator team at any time if they have concerns.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Registration, Booking and Payment Policy

The Tribe Youth Group (the Tribe) caters for young people of their staff and students, venue employees and venue parents. Members of the public are eligible to register and will be offered the facilities where spaces are available.

The Tribe rents space from local schools and other venues, and our regulatory body, Ofsted, agrees a maximum number of spaces available for each site, which will dictate the number of spaces available to young people at each venue. The Tribe will accept young people from age four (but only from the October session once a child is in the Reception Class of school) up to and including the age of fifteen years.

The Tribe welcomes bookings from all family types and the session staff strive to adapt their practice to accommodate the needs of all young people. The Tribe endeavours to provide places for all parents booking onto the session or Playschemes, but there may be times when places are full. In this situation the Childcare Office operates a waiting list system (see 'Waiting List' section). Some young people may need additional support to be able to attend the Tribe, in these circumstances a booking will need to be made in advance and the Tribe may not be able to accommodate the booking in the upcoming session depending on the needs of the child. The Tribe will invite the parent into the group for a discussion about their child's needs and will take further information such as an Education Health and Care Plan and/or professional reports in order to gather as much information about the child's needs as possible.

The Tribe will also want to contact the school the child attends and other professionals involved in their care. If, after receiving such information, the Tribe are unclear whether they will be able to meet the needs of the child within the setting, an invite will be extended to the parent and their child to attend a taster session. This session will allow the Tribe to get to know the child and observe how they respond to our setting.

The Tribe understand that a session setting can be a very busy environment and does not have the facilities to offer a separate area away from the main activities of the day, and this type of environment might not suit the needs of all young people. If after the taster session and advice sought from other professionals involved in the care of the child, it is deemed that the Tribe cannot meet the child's care needs then the Tribe have the right to refuse a space.

Registration

Session requires registration on an annual basis, however there is also an expectation on the part of families to inform the Tribe of any relevant changes in circumstance or contact details during this time. The registration form asks for details regarding the child/young people's behavioural/medical needs and preferences, as well as details of the adults involved in their life including the school the child/young people attends and their class teacher. By registering with session or Playschemes, you are providing consent for session to provide all necessary care and treatment to your child/young people; including sharing information with other agencies involved in the care of your young people if relevant and proportionate and for the child/young people to participate fully in all play opportunities and activities offered at session or Playschemes.

The registration form will detail any relevant information about the child/young people that session should be aware of, as well as any contact details for the adults involved closest in the young people's lives and who has permission to collect them from session or Playschemes. Completing the registration form is an acceptance of the terms and conditions set out by the Tribe and provides parental consent for young people to fully participate in all aspects of session or Playschemes.

Any special conditions or extra-ordinary requests must be communicated to the Tribe at time of registration. Failure to provide the information requested on the registration form will result in a refusal of registration. Once registered, families are able to use session by booking on a holiday - by holiday basis.

Booking

Booking forms can't be processed without a complete and up to date Registration form. Once registered, booking is a straight forward process of identifying which days you wish for your child/young people to attend and completing a form.

Advanced booking

Session administration takes bookings for one holiday at a time, with the forms for the next holiday becoming available online after the preceding holiday ends. Booking forms for the next holiday are available online a few days before bookings open. This gives parents adequate time to think about their childcare needs before advanced booking opens.

There is usually a window for advanced booking of usually no less than 4 weeks. Initially bookings are available only to priority users (see rate entitlement), then bookings open to general public users shortly before the holiday itself. Advanced booking closes approximately one week prior to the start of the session (specific deadlines will be detailed on the relevant booking forms). After advanced booking is closed, session reserves the right not to accept booking requests (see 'Late-bookings'). Booking requests should be sent via e-mail thetribeyouthclub@gmail.com. Once we receive a booking form it will be processed, and provided we can accommodate the request, a confirmation will be sent out via e-mail (please inform session if you do not have access to e-mail and require a postal hardcopy).

- session forms may be returned to parents if they are incomplete or incorrect. No booking will be made for incomplete forms/un-registered young people or parents that have not submitted the updated years Annual Registration form.
- In the unlikely event that adequate staffing levels cannot be met, offers of places may have to be withdrawn. This would only apply once the standby staff in the Childcare Office had been fully utilised. In this instance a full refund would be given.

Late-bookings (after the close of advanced bookings)

In some circumstances, sessions can be added after the close of advanced booking. If session is able to accommodate these requests (e.g. if capacity has not been reached and any other requirements are met) then sessions charged will incur an additional fee for 'late-booking'. Parents that have been unsuccessful during advanced booking can try and book a place directly on site. Please be aware that there will be an additional administrative charge of £2.50 per child per day each time a booking is made after advance booking has closed (please see the fee table below). Payments for on-site bookings should be cash or cheque; however those wishing to pay via childcare vouchers or e-sales may do so by contacting us once the booking has been made on-site. In these circumstances, a holding payment (cheque or cash) may be requested.

If your child is in need of **additional support** during session or Playschemes, to ensure they are offered quality and continuity of care, Tribe may only be able to accept booking requests made in advance (and not normally on-site). This is to ensure that we have the time to make the necessary provision for your child by employing an experienced member of support staff and applying for funding (if both child and family meet set criteria). Young people who are in need of additional support can book on site if the session Coordinator feels we can offer that child quality of care and have the necessary support systems in place.

Priority Booking & Reduced Rate entitlement

Tribe offers discounted sessions for siblings. Sessions are charged as either full- or half- days, and full pricing information is available on the website and on booking forms. The reduced rate is only available for a child when the person who has legal responsibility for that child meets the criteria set out below:

Waiting List

To ensure that admissions to the Tribe are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent is informed that there is not currently one available, the Tribe waiting list procedure will be explained and then activated on the parent's behalf
- The waiting list will be kept and used on a 'first come first served' basis. When a vacancy at the Tribe becomes available, the Tribe will contact the next in line on the waiting list
- People offered spaces on the waiting list will have 24 hours to confirm if they wish to take the offered places. If no response is given after 24 hours the space will be offered to the next person on the waiting list.

Cancellation Fees

During the advanced booking period, booked sessions can be cancelled, or additional sessions added, without financial penalty up to seven days after the booking confirmation email has been sent. **No refund will be given for any cancellations requested 7 days after your booking has been confirmed.** Confirmation emails will state the time and date deadline for any amendments. Any amendments or cancellations made within the 7 day period will generate a new confirmation. However, the date sent in your original confirmation for amendments still stands. You will not be given a further 7 days to cancel or amend your bookings.

Swapping Days in the summer

Once summer session has started, booked sessions cancelled with 10 working days' notice could be swapped for similar sessions during that same summer session or Playschemes, provided session can accommodate the young people on the day requested in lieu. This may not always be possible, and in any event a refund would not be offered after advanced booking has closed. 'Swapping' days after advanced booking incurs the daily £2.50 administrative charge.

Late Collection Fees

If you are late collecting your child at the end of any session, then a penalty will be levied. For morning half-day sessions, any collection after the session has ended will incur a fee of 50p per minute. This should be settled before the end of the week in which the late fine occurred.

Payment


Parents are able to pay via 'e-sales' (direct online payment), cheques/cash. If the Tribe has experienced non-payment issues in previous holidays with a parent then bookings for the next holiday will not be processed until prior payments have been made.

Ofsted Registrations

The Tribe is voluntary registered with Ofsted.

Fees

Sessions are charged as either full- or half- days, and full pricing information is available to parents

Signed by session Co-ordinator	
Date	15-03-2021
Review Date	15-03-2022

Risk Assessment Policy

We understand the importance of ensuring that systems are in place for checking that the Tribe Youth Group (the Tribe) is a safe and secure place for young people, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Tribe is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The session Co-ordinator (with the support of the Site Co-ordinators) is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Tribe's premises, or when the particular needs of a child or other visitor necessitates this.

The session Co-ordinator is further responsible for conducting any necessary reviews or making changes to the Tribe's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of entire premises (both indoor and outside), and any equipment used by the Tribe, will be carried out daily. This will, ordinarily, be carried out by the Site Co-ordinators and Play workers on arrival, before young people arrive.

During the session, Play workers will be vigilant and continuously aware of any potential risks to health and safety arising from the Tribe environment both inside and out and all surfaces and floors inside and out and all equipment used by young people and Play workers.

On discovering a hazard, Play workers will take all steps necessary to make themselves, and any other people potentially affected, safe. The session Co-ordinator is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded either on the Incident Record or Accident Record Sheets on the same day as the event took place. The record will be kept on the session site until the end of session or Playschemes. After this, records will be kept in the Childcare Office and a copy sent to the Tribe of Cambridge Health and Safety Division. The Tribe accident records will be tracked and monitored in order to see regular occurrences or trends that necessitate action.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence
- Details of the people involved
- The type, nature and location of any injury sustained
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witnesses and countersignature by the parents of the young people involved.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Safeguarding Policy

The Tribe Youth Group (the Tribe) believes that young people have the right to be completely secure from both the fear and reality of abuse and radicalisation, and we are committed to safeguarding all the young people in our care from harm. Our policy applies to all people that work at the Tribe including visiting practitioners providing activities or experiences and all service users.

The Tribe fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all young people. To achieve this the Tribe will **'Designate' a Child Protection lead** who has suitable experience, expertise and training, which is updated every two years. The DP is responsible for developing effective links with relevant agencies and co-operating as required with any enquiries by liaising with Social Care, the Local Young people's Safeguarding Board, the child's School and OfSTED in any child protection matter. Currently, the session Co-ordinator is the lead designated practitioner; the Deputy session Co-ordinator, Assistant, Administrator are also trained in the role of DP.

The Tribe recognises that everyone has a crucial role to play in noticing indicators of possible abuse neglect or vulnerability to radicalisation and in referring them in the first instance to the Site Co-ordinator. The Site Co-ordinator is then responsible for notifying the concern to the DP. The DP will disclose any information about a child to play workers on a need to know basis only.

the Tribe's 'Child Protection' Procedures comply with all relevant legislation and other guidance or advice from the Leeds Safeguarding Young people Board', a multi-agency forum set up to agree how the different services and professional groups should co-operate to safeguard young people in that area, and for making sure that arrangements work effectively to bring about good outcomes for young people. The Tribe has regard for Working Together to Safeguard Young people (2018).

Prevention

The Tribe has identified that good communication between young people and a trusted adult helps to protect young people. To achieve this we will establish and maintain an ethos where young people feel secure and are encouraged to talk, and are actively listened to. We will ensure that young people know that there are adults in the setting whom they can approach if they are worried or in difficulty.

The Tribe will follow 'safer recruitment' procedures and provide a detailed briefing of the Tribe safeguarding to all Play workers at induction. Play workers must complete a 3 hour online Safeguarding training module prior to starting work for the Tribe. This training will be updated every three years. The training will cover their personal responsibility, local procedures, the need to be vigilant in identifying cases of abuse and how to support and respond to a child who tells of abuse.

the Tribe will ensure that all Play workers know who the designated person (DP) is and how to pass on and record concerns; that they recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to young people and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed Whistle Blowing policies.

Promoting a protective ethos

The Tribe prides itself on creating an ethos in which young people feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This is achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.

- Raising young people's awareness and actively promoting self-esteem building, so that young people have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years' Service 'Young people's Safety Matters' training and resources.
- Working with parents to build an understanding of the Tribe's responsibility to the welfare of the young people.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of Play workers or adults working with young people and ensuring that all Play workers know the allegations procedure.
- Play workers acting as positive role models to young people and young people.
- Ensuring Play workers are aware of the need to maintain appropriate and professional boundaries in their relationships with young people and parents/carers.

Preventing unsuitable people from working with young people and young people

The Tribe has a duty to ensure that people looking after young people are suitable to fulfil the requirements for their role. The Tribe will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people whose suitability has not been checked to have unsupervised contact with young people.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with young people (whether received before or during their employment at the setting).

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Young people and young people may be abused in a family or in an institution or community setting; by those known to them or, more rarely, by a stranger. Signs and indicators of abuse may include: significant changes in young people's behaviour, deterioration in young people's well-being, unexplained marks, injuries or other signs of abuse or neglect, young people's comments during their play or otherwise which give cause for concern, patterns of absences or frequent absences and inappropriate behaviour displayed by Play workers or another person working with young people or parents/carers.

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Possible Physical Indicators of Physical Abuse: Bruises/marks on soft parts of the body e.g. cheeks, forearm (in defence), hips, stomach, upper arms, shoulders and neck; bruises/marks that carry the imprint of an implement or hand; bite marks, burns or scalds; unexplained recurrent injuries, burns or bruises, untreated injuries.

Possible Behavioural Indicators of Physical Abuse: Refusal to discuss injuries or improbable explanations; flinching from physical contact; acceptance of excessive punishment; pattern of absences which may serve to hide bruises or other physical injuries; wearing clothes that may cover bruises, particularly in hot weather; fear of undressing; aggression towards others; over compliant behaviour or a 'watchful attitude'.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing young people pornographic materials, sexual activities, or encouraging young people to behave in sexually inappropriate ways also constitutes sexual abuse.

Possible Physical Indicators of Sexual Abuse: anal, oral or vaginal soreness, unusual discharge, persistent urinary tract infection, tiredness, pregnancy or STD's.

Possible Behavioural Indicators of Sexual Abuse: lethargy and listlessness, provocative sexual behaviour, overly affectionate behaviour which transgresses the usual boundaries of physical contact; sexual awareness inappropriate to a child's age – shown, for example in drawings, language, games etc.; attempts to teach other young people about sexual activity; sexualises non sexualised objects or activities; regression to younger behaviour e.g. bed wetting; refusing to stay with or avoid being left alone with certain people or go to certain places; frequent public masturbation; over-compliant behaviour; attempting to tell about the abuse through hints or clues sometimes followed by retraction; self-harm.

Emotional abuse: Varying degrees of emotional abuse are present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

Possible Physical Indicators of Emotional Abuse: Developmental delay – physical or cognitive; self-harm; sudden speech disorders; physical complaints with no medical basis.

Possible Behavioural Indicators of Emotional Abuse: Delays in intellectual development; continual self-deprecation; over reaction to mistakes; fearfulness; neurotic behaviour – obsessive rocking, thumb sucking etc.; air of detachment with a 'don't care' attitude; social isolation – does not join in and has few friends; desperate attention-seeking behaviour.

Family or Parental Behaviour: Mental ill health – suicide attempts, depression, threats; domestic abuse; alcohol and drug abuse; blames or puts child down; cold and rejecting; indifferent to child's problems or welfare; withholds affection; shows preferential treatment when there is more than one child in the family.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs and may have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm/ill health. Neglect can also manifest itself in a failure to meet a child's basic emotional needs.

Possible Physical Indicators of Neglect: Constant hunger and tiredness; underweight or obesity; poor personal hygiene; inappropriate or poor state of clothing; poor skin or hair tone; untreated medical problems.

Possible Behavioural Indicators of Neglect: Social isolation; frequent lateness or non-attendance at session or Playschemes; destructive tendencies; poor relationships with peers; scavenging and scrounging.

Parental Behaviour: Neglect is often characterised by parents 'omitting' to care appropriately for their young people and may include: leaving them at home when they are too young to care for themselves; exposing young people to dangerous situations; putting their own needs before those of their young people; leaving them with inappropriate carers; failure to provide adequate shelter, food or clothing.

Sexual Exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child Sexual Exploitation, Definition and Guide: DFE, 2017)

Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. Potential indicators of sexual exploitation will be addressed within Play worker training, including raising awareness with Play workers that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Play workers will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.

Young people at Risk of Criminal Exploitation

Criminal exploitation of young people is a form of harm that is a typical feature of county lines activity (County lines means groups or gangs using young people or vulnerable adults to carry and sell drugs from borough to borough, and across county boundaries. It is a tactic used by groups or gangs to facilitate the selling of drugs in an area outside of the area they live, reducing their risk of detection). Drug networks or gangs exploit young people and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual. The Tribe will address indicators of child criminal exploitation with Play workers through training. Play workers will follow the procedures outlined in this policy if concerns of criminal exploitation arise.

Female Genital Mutilation (FGM):

FGM is a cultural practice that is a form of child abuse in the UK and is illegal under the FGM Act 2003. FGM can happen to girls of any age and is also known as female genital cutting or female circumcision. It is the ritual removal of some or all of the external female genitalia. Health effects depend on the procedure, but can include recurrent infections, chronic pain, cysts, an inability to get pregnant, complications during childbirth and fatal bleeding. This practice typically occurs in young people from more than 29 countries across Africa, parts of the Middle East, South East Asia and countries where migrants from FGM affected communities live, however, the above is not an exhaustive list.

Signs that may indicate a child is being prepared for or has had female genital mutilation include: anxiety leading up to a family holiday – young people may be taken abroad for the procedure this is also illegal; talk of a 'special procedure' or 'party' – a child may talk about a special ceremony that is going to take place, they may be unaware of what the special procedure is; extended absence – this could indicate that the procedure has already taken place.

On the child's return there may be a significant change in their behaviour; psychological effects – such as depression, anxiety and low self-esteem; and physical signs – problems going to the toilet, bladder discomfort or pain when sitting still. Play workers must share any concerns about FGM, however small immediately as they will need to be reported with great urgency.

Honour Based Violence (HBV):

HBV can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. It occurs around the world and cuts across many cultures and is most likely when a culture is heavily male dominated. HBV may include violence such as breast ironing, imprisonment, FGM, forced marriage or murder and can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may take the form of domestic and/or sexual violence.

Potential warning signs may include those signs similar to physical, sexual and emotional abuse.

Forced Marriage:

A forced marriage is a marriage conducted without the valid consent of one or both parties, where some element of duress is a factor. Duress can include physical, psychological, sexual, financial and emotional pressure. A forced marriage is different from an arranged marriage, which is a respected tradition in many cultures, and where both parties give their consent. The following signs could be apparent in any person involved in the session including parents, young people and Play workers.

Potential warning signs include: change in emotional or behavioural presentation, e.g. becoming anxious, depressed, frightened and emotionally withdrawn or exhibiting joy or excitement; evidence of self-harm, treatment for depression, attempted suicide, social isolation, eating disorders or substance abuse; evidence of family disputes/conflict, domestic violence/abuse or running away from home; extended absence from school/college, truancy, drop in academic performance, low motivation, excessive parental restriction and control of movements, and history of siblings leaving education early to marry; poor attendance and/or poor performance, parental control of income and limited career choices; family member raising concerns that a relative may be, or has been forced into marriage, or informing a professional that their relative is to be married; a family member suddenly disappearing; a family member asking a member of the Play worker team to sign a passport application form or visa immigration form; and a child being taken away from the session or Playschemes, or out of the country, without explanation.

Domestic Abuse:

Domestic Abuse is defined as: "any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: Psychological, physical, sexual, financial and emotional". *(Home Office, 2013).*

the Tribe recognises that where there is Domestic Abuse in a family, the young people/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Peer on Peer Abuse and Sexual Violence and Harassment between Peers

Young people and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse. Peer on peer abuse can include:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling
- Sexual bullying
- Being coerced to send sexual images
- Sexual assault
- Teenage relationship abuse.

The Tribe recognise that sexual violence and sexual harassment can occur between two young people of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone.

Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

The Tribe will:

- Be clear that peer on peer abuse, sexual violence and sexual harassment will not be tolerated.
- Provide training for staff on how to manage a report of peer on peer abuse, sexual violence or sexual harassment.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- Implement measures to keep the victim, alleged perpetrator and if necessary other young people and staff members, safe. Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations
- Liaise closely with external agencies, including police and social care, when required.

Radicalisation (Prevent Duty):

The Tribe recognise that young people may be vulnerable to new influences and potentially risky behaviours, influence from peers, influence from older people or the internet as they may begin to explore ideas and issues around their identity. We understand that young people may actively search for content that is considered radical, or they could be persuaded to do so by others.

The Counter Terrorism and Security Act 2015, the Prevent Duty, places a duty on the Tribe to keep young people safe and prevent people being drawn into terrorism. The Tribe is committed to help young people and parents attending our setting to feel safe, welcome and that they belong. The Tribe promotes the values of individual liberty and mutual respect, tolerance of those with different faiths and beliefs, the rule of law and democracy.

To achieve this the Tribe and its staff focus on personal, social and emotional development. We support young people in developing a sense of right and wrong, valuing other views and challenging negative attitudes and stereotypes. Play workers will be vigilant to harmful behaviours by influential adults in a child's life and any extremist views or observations of behaviour that cause concern will be logged on a 'Logging Concern' form and shared with the session Co-ordinator immediately.

Potential warning signs include:

- A conviction that their religion, culture or beliefs are under threat and treated unjustly
- A tendency to look for conspiracy theories and distrust of mainstream media
- The need for identity and belonging
- Being secretive about who they've been talking to online and what sites they visit
- Becoming emotionally volatile.
- The child abruptly abandons friends and family members
- They stop participating in activities that used to occupy a lot of their time
- A growing hatred for those that don't adhere to their beliefs.

On receiving information about a concern the session Co-ordinator will follow the Tribe's safeguarding procedures and advice will be sought from the local Police (101) by asking to speak to a prevent officer and Social Care. The Tribe will then act upon advice given. The Tribe may call the Department of Education's dedicated telephone helpline (020 7340 7264). If a child is thought to be at immediate risk of harm the session Co-ordinator will contact the Police and Social Care highlighting the urgency of the situation.

Young people who have Family Members in Prison

The Tribe is committed to supporting young people and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child. The Tribe recognises that young people with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance. The Tribe will treat information shared by the family in confidence and it will be shared on a 'need to know' basis. The Tribe will work with the family and the child to minimise the risk of the child not achieving their full potential.

Privately Fostered Young people

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more. The Tribe will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements.

Young Carers

The Tribe recognises that young people who are living in a home environment which requires them to act as a young carer for a family member or a friend who is ill, disabled, or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection. The Tribe will seek to identify young carers, offer additional support internally, signpost to external agencies, be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

Supporting the Child at Risk

The Tribe recognises that young people who are abused or witness violence may find it difficult to develop a sense of self-worth or to trust those around them. They may feel unhappiness, humiliation and some sense of self-blame. We recognise that some young people actually adopt abusive behaviours and that these young people must be referred on for appropriate support and intervention.

The Tribe will endeavour to support the child through:

- Activities that encourage self-esteem self-motivation and resilience.
- The Tribe ethos that actively promotes a positive, supportive and secure environment and values people.
- The Tribe's Behaviour Policy is aimed at supporting young people. All Play workers will follow a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The Tribe will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child such as Social Care, the child's School and the Locality Teams.
- A commitment to develop productive and supportive relationships with parents.
- Recognition that young people living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection.
- Vigilantly monitoring young people's welfare, keeping records and notifying Social Care when appropriate to do so.

Drug use and child protection

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance use is not necessarily sufficient in itself to initiate child protection proceedings, but the Tribe will consider such action in the following situations where there is evidence or reasonable cause:

- To believe the young person's drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse.
- To believe the young person's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults.
- To suspect that the misuse is being prompted by serious parent/carer drug misuse.

Drug/alcohol misusing parents

Misuse of drugs and/or alcohol is strongly associated with the risk of significant harm to young people, particularly when combined with other features such as domestic violence.

If the setting has concerns about drug and/or alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the young people
- Young people exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of drugs and/or alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and/or alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

Young people with Special Educational Needs and/or Additional Needs

We recognise that, statistically, young people with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. The Tribe Play workers who support with young people with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to signs of abuse.

If a child/young people with emotional or behavioural difficulties or challenging behaviour attends the Tribe, the Play workers assigned to them will be supported to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support plan agreed with parents.

We are aware that young people who may have communication difficulties, including those with English as an Additional Language are particularly vulnerable to abuse because they may be unable to express themselves to others. Such young people will often exhibit changes in behaviour or signs and symptoms of abuse recognised by Play workers with a good knowledge of the child.

Where necessary, the Tribe will provide additional training to staff to use other communication systems, such as Makaton.

We promote high standards of practice, including ensuring that young people know how to raise concerns, and have access to a range of adults with whom they can communicate.

Play workers will only carry out intimate care for a child if assistance is required. Unless a child has a particular need, staff should not accompany young people into the toilet cubicle, as stated in the Tribe Intimate Care Policy.

What to do if a child discloses

Play workers need to be clear with young people that they cannot promise to keep secrets that may result in the child's safety being compromised. Play workers must support the child that discloses by telling them they have made the right choice in telling someone and then passing the information onto the Site Co-ordinator who will inform the DP.

Not all child protection information results in a referral, but small pieces of information may be significant on their own to create a wider picture. All information should be recorded on a Logging Concern Form.

The DP will take advice from a child protection specialist when managing complex cases, using 'what if' conversations to establish if a referral needs to be made

The Tribe will always share any information with the DP of the School the child attends if it is relevant in protecting the continued safety of the child. The child will be identified by name and class teacher. The Tribe collects information about the School the child attends and their teacher to ensure when information is shared mistakes cannot be made about the identity of the child. If, in the situation there are two young people of the same name in a school class, the child's date of birth will also be given.

The Tribe will share information proportionately giving the School's DP a brief overview of our concern and any advice given by Social Care. We will inform the DP whether a referral has been made or if we are monitoring the situation because the information the Tribe logged, at this time, is not enough for a referral to be made. When this occurs, a full written log will be made justifying the reasons the Tribe have shared the information, who it was shared with and the date and time it was shared.

If Play workers feel that the incident has not been adequately followed up within the session setting, they have a professional responsibility to call Social Care themselves and share information in order to safeguard young people.

If the child protection concern is with regard to a Play worker, the Tribe Whistle Blowing Procedure should be followed (see 'Child Protection Whistleblowing' policy).

Third Party Information

Third party information is when anyone (other than those directly involved with the Tribe) passes on information or expresses their concerns.

Information from a third party regarding suspicions of child abuse cannot be ignored. If the person imparting the information has concerns, they should be encouraged to contact Social Care. If they do not wish to do so, it should be explained to them that the Tribe is obligated to. The concerns should be logged and any action taken recorded fully.

Allegations against Play workers or Volunteers

The Tribe fosters a protective ethos whereby Play workers must be alert to any inappropriate behaviours displayed by other Play workers. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images (this list is not exhaustive).

If an allegation of any form of child abuse is made against any adult the matter must be reported to a Site Co-ordinator who will report to the DP or the Manager of Childcare Services in the Childcare Office. If the allegation is made against the Site Co-ordinator, the report should be made to the DP and if the allegation is made against the DP the report should be made to the Manager.

This information will then be passed onto the Local Authority Designated Officer (LADO). The Tribe will take advice from LADO if other external/internal agencies (e.g. police) should be informed, and we will act upon the advice given to ensure that any investigation is not jeopardised. The session Co-ordinator will also inform Ofsted.

The Tribe will display and follow the 'Allegation of abuse made against an adults who work or volunteer in a childcare setting – What to do.....' procedure.

If an allegation is made against a Play worker, the Tribe will ensure the immediate safety of the young people. The incident will be factually recorded on a 'Logging a Concern' form stating the actions taken. It may be necessary for the Tribe to refer to its Play worker disciplinary procedure regarding suspensions and exclusions following advice sought from the LADO.

The Tribe also has the right to seek professional advice from Employment Law specialists.

Ofsted will be notified that a significant incident has occurred. If it is agreed that the incident is not a child protection case, the setting will investigate the matter and feedback the outcome to LADO and Ofsted.

Record Keeping

The setting will keep clear, detailed written records of concern about young people using the Logging Concern Form, even where there is no need to refer the matter to Social Care immediately. The designated person (DP) will ensure that all records are kept in a secure location.

A written log will be made if the Tribe has shared concerns relating to a child with another setting involved in the child's care justifying the reasons the Tribe have shared the information, who it was shared with and the date and time it was shared.

If a child leaves our setting their protection files will be kept in a secure archive for 25 years from the child's date of birth.

Confidentiality and Information Sharing

The designated person (DP) will ensure confidentiality protocols are adhered to and information is shared appropriately with regard to the documentation from the Department of Education Guidance to Information Sharing July 2018. If in any doubt about confidentiality, Play workers will refer to the Tribe Confidentiality Policy. The DP is aware that they have a professional responsibility to share information with other agencies in order to safeguard young people. A flowchart detailing when and how the Tribe will share information can be found in the Confidentiality Policy.

Communication with Parents

The Tribe will undertake appropriate discussion with parents prior to the involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, the session Co-ordinator will seek advice from Social Care.

When undertaking discussions with parents, the Tribe will record this on the Log of Concern form detailing exactly what discussion took place. If a decision is made not to discuss the matter with parents, the reason why not will also be recorded. (Circumstances may include if the DP is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk of harm such as potential physical or sexual abuse).

Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be (in line with Information Sharing Guidance, 2018). Unless it would place the child at risk of significant harm, parents will be informed that a record of our concerns has been made.

The Tribe will ensure that parents have an understanding of the responsibility placed on the setting and Play workers. This is set out in the terms and conditions of the registration form. A copy of this policy will be made available to parents to view onsite or to access via the Tribe website. The DP will undertake appropriate discussions with parents prior to any involvement of another agency, unless the circumstances will put the child at risk of further harm.

When a child leaves or moves to another setting.

If the Tribe becomes aware that a child will be leaving our setting their individual child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'Confidential, Addressee Only' and sent to the Designated Person, if known, of the receiving setting/school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file, and once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that the child welfare records will be transferred, unless this would place the child at risk of acute harm.
- Due to the nature of the Tribe a copy of transferred records will be kept until a child reaches the age of 25.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth.
- All actions and decisions will be led by what is considered to be in the best interests of the child

Play workers Support and Training

The Tribe is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to play workers. Therefore, the Tribe will ensure that:

- All Play workers must complete child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect
- All Play workers are carefully recruited, have verified references. A DBS check is carried out during the initial induction process within the office. If a Play worker has a current DBS check and is registered with the update service, then a check will be carried out to confirm the cleared status of the Play workers current DBS. All Play workers are given a copy of the Safeguarding Young people and Vulnerable Adults Policy during their induction, and have its implications explained to them.

- All Play workers will ensure confidentiality protocols are adhered to and information is shared appropriately and seek advice from the DP if needed
- All Play workers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance
- All Play workers are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with young people
- All Play workers are aware of the main indicators of child abuse
- All Play workers are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to one of the DPs.
- The Tribe will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of young people and uphold fair processes for Play workers, students and volunteers.
- Any Play worker under investigation for the alleged abuse of a child, will be subject to the provisions of the Play worker Disciplinary Procedures.
- The Tribe will display and follow the 'What to do if you're worried a Child Is Being Abused' flowchart.

Safe Caring

All Play workers have received a copy of the Tribe's Child Protection Procedures and have had access to appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid times when Play workers are left alone with a child. If Play workers are left alone with a child, the door of the room should be kept open and another member of Play worker staff should be informed
- If a child makes inappropriate physical contact with a Play worker this will be recorded fully on a 'Logging a Concern' form, which will be passed to the DP immediately.
- Play workers will never carry out a personal task for young people that they can do for themselves. Where this is essential, Play workers will help a child whilst being accompanied by a colleague. Unless a child has a particular need, Play workers should not accompany young people into the toilet. Play workers are aware that this and other similar activities could be misconstrued. If a Play worker helps a child in the toilet area this will be documented on an 'Intimate Care' form.
- Play workers will be mindful of how and where they touch young people, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided.

The following code of conduct must be applied at all times (for the full list please refer to the Play worker Policy).

Code of conduct

This code of conduct applies to all workers, visitors and service users.

1. All Play workers are expected to conduct themselves at all times in a professional, courteous, helpful and consistent manner.
2. Play workers are not permitted to contact the young people or parents of the Tribe outside of session including through social media. If a child attempts to make contact with a Play worker outside of session then this information must be passed onto the session Co-ordinator immediately.

3. Play workers must inform us if they have a relationship with any of the young people outside of the session prior to commencing work or as soon as they become aware of it. Depending on the nature of the relationship, the session Co-ordinator may decide to take action such as moving the Play worker to a different site.
4. Play workers are not allowed to babysit young people outside of session or Playschemes, except in exceptional circumstances and at the permission of the session Co-ordinator
5. Play workers are expected to display both knowledge and understanding of child protection, multi-cultural issues and a commitment to treating all young people as individuals and with equal concern and respect.
6. Play workers will have regard for wearing appropriate clothes and shoes when working with young people and with awareness of health and safety issues.
7. Personal mobiles should be switched off and not used during working hours. If Play workers do need to receive an emergency call, the person calling them should use the main the Tribe site mobile number.
8. Under no circumstances should any arguments or disagreements between Play workers occur in the presence of young people or parents.
9. No smoking, alcohol or drug use is allowed on the Tribe premises.
10. No bullying, swearing, harassment or victimisation will be tolerated on the Tribe premises.
11. Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
12. Physical contact between young people and Play workers must be kept to an appropriate level. Contact such as kissing, prolonged cuddling or allowing a child to sit on a Play workers lap for a prolonged period of time is not allowed.
13. Touching a child's private area (genitals, inner thigh, bottoms or breasts) is not allowed. Exceptions are made in the circumstances of a first aid injury that requires attention or if intimate care is needed. In these instances the care given will be recorded on either the accident form or an intimate care record and a minimum of two Play workers must be present at all times. If a child does not wish for support to be given in this way, be it first aid (unless the injury is life or death) or intimate care, then the Play worker will support the child in self-care. A child's parents and the session Co-ordinator will also be called and an alternative solution sought.
14. All Play workers are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.
15. Play workers must not be left on their own with young people, there must be a minimum of two Play workers present in all areas.

Mobile Phones and Electronic Devices

The Tribe are mindful that practitioners have a duty of care to ensure that young people are protected from potential harm both within and beyond the physical and virtual boundaries of our setting. As such the Tribe understand that mobile phones and devices are a part of everyday society, and in recent times this technology has been used inappropriately to harm young people posing a risk to their safety and wellbeing.

Play workers and visitors to the Tribe must not have their personal phone during the session day when working directly with the young people. Mobile phones may be used in the Play workers designated break times, away from the young people. At all other times, mobile telephones should be stored in the staff room.

Play workers are able to wear apple watches (or similar device) but it must only be used for time purposes. Watches that connect to the internet or a mobile phone must be turned onto aeroplane mode whilst at work with the young people. Play workers not adhering to this policy could face disciplinary action.

We recommend that young people do not bring mobile phones or electronic devices to session or Playschemes. However, to reflect our belief that when used appropriately and safely, technology can support learning, we may enable the young people to use electronic devices at certain times. At the same time, we do all we can to ensure that technology is used appropriately and that young people are safeguarded against all risks attached to technology. While it is not possible to completely eliminate risk, any e-safety concerns that do arise will be dealt with quickly to ensure that young people and staff adhere to safe practices and continue to be protected. Young people may not use their mobile phone or other internet enabled or electronic devices at session unless informed they may do so and if they are supervised. For example, this may be allowed for those young people with access to the 'Over 11's Room'. In this case, use will be in a designated area and supervised by a member of the Playwork team. It will be a requirement that mobile phones and electronic devices are signed into the session on arrival and 3G or 4G internet services must be disabled.

It is important that young people and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and young people may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being. Information will be shared with young people on the subject of e-safety through displays and Young people's meeting discussions.

The Tribe will ensure that each site have a number of trip phones to ensure Play workers do not use their own personal mobile phones when off site with the young people. Play workers may take their personal mobile phones on a trip. However, they must remain in the Play workers bag at all times. On a trip a Play worker may use their mobile phone at designated break times when they are away from the young people. Personal mobiles may also be used in an emergency situation. An emergency situation constitutes being lost or separated from the group, a first aid emergency or if a trip phone malfunctions.

The Tribe has a mobile for incoming and outgoing calls. This number may be given by Play workers as a work/emergency contact number for incoming calls only.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed. Play workers and visitors will remain responsible for their own property and will bear the responsibility of any losses.

Cameras and Recording Equipment

The Tribe provides a camera for staff and young people to use to support the activities for young people and this must only be used for work purposes. Play workers and visitors must not use their personal cameras to take photos of the young people at session or Playschemes. The Tribe will remain vigilant and ensure that only young people with parental consent have their photos taken.

To ensure the appropriate use of this equipment, and to safeguard young people only the camera and recording equipment belonging to the Tribe may be used to take appropriate and relevant images of young people, such as events, activities and to support developmental observations. It is not appropriate to take photos of bruising or injuries on a child for child protection purposes; these should be drawn onto a body map. Any photos of the young people must be used in accordance with the General Data Protection Regulation 2018 and only if parental and child consent has been given. Parents are able to give or refuse consent via the Registration Form.

Play workers and young people are not permitted to take photos of anybody without that persons expressed permission and only on cameras supplied by the Tribe for the purposes of recording play activities.

Child Protection Whistle Blowing Policy

Play workers must acknowledge their individual responsibilities to bring matters of concern to the attention of the session Co-ordinator, the Manager of Childcare Services and/or relevant agencies.

Although this can be difficult it is particularly important where the welfare of young people may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concern out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation.

These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable young people or young people who are targeted. These young people need someone like you to safeguard their welfare.

The Tribe will not tolerate harassment or victimisation and will take action to protect Play workers when they raise a concern in good faith. The Tribe will do its best to protect a whistle blower's identity when a concern is raised and a Play worker does not wish their identity to be disclosed. However, if the concern raised needs to be addressed through another procedure, the worker may be required to provide a signed statement as part of the evidence.

In some circumstances the setting may have to disclose the identity of the worker without their consent; this will be discussed with the Play worker first. The Tribe will ensure that appropriate advice and support is made available to the Play worker raising the concern. Any person raising a concern will be kept informed of the progress and outcome of any investigation. The Tribe will not tolerate malicious allegations, which may be considered a disciplinary offence.

Don't think what if I am wrong – think what if I am right

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken
- Try to pinpoint what practice is concerning you and why
- Approach someone you trust and who you believe will respond
- Make sure you get a satisfactory response – don't let matters rest

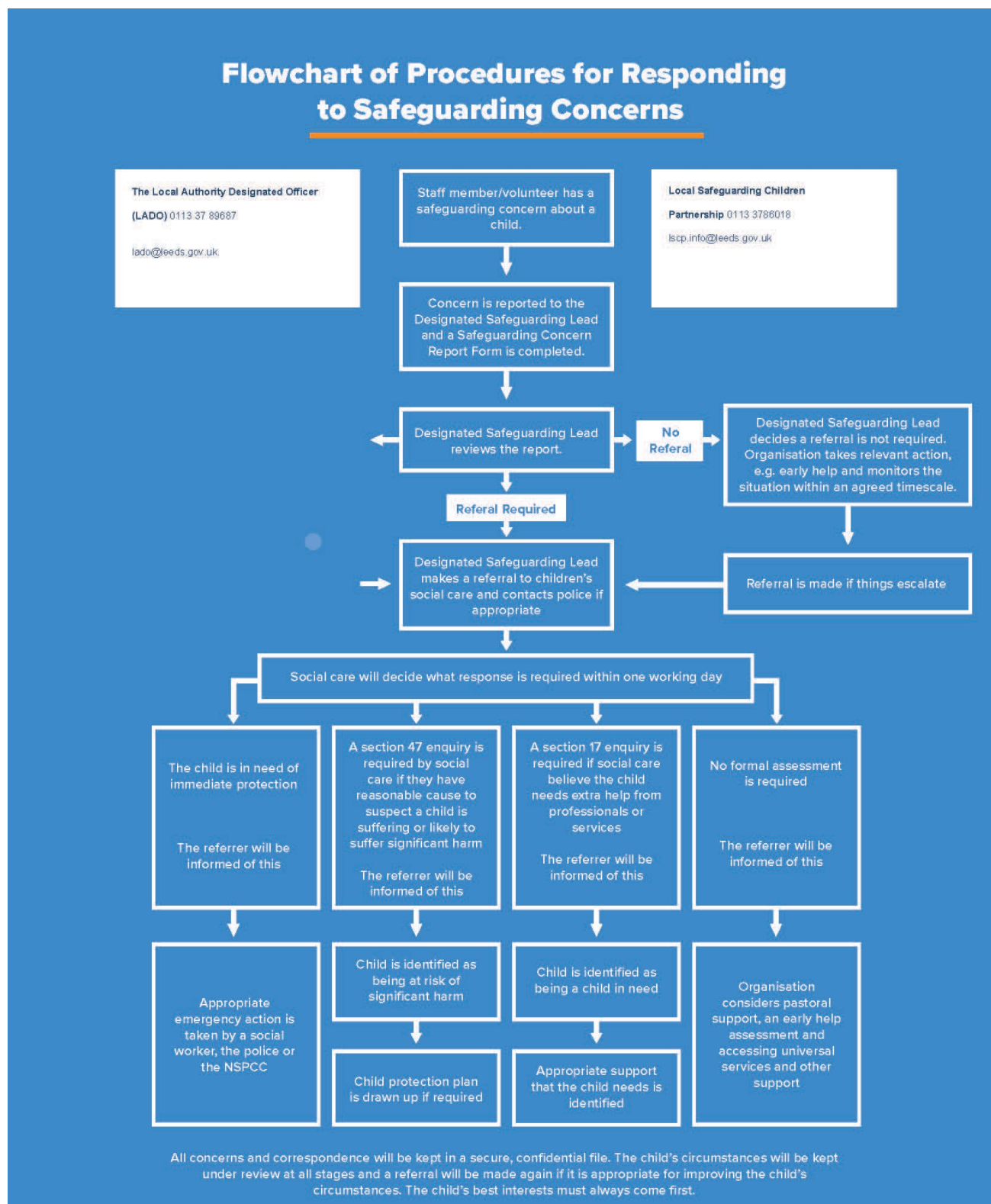
- Put your concerns in writing on a 'Logging a Concern' or 'Logging an Incident' form
- Discuss your concerns with the session Co-ordinator or Manager of Childcare Services
- A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern
- The session Co-ordinator or Manager of Childcare Services will undertake an investigation into your concerns and offer you support

Investigation

The action taken will depend on the nature of the concern. All matters raised will be thoroughly investigated internally (unless procedures set out in the Safeguarding Policy supersede this). Initially meetings will be arranged with the Play worker who has raised the concern and, separately, any individuals involved. Based on the discussions at these meetings, a decision will then be made to determine whether an investigation is appropriate and if so what form it will take.

Concerns or allegations that raise issues which fall within the scope of other policies will be addressed under those procedures. Play workers raising the concern will be informed about how the matter was investigated, conclusions drawn from the investigation and who they should contact if they be unhappy with the response. If the concern raised involves the session Co-ordinator, then the Manager of Childcare Services will carry out any investigation necessary.

SAFE GUARDING FLOWCHART



Designated lead person – Jean Barnbrook 07756585864

Signed by session Co-ordinator	Jean Barnbrook
Date	15-03-2021
Review Date	15-03-2022

Sick Young people and Accidents Policy

Tribe Youth Group (the Tribe) is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while young people are in our care, and helping to keep all Play workers and young people safe from infectious and communicable diseases.

First Aid

The Tribe recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the session or Playschemes.

The Tribe has a number of designated Play workers responsible for First Aid and resuscitation. These Play workers have an up to date First Aid certificate which includes first aid training for infants and young people and is a minimum of 12 hours. The certificate is updated every 3 years.

Play workers at the Tribe are not medically trained professionals, therefore if an incident occurs whereby a Site Co-ordinator deems it necessary that a child should seek further medical assistance, the child's parent will be called and asked to collect their child. In a medical emergency an ambulance will be called.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid box, and the names of any qualified first-aiders, will be clearly displayed around the Tribe premises.

A First Aid kit will be taken on all off site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, trip leader.

All parents must complete and sign the 'the Tribe Registration' document, consenting and empowering the Tribe to give permission for emergency medical treatment for their child in the event of a major accident or illness.

In the Event of a Major Accident or illness

- A First Aider will be notified and take responsibility for deciding upon the appropriate action, this may include seeking advice from the non-emergency NHS hotline 111
- A First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent to arrive
- The session Co-ordinator will be contacted as soon as possible after the incident has occurred
- If the child needs to go straight to hospital, an ambulance will be called. The parent will also be contacted. the Tribe will accompany the child to the hospital and will consent to medical treatment being given (as authorised in the 'the Tribe Registration' Form)
- The Child's medical form and a copy of the accident form should be taken to hospital
- The session Co-ordinator will ensure a follow up phone call is made to the parent enquiring about the child's condition and what if any follow up treatment was given at the hospital.
- All such accidents or incidents will be recorded in detail and logged on an 'Accident Record' Form. Parents will be asked to sign in the relevant section to acknowledge the incident or accident and any action taken by the Tribe and its Play workers
- The session Co-ordinator and other relevant Play workers should consider whether the accident or incident highlights any actual or potential weaknesses in the Tribe's policies or procedures, and act accordingly, making suitable adjustments where necessary

- Parents will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Tribe and its Play workers
- The session Co-ordinator will report the incident to the Tribe Health and Safety Advisor, within 3 working days and a decision will be made as to whether the accident is RIDDOR reportable. If so, the Tribe Health and Safety Advisor will be responsible for reporting the incident to RIDDOR, a copy will be given to the session Co-ordinator.
- The session Co-ordinator will inform the Tribe of Cambridge Insurance Manager of the incident.
- The session Co-ordinator will notify Ofsted within 14 days of the incident occurring.

In the Event of a Minor Accident, Incident or Illness

- A designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child is judged to be able to safely remain at the Tribe, the First Aider will remove the child from the activities and, if appropriate, treat the illness /injury themselves
- If the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the Site Co-ordinator will fully inform the parent of the illness accident and any treatment given unless it is a serious head bump, in this instance the parent will be informed immediately as a precaution.
- If the injury cannot be treated by a First Aider, but does not warrant hospitalisation (or the child continues to feel unwell or requests to go home) the parent will be contacted immediately and asked to collect their child. Until the parent arrives, the child will be kept under close supervision and as comfortable as possible
- All such accidents and incidents will be recorded in detail and logged on an 'Accident Record' sheet. Parents should sign to acknowledge the incident and any action taken.
- The session Co-ordinator and any other relevant Play workers should consider whether the accident or incident highlighted any actual or potential weaknesses in the Tribes policies or procedures, and make suitable adjustments if necessary.

In circumstances where no designated First-Aider is present, the session Co-ordinator will assume all responsibilities, or nominate an appropriately trained replacement. If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the infectious and communicable diseases section below. If a Play worker becomes ill at work, similar restrictions on their return may apply.

When to call a Parent/Carer

A courtesy call to a child's parent or carer will be made if any of the following occur:

- The child is in significant amount of pain or the injury has resulted in a swelling
- The injury is a deep or wide cut that could need medical attention
- There is a significant amount of bruising to the injured area
- The child has a head injury
- The child is unwilling to move the injured body part
- The child wants to speak to their parent or carer
- The first aider feels the parent or carer needs to be informed immediately

The aim of the call is to inform the parent of the accident that has occurred, and to give the parent the opportunity to decide what they feel the next course of action should be. If the Site Co-ordinator feels that the child needs to be collected or further medical attention should be sought the parent will be advised to collect their child.

Infectious and Communicable Diseases

If any infectious or communicable disease is detected on the Tribe's premises, the Tribe will inform parents in writing as soon as possible. RIDDOR (where relevant) and Ofsted will also be informed of any infectious or communicable diseases discovered on the Tribe's premises.

Head lice

When a case of head lice is discovered at the Tribe, the situation will be handled sensitively. The child concerned will not be isolated from other young people, and there is no need for them to be excluded from activities or sessions at the Tribe.

When the child concerned is collected, their parent will be informed in a sensitive manner. Parents will be informed as quickly as possible of the head lice but the child concerned will not be mentioned. Parents will be given advice and guidance on treating head lice.

Play workers should check themselves regularly for lice and treat whenever necessary.

Rashes and Skin Infections

Condition	Recommended period to be kept away from group	Condition
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Five days from the onset of rash	<i>SEE: Vulnerable Young people and Female Staff – Pregnancy</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses). <i>SEE: Female Staff – Pregnancy</i>
Hand, foot and mouth	None	Contact your local HPU if a large number of young people are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). <i>SEE: Vulnerable Young people and Female Staff – Pregnancy</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment

Condition	Recommended period to be kept away from session or Playschemes	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea Further exclusion may be required for some young people until they are no longer excreting	Further exclusion may be required for young people under five and those who have difficulty in adhering to hygiene practices This guidance may also apply to some contacts who may require microbiological clearance Please consult your local HPU for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled
Scarlet fever*	Child can return 24 hours after	Scarlet fever*
Slapped cheek / fifth disease. Parvovirus B19	None	<i>SEE: Vulnerable Young people and Female Staff – Pregnancy</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local HPU. <i>SEE: Vulnerable Young people and Female Staff – Pregnancy</i>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Respiratory Infection

Condition	Recommended period to be kept away from session or Playschemes	Comments
Flu (influenza)	Until recovered	<i>SEE: Vulnerable Young people</i>
Tuberculosis*	Always consult your local HPU	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPU will organise any contact tracing necessary

Other Infections

Condition	Recommended period to be kept away from session or Playschemes	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPU
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no	Hepatitis A*
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluid spills. <i>SEE: Good Hygiene Practice</i>
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local HPU will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local HPU will give advice on any action needed
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local HPU
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)

* denotes a notifiable disease.

Outbreaks: if a school, nursery or childminder suspects an outbreak of infectious disease, they should inform their local HPU.

Good Hygiene Practices: Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing easily spread infections. Young people and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

Personal protective equipment (PPE): Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons should be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, COSHH and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

Cleaning of blood and body fluid spillages: All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Young people's soiled clothing should be bagged to go home, never rinsed by hand.

Sharp Injuries and Bites: If skin is broken, encourage the wound to bleed, wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact your local HPU for advice, if unsure.

Animals: Animals may carry infections, so wash hands after handling animals. Health and Safety Executive (HSE) guidelines for protecting the health and safety of young people should be followed.

Animals in school: (permanent or visiting). Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to young people. Young people should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

Visits to farms: Please contact your local environmental health department who will provide you with help and advice when you are planning a visit to a farm or similar establishment. For more information see www.hse.gov.uk/pubns/ais23.pdf

Vulnerable Young people: Some medical conditions make young people vulnerable to infections that would rarely be serious in most young people; these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such young people. These young

people are particularly vulnerable to chickenpox or measles and, if exposed to either of these, the parent should be informed promptly and further medical advice sought. It may be advisable for these young people to have additional immunisations, for example pneumococcal and influenza.

Female Staff and Pregnancy: If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/young people, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- German measles (rubella). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Drugs, Smoking, Alcohol and Drugs Policy

Play workers or volunteers who arrive at the Tribe Youth Group (the Tribe) clearly under the influence of illegal drugs will be taken into a separate room and questioned and disciplinary procedures may be implemented. Young people who arrive at the Tribe clearly under the influence of illegal drugs will be taken into a separate room and their parents will be called.

If a child is found in possession of illegal drugs on the premises, the drugs will be confiscated and their parent will be informed immediately. If Play workers are found in possession of illegal drugs, serious disciplinary action will follow. In both cases the police will be called.

In cases where Play workers are taking prescribed drugs that may affect their ability to function effectively at work, the session Co-ordinator should be informed as early as possible and a risk assessment will be completed. Play workers are required to notify the Tribe of any changes to their health during each session to ensure there has been no change in circumstances since they last worked.

Alcohol

Play workers, students, volunteers who arrive at the Tribe clearly under the influence of alcohol, will be taken into a separate room and questioned and disciplinary procedures will be implemented. Young people, who arrive at the Tribe clearly under the influence of alcohol, will be taken into a separate room and parents contacted.

If a child is found in possession of alcohol on the premises the alcohol will be confiscated and their parent will be informed immediately. Play workers must not bring alcohol onto the Tribe premises.

If a Play worker has good reason to suspect that a parent is under the influence of alcohol when they drop off or collect their child they have a duty to inform the Tribe designated Child Protection Officer, according to the provisions of the 'Safeguarding' Policy'.

The session Co-ordinator will then be responsible for deciding on the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Smoking

Smoking is not permitted anywhere on the premises including the use of electronic cigarettes. This rule applies equally to Play workers, students, volunteers, young people, parents or any other visitors.

If a child is found in possession of cigarettes on the premises, the cigarettes will be confiscated and their parent informed.

Parents under the Influence

If a Play worker has good reason to suspect that a parent is under the influence of illegal drugs or alcohol when they drop off or collect their child, they have a duty to inform the Tribe designated Child Protection Officer, who, according to the provisions of the Safeguarding policy will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Play workers will make all possible efforts to ensure that young people are not allowed to travel in a vehicle driven by someone under the influence of illegal drugs. Where an illegal act such as this is suspected, the following procedure will apply:

- The Site Co-ordinator will immediately assign a Play worker to contact the session Co-ordinator to explain the situation
- The Site Co-ordinator will make every effort to delay the parent leaving the site and will try to prevent the parent leaving the site until the session Co-ordinator arrives
- If the Site Co-ordinator is unable to prevent the parent from leaving the site and sees them driving away, the Police must be called immediately
- Once the session Co-ordinator arrives at the site, they will explain to the parent why they have been prevented from leaving and that they cannot allow the parent to drive their child in their current state
- The session Co-ordinator will support the parent in finding another method of transportation home including calling a family member or a taxi
- If the parent becomes hostile or insists they are fit to drive the Police will be called
- The session Co-ordinator will ensure that the incident is documented and Social Care are informed

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Social Networking Policy

Tribe Youth Group recognises that Play workers may use the Internet for personal purposes and may participate in social networking on sites such as Facebook, Twitter, Snapchat and Instagram. Play workers must ensure they do not breach the law or disclose any confidential information about the setting, young people or families. This includes stating on social media that they work for the Tribe Youth Group.

This policy outlines the Tribe's approach to social networking and the use of blogs. It details the ground rules for Play workers, who should ensure that the content of their blogs/social networking sites does not bring the setting into disrepute.

- The term 'blog' is short for 'web log'. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience.
- A social network site is a website, which allows individuals to construct a public or semi-public online profile and to connect with others who share similar interests and views.


Whilst at session or Playschemes, Play workers must not access personal blogs/social networking sites unless in the staffroom on their specified break. The setting does not condone Play workers writing about their work on social networking sites or web pages. If a Play worker does choose to do so, they are expected to follow the rules below. Play workers must not:

- disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act.
- disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of young people and young people and the premises.
- link their own blogs/personal web pages to the setting's website.
- make defamatory remarks about the setting, colleagues or young people and young people or their parents.
- misrepresent the setting by posting false or inaccurate statements.

Communication with young people and young people, by whatever method, should always take place within clear and explicit professional boundaries. Play workers should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming. Play workers should not:

- give their personal email details to young people, young people or parents who use the setting.
- send social networking site 'friend requests' to, or accept them from, young people, young people or parents who use the setting. If a child sends a friend request the session Co-ordinator must be notified immediately. Exceptional circumstances such as being a direct family member of the child/young person will be considered.

The Tribe implore their Play workers to remember that anything posted online could end up in the public domain to be read by young people, parents or even future employers – so be careful what they post and who they post it to. For example, posting explicit pictures of themselves could damage their reputation and that of their chosen profession and organisation. Parents and employers may also question a Play workers suitability to care for young people. Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and/or criminal investigations.

Signed by session Co-ordinator	
Date	15-03-2021
Review Date	15-03-2022

Trips, Outings and Visits Policy

The Tribe Youth Group (the Tribe) believes that visits and outings play an important and enriching role in the programme of activities that we provide for young people. A Risk Assessment will be carried out for any trip. This should include consideration of the journey, any transportation involved, and contingency arrangements in case of break down, illness et cetera

The session Co-ordinator will request all relevant information and a Risk Assessment statement from the venue (where available). Risk Assessment findings will be shared with all those attending the trip. The Tribe will ensure that the activities planned are covered through the Tribe insurance. The Tribe will make every effort to involve young people in the planning of visits and outings.

Play workers will explain to young people the purpose of the trip, along with what is expected of them in terms of their behaviour. Young people will be talked through any potential safety hazards and told to remain with Play workers at all times. All young people will be given a sticker/badge/wristband with the Tribe name and contact number and a high viz jacket with the Tribe name. Play workers will explain to young people what to do in an emergency, including designating a suitable meeting point.

Parental Consent

The Tribe will only allow young people on a trip when permission has been granted by parents.

Parents have the absolute right to withhold consent for a proposed visit or outing. Young people without consent will not be allowed to participate in off-site trips, excursions or outings.

During visits and outings

The minimum ratio will be 1 Play worker for every 5 young people under 11 years of age; for young people are over 11 years of age a ratio of 1 Play worker for every 10 young people will be applied; subject to the nature of the activity and Risk Assessment.

- Before setting out, all Play workers involved in the trip hold a meeting to discuss the trip and safety procedures. A trip leader will be appointed and will have overall responsibility whilst off the Tribe premises. Young people will remain under close supervision at all times.
- The Tribe will ensure that a First Aid kit is on hand and a First Aider is present.
- Designated Play workers will have trip mobile phones with them at all times and their numbers will be circulated to the Site Co-ordinator in advance of the visits and outings in case of an emergency.
- A register will be taken as necessary and regular head counts will be made by Play workers.
- A list of all Play workers and young people participating in the trip or outing, along with relevant mobile phone numbers, will be taken with the Play workers leading the trip and a copy left on the Tribe premises.

After visit and outings

Play workers will carry out a review of the trip to identify the following

- Did the young people enjoy the trip?
- Was the trip appropriate for the young people?
- Did the timings work?
- Did the Play workers ratios work?
- Were there any safety issues
- Play workers will ensure that young people and are also involved in the review and will ensure their opinions are considered for future trips.

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
Review Date	15-03-2022

Uncollected Young people Policy

The Tribe Youth Group (the Tribe) has the highest regard for the safety of the young people in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Tribe will ensure that all young people have been collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the session Co-ordinator will be informed
- Tribe will attempt to contact the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply
- While waiting to be collected, the child will be supervised by Play workers who will offer them activities and as much support and reassurance as is necessary
- If, after repeated attempts, no contact has been made with the parent, carer or designated adult session will call the local Social Care team for advice, after 30 minutes of the Tribe closing
- The Tribe will act on the advice of Social Care Department
- Unless absolutely necessary the child will not be taken to the home of a Play worker, or away from the Tribe's premises, in the course of waiting for them to be collected at the end of a session
- The child will remain in the care of the Tribe Play workers until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Care Department
- In the event of Social Care being called and responsibility for the child being passed to a safeguarding agency, session will attempt to leave a further telephone message with the parent or designated adults' and will do everything in its power to communicate the situation to the parent or designated adult, reassuring them of their child's safety and instruct them to contact the local Children's Emergency Duty Team (details below).
- Incidents of late collection will be recorded by the Site Co-ordinator and discussed with parents at the earliest opportunity. Parent will be informed that late collection fees apply at the Tribe at the rate of fifty pence (50p) per minute, plus any additional costs incurred from the venue.

Contact details:

0113 376 0336 (Monday to Friday 9am to 5pm, except Wednesdays when we're open from 10am).

Out of office hours

If the issue can't wait until the next working day, please contact the Children's Emergency Duty Team on 0113 535 0600

Signed by session Co-ordinator	<i>Jean Barnbrook</i>
Date	15-03-2021
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Coronavirus Statement

Currently we are able to open a number of our groups as we recognise we they are support groups, however this is and will continue to be based on the latest government guidance. In the event of a Tribe Youth Group being advised to close by government advice or by Public Health England due to the Coronavirus, a full refund will be given for the days that we are closed.

At the Tribe Youth Group, we take health and safety seriously. In light of the current outbreak of the Coronavirus (COVID-19) we have put together some information, all of which is based on Public Health England advice. <https://www.gov.uk/government/organisations/public-health-england>

Tribe Youth Groups have put stringent measures in place to ensure your young people can continue to enjoy their sessions with us in a safe environment. We believe these measures should give parents the comfort and assurances you need to continue booking your young people into Tribe Youth Groups. We have adopted the following special measures in response to the Coronavirus outbreak:

Government advice is to stay alert. We will be adhering to the government guidance for early years and childcare providers as of 23rd February 2021. We will also be following the new national restrictions that was updated on 23rd February 2021

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-young-people-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-young-people-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

When the Tribe Youth Groups reopen they will be with restricted numbers in place and in line with social distancing.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

At Point of booking, a declaration has to be made by parents to declare that you, or your child has not been in close contact with anyone who has been diagnosed with COVID-19 and if they have, they have self-isolated for 10 days.

- Additional cleaning measures in all groups to maintain the highest possible standards of hygiene.
- Talks with the young people about hand washing and the importance of using and disposing of tissues
- Young people will be organised into colour coded 'bubble' groups of no more than 15 young people, with 2 staff members. They will then remain in their 'bubble' and zone for the whole session.
- There will be no mixing of young people between activities and between groups. All young people will complete a shortened version of every activity to avoid mixing the groups.
- Every group will have a supply of antibacterial hand-gel and encourage staff and young people to use this regularly throughout the session. In the event of not being able to supply antibacterial hand gel, soap will be made accessible to enable young people and staff to continue to wash their hands.
- We will ensure that when parents arrive to drop off or collect their child/young people that we maintain the government guidelines on social distancing and ensure there is 2 meters between everyone.

- No parents will be allowed into the building whilst dropping the young people off and collecting and staff will sign the young people in and out. The social distancing measures will also be a rule set in line for when young people are sitting and playing.
- There will be 'bubbles' of no more than 15 young people in a group with 2 members of staff and they will remain together for the whole session until the young people go home.
- Any child who develops a high temperature will not be able to stay at the group.
- If a child begins to show symptoms of a cough/fever there will be a designated area where the child can be kept safe and isolated until they are collected
- PPE will be available for staff to wear if they choose to. This will apply to young people too if they choose to wear gloves or face masks they can.

All groups operating will ensure all staff are wearing face coverings at all time whilst working indoors in the group, as per the current government guidance

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-groups-and-other-out-of-school-settings-for-young-people-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#face-coverings> unless they are exempt due to medical reasons. All Parents to wear face coverings when dropping off or collecting young people.

What we will do if someone develops symptoms at Tribe Youth Group;

If anyone in your setting develops a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.

This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a test to see if they have coronavirus (COVID-19)

Action List

- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- Call parents/legal guardian to collect child and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
- If a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. We will be mindful of individual young people's needs – for example it would not be appropriate for younger young people to be alone without adult supervision. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. The member of staff supervising the child will wear PPE and the area will be deep cleaned once the child has been collected. Any windows in the room please open for ventilation.
- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone who was taken unwell COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and remove and dispose of their PPE.
- When parents/legal guardian pick up the child, advise them to get the child tested and notify you of the results.

- Once the child has left the premises, thoroughly disinfect/clean all surfaces and touchpoints they came into contact with (including the bathroom if used).

In most cases, closure of a Tribe Youth Group will not be needed but this will be ours, along with advice from Head Office, decision based on various factors such as establishment size and risk of further spread. This is a fast-evolving situation and we will monitor and share any new advice at the earliest opportunity. Whilst we understand that the current situation is causing concern, there is no need for alarm. You do not need to keep your young people away from a setting unless they have been to, or have been in contact with someone who has been infected.

Information for the public can be found at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

There are some practical steps you can take to stop viruses:

Do

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available
- try to avoid close contact with people who are unwell
- Keep 2m distance as per the social distancing guidelines

Don't

- Touch your eyes, nose or mouth if your hands are not clean
- We will continue to monitor the situation closely.
- Safeguarding the health and wellbeing of all young people and staff at our Holiday Groups across the country is our top priority.

This policy was adopted on 15 March 2021

Signed on behalf of Tribe Youth Group

Date for review April 2021

Contact Details

Tribe Youth Group (the Tribe):

6 Laurel Terrace, Templar Lane, LEEDS, LS15 5LL

Phone: 07756585864

Email: thetribeyouthclub@gmail.com

Website: thetribeyouthclub.org.uk

USEFUL CONTACTS

- | | | |
|--|-------------------------------|------------------------|
| • Children's Social Work Services | 0113 376 0336 | |
| • Children's Social Work Services (out of hours) | 0113 535 0600 | |
| • LADO (Local Authority Designated Officer) | 0113 37 89687 | lado@leeds.gov.uk. |
| • LSCB (Local Safeguarding Young people Board) | 0113 3786018 | lscp.info@leeds.gov.uk |
| • West Yorkshire Police | 101, 999 or 112 from a mobile | |
| • Leeds Early Years and Childcare Service | 0113 378 5555 | |
| • OFSTED | 0300 123 1231 | |