

## **Queen's Summer Activity Scheme – Policies and Procedures 2022**

### **Absence of Manager**

On the occasion that the scheme co-ordinator (Tara Malcolmson) is not on duty a Team Leader will act up into the co-ordinator role and this will be confirmed at the team briefing in the morning of any absence.

### **Admission Policy**

Any child enrolled on the scheme will have completed the application form and all such details will be stored centrally on the Summer Scheme database. Information about the Scheme is available on Queen's Summer Scheme Website [www.queenssummerscheme.com](http://www.queenssummerscheme.com)

Applications will be taken from Queens Staff and Students from an earlier date before opening enrolment to everyone.

Only children enrolled will be allowed to be involved in the scheme.

Co-ordinator will be made aware of any anomalies on roll calls by staff members signing the children in and liaise with office staff accordingly.

The University's Equal Opportunities Policy will also be in place regarding admissions to the scheme.

### **Settling in Policy**

Children who enrol on the scheme will have had access to the activity programme and the range of activities included before the start of the scheme.

Children will be dropped off by parents and signed in for the day by a member of staff from their age group.

Children will meet other children from within their age group in the Main Hall who will be accompanied by staff, along with children across all other age groups.

Parents can accompany their child into the hall if they wish.

All children will congregate in the main hall in their age groups until activities commence. Staff will be with the children in their respective age groups to introduce themselves and help everyone settle in.

At the start of each week, Ice breaker games will be organised and children will wear sticker name badges to get to know each other and the staff alike.

Children will be accompanied by staff at all times, both during activities and break periods to ensure that everyone is joining in and enjoying their time at the scheme.

Staff will be aware of any special requirements for individual children in their group.

### **Parental Involvement**

Parents will have had access to a copy of the full activity programme before enrolling their child on the scheme.

Parents MUST give consent for activities outside of the PEC. (This includes permission to the shops at Stranmillis during Lunch Time for the Seniors Group ONLY.)

Each week, the activity programme along with information about weekly themes for sporting and non-sporting activities will be posted on a notice board in the drop off / pick up area. If there are any changes to the programme, an updated version will be located here. Information on days and times for weekly finales will also be on this notice board to encourage parents to come along to the finales.

Children will also be aware of these sessions and encouraged to ask their parents to come along.

Child Protection Guidelines will be strictly adhered to at all times.

### **Behaviour Management**

At the beginning of each week, staff will bring the group together to inform them of rules of the scheme.

Any inappropriate behaviour will be reported to Activity Leaders who will liaise with Team Leader and/or Co-ordinator accordingly.

If necessary, parents/guardians will be informed of such behaviour during the day or when children are being collected at the end of the day.

If circumstances dictate, all summer scheme participants will be assembled after morning drop off or before afternoon pick up to address a situation/issue which has been brought to the attention of a member of Summer Scheme and/or centre staff.

The implementation of all behaviour management strategies must adhere to the code of conduct for staff with measures in place that are appropriate for the particular age group. Warnings, explanation of what is not appropriate behaviour should be explained to the children and if required children may be asked to sit out of activity and time out.. If a staff member is unsure and having difficulty managing behaviour then they should consult with other member of their team or the summer scheme co-ordinator. On no occasion particularly during time out should a child be isolated or made to feel humiliated.

Positive reinforcement should always be used by staff and coaches with good practice in delivery of sports session and activities as per the NSPCC and NGB sport guidelines will be implemented during all sessions.

### **Complaints Procedure**

Staff members will be available at all times to address complaints from participants and/or parent/guardian. All complaints should be recorded.

Activity Leaders will inform Team Leaders and/or Co-ordinator.

Co-ordinator will be informed of all such incidents and will address these and liaise with Sports Development Officer

If a parent wants to make a complaint to a member of Queen's Sport Management please ask them to contact Kevin Murray [k.murray@qub.ac.uk](mailto:k.murray@qub.ac.uk) or telephone 028 90681126

Parents/guardians will be kept informed of actions being taken.

## **Accidents**

All accidents will be recorded on Queen's University Belfast - Accidents / Dangerous occurrences / Near Misses report forms. Forms must be completed at the time from the incident by Activity/Team Leader whom it was reported to.

Parents/Guardians will be informed of the incident when collecting the child and asked to sign the form to confirm they have been made aware of the same.

Team Leaders will be responsible for passing on signed and completed forms at the end of the day to the Co-ordinator. Co-ordinator will complete the forms, copy and forward original to University Safety Service as per procedure.

## **Confidentiality**

Staff will be made aware of circumstances/special requirements of the children they are working with which will affect how they address situations.

All personal details will be stored on Summer Activity Scheme with limited access.

Access to confidential information will only be disclosed to Co-ordinator where necessary e.g. when a parent needs to be contacted urgently.

In the event of a child protection concern the confidential policy will be overridden

## **Consent**

Parents must give written consent for all off site activities and permission to leave the premises for lunch will only be granted to the seniors group with consent.

## **Sickness Policy**

All staff have been made aware of basic first aid during training.

A designated first aid area for scheme participants will be located in meeting room 3, adjacent to the Minor Hall and break areas.

If children feel unwell, they will sit out of activities for a time and may go to the first aid area. Scheme Co-ordinator will be notified and situation closely monitored. If they still feel unwell, parent/guardian will be contacted.

The scheme has in place a policy on infection prevention and control and it is advised that children who are unwell do not attend the scheme to reduce the spread of infection.

A list of qualified first aiders is available at summer scheme HQ. First Aid qualified staff (including scheme co-ordinator) are available within the centre.

Each age group will have a radio to contact Co-ordinator, who can request back-up via the radio as required.

## **Play**

A daily/weekly activity programme of sport and activity is arranged for all groups. Each session is planned and delivered according to the age group and ability level of children. Free play takes place as scheme participants assemble in the main hall in the mornings and free play/playground style

activities also take place during lunch break. Children are supervised to ensure safety at these times but activities are not programmed by staff.

### **Safeguarding & Child Protection Policy and Procedures**

Queen's University Belfast Child Protection Policy will be adopted. (see Appendix 2)

All staff (paid and voluntary) have completed Access NI & SOF Care check before commencing work on the scheme. Staff will have attended a Child Protection Awareness Course.

Volunteers and Junior Leaders will be accompanied by other staff throughout the course of the day.

Children will be accompanied by staff at all times; customers will also be in the building. Staff, volunteers and Junior Leaders have a responsibility to ensure that they are never left on their own with a child.

Any child protection concerns must be reported to Queen's Sport Designated Child Protection Officer; Liz Mc Laughlin.

### **Mobile Telephone Policy**

Summer Scheme Staff are not permitted to carry mobile telephones on site, when on duty working with the children. Personal mobile telephones must be secured in the locker provided and can be accessed at break or lunch times only. If a member of Staff needs to be contacted mid-shift then the PEC landline number must be used. 02890 681126

Mobile telephones must not be used to take any photographs/videos/ sound recordings of any of the children or staff registered with the Summer Scheme.

Each summer scheme site will be issued with a standard mobile telephone which can be used by staff during trips or outings. This mobile can be used in an emergency, to contact a manager or site or in case of accident or illness while on the trip. Alternatively if there is a problem with the site landlines this mobile can be used to contact parents. These mobile telephone numbers are not to be given out to anyone outside of Staff. Staff members' personal mobile telephones are not to be taken on any trips or outings with the children. Additionally all personal PCs, laptops, palm devices, tablet PCs etc, that a staff member may have on site, must be treated as outlined in this policy.

### **Social Networking Sites Policy**

Personal information relating to all children within the care of the Summer Scheme at Queen's will be treated in the strictest confidence and must not be shared or disclosed on any social networking site. Social networking sites and problems of online gossip are routinely making new headlines – therefore for the protection of the children in our care we ask staff to be mindful of the personal information they use on social networking sites and to protect themselves and the integrity of the summer scheme at Queen's.

## **Whistle Blowing Policy**

It is the duty of an individual member of staff to disclose or express any concerns in relation to the conduct of a colleague (permanent or student) which may prove detrimental to the health, well-being, safety or development of any child using the summer scheme at Queen's.

Any criminal activities that may impact on the summer scheme offered at Queen's must be disclosed to any member of the Management Team with immediate effect.

Team Leaders will conduct weekly supervisions for members of staff. Meetings will be confidential and so offer the opportunity for staff to raise any concerns or issues they may have. All members of the Queen's Sport Management Team operate an "open door" policy to allow staff every opportunity to discuss any concerns or disclosures. Issues brought forward will be taken seriously and investigated thoroughly with no detrimental impact experienced by the staff member disclosing the information.

**PEC Team Leaders:** Michael Mc Donnell, Cormac Curry, Antoinette Mc Connell, Cabrini Tsougranis

**Summer Scheme Team Leaders:** TBC

**Management Team:** Kevin Murray, Karl Oakes, Mandy Rodgers, Paul Curry

**Designated Officer:** Liz Mc Laughlin

## **Food & Drink Policy**

Children are encouraged to bring water, healthy break and lunch to the scheme each day. Children have access to a water fountain and staff will supervise water breaks during warm days. Clements provide a tuck shop and a healthy lunch menu for all children. Orders for hot food will be taken each morning of the scheme. Children may also use the vending machines around the building during the day for snacks and drinks. Purchase of energy drinks such as boost and powerade is not allowed and staff will monitor this on a daily basis.

## **Equal Opportunities**

Queens University Belfast Equal Opportunities Policy statement will be adopted.

All such information can be found on QUB web site [www.qub.ac.uk](http://www.qub.ac.uk)