



Party On A Cloud Camp Policies and Procedures

Party On a Cloud Safeguarding (Child Protection) Policies and Procedures

Party On A Cloud Camps (POACC) provide themed camps for children aged 3-8.

POACC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice that reflects our statutory responsibilities.

POACC is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. There will be a Designated Safeguarding Lead (DSL) available at all times while Party on a Cloud camps are in session.

All incidents, observations, concerns or disclosures will be reported to the DSL and the Safeguarding coordinators of Party on a Cloud, Ben Craig and / or Kate Meranda Craig.

Staff Recruitment

- All staff will have an enhanced DBS check
- All staff will have 2 forms of references , one professional and the second of someone who has known the member of staff for over 5 years (not a family member)
- Staff have all relevant childcare qualifications inline with the Early Years Foundation Stage
- Staff will have undergone a thorough interview
- Staff will have undergone childcare protection / safeguarding awareness courses
- Staff will have undergone full induction training into the running, policies and procedures of Party on a Cloud Camps.

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Risk assessment

- Each morning prior to the children arriving, two members of staff will carry out a daily risk assessment and will follow a risk assessment document provided by Party On A Cloud Camps.

This will cover -

- Access
- Security
- Safety
- Heating
- Lighting
- Toilets
- First aid
- Food & drink
- Fire precautions
- Activities/ equipment
- Outdoors
- Keeping records

Toilet procedures

- All children will be assisted to the toilet by a DBS Enhanced checked member of staff.

- The member of staff will insure that the child washes his/her hands thoroughly after toilet use.

Nut Free Zone

We at Party On A Cloud Camps operate a nut free policy.

Parents are made aware about our nut free zone.

- We clearly highlight in all our booking forms provided to all parents prior to child attendance - as stated below

***Please bring a packed lunch WITH LOTS OF SNACKS & WATER
PLEASE DO NOT HAVE ANYTHING CONTAINING NUTS, THIS INCLUDES NO HUMMUS***

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- We reinforce on our social media Facebook Page that we do not tolerate nuts at our facilities.
- If by any chance there are nuts in any child's lunch box we remove the food, wash the child's /staff hands and speak to the child's parent at the end of the day to remind them of our policy.
- All members of staff are made aware that we are strictly a nut free zone and no nuts are to be brought into our setting.

[Fire safety](#)

Subject to venue -

Prior to hiring any setting, a correct fire procedure must be obtained in order to take the correct fire evacuation led by head of staff Ben Craig and / or Kate Meranda Craig.

FIRE EVACUATION PROCEDURES -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm (using the nearest available break glass call point). They should then notify the head of staff Ben Craig and / or Kate Meranda Craig of the exact location of the incident.
- All children will be led in a calm orderly single line to the closest fire exit point by a member of staff and then led to a safe outside assembly point where a register and head count will be taken.
- The fire emergency services will be called as soon as possible

[Medication](#)

- All medication needs to be prescribed by a doctor.
- Medicine will only be administered to children that have a prescription in the child's name, with written consent from their parent .
- We will not give first time medication to a child that's not been given it before.
- All medication will be locked away in a safety box.

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- All medication will be recorded on our 'Authorisation for administering medication' form this will also include an emergency contact number, all details will be provided by the parent/ guardian of the child.
- We will also have a 'Record details of medication given to child' form, that will be filled in if medication is given
- Parents must inform POACC of any pre existing or on going medical conditions their child suffers from on their child's booking form. We will not except being notified of a child's pre existing medical condition on the day they arrive at our camps. We must have advance notice, so we can take the necessary precautions at our end and inform our staff.

[In case of an accident or sickness](#)

- Party On A Cloud have a full public liability insurance policy for five million pounds.
- If a child were to have an accident at our camps, the necessary actions would be taken to minimise any suffering of that child. Immediate response would occur from the first aider.
- Any accident that occurs involving one of the children will be recorded in our ' Accident form for parents'. This will be signed by two members of staff and will also be shown to the parent/ guardian upon child collection where it also needs to be signed by them.
- All accidents will have a severity rating and we will use our judgement as to whether a parent needed to be phoned straight away or we can deal with it and inform parents at collection of their child.
- If a child has a serious accident, a member of staff will call 999 and report the accident , then a parent/guardian will be called straight away.
- If a child were to fall ill or be sick during our camps, the child will be separated from the group and taken to a quiet area to be looked after and assessed by a member of staff and the first aider. Parents will then be contacted to come at collect the child as soon as they can. In the meantime the child will be looked after and comforted until the parent arrives.

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First Aid Box

- We have 4 fully equipped first aid paediatric box
- There will always be at least 1 member of staff who will be fully paediatric first aid trained and all members of staff will be made aware and noted who this first aider will be for each day.
Kate Meranda Craig and Ben Craig are first aiders and always onsite.

E Safety

- All mobile phones are kept locked away in a small safety box for the entire time whilst the children are onsite at POACC. There are 2 mobile phones kept on site at all times, one belonging to Ben Craig, one belonging to Kate Meranda Craig. These phone numbers are known to parents and allows parents to get in touch with us throughout the camp day.
- All contact booking forms are kept on file on secure EmailMeForm database located on Head of staff's mobile phone.
- Photos will only be taken on POACC camera , these photos will only be taken of children who have been given consent by parents to POACC.
- All booking forms give parents the option regarding any photos as stated below

'Party on a Cloud camps may be filmed or photographed to be used for promotional purposes.

Please tick this box only if you DO NOT want your child to be photographed.

If you choose to tick the box, we also suggest you additionally remind the leaders on the day'

Security

- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has access to the setting.
- Entry points are kept locked and secure throughout the camp day ensuring no authorised person can enter and children are totally safe and secure, unable to leave the setting, without



Safeguarding (Child Protection) Policy

Party on a Cloud Safe Guarding & Welfare to -

- Safeguard children
- Ensure the adults who have contact with children are suitable
- Promote good health
- Support and understand behaviour
- Maintain records, policies and procedures

CHILD ABUSE AND NEGLECT

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

An individual may abuse or neglect a child directly, or by failing to protect them from harm.

Emotional

- Emotional abuse is the emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical

- Physical abuse can involve hitting, shaking, throwing, burning, poisoning, drowning, suffocating or otherwise causing any physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

Sexual

- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.



Neglect

- Neglect is the persistent failure to meet a child's basic physical and emotional needs.

It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of possible abuse and neglect, are not limited to but may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- Concerning comments from children
- Inappropriate behaviour from assistants, or any other person working with the children. This could include: inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation

IF ABUSE IS SUSPECTED OR DISCLOSED

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

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Party on a Cloud Concern Form.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly.

If they will not do so, we will explain that Party on a cloud is obliged to and the incident will be recorded and reported accordingly.



PEER-ON-PEER ABUSE

Children are vulnerable to abuse by their peers.

Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse.

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

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

If peer-on-peer abuse is suspected or disclosed

Party on a Cloud will follow the same procedures as set out above for responding to child abuse.

EXTREMISM AND RADICALISATION

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism.

There are many reasons why a child might be vulnerable to radicalisation, e.g:

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

Signs of radicalisation

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

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



If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on Party on a Cloud's Concern Form, and refer the matter to the DSL and Safeguarding coordinators, Ben Craig and/or Kate Craig Meranda.

RECORDING A CONCERN, SUSPICION OF ABUSE AND DISCLOSURES

Where a child makes comments to a member of staff that gives cause for concern (disclosure), staff member observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff will adhere to the following:

- All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Party on a cloud concern form as soon as possible after the event.

The record should include -

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- A body map used to indicated any relevant markings on the child's body
- No removal of the child's clothes should occur, staff member must just report on what they can physically see or what is being disclosed by the child
- name, signature and job title of the person making the record.

The record will be given to Party on a Cloud's DSL and CPOS who will decide on the appropriate course of action.

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

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Making a referral to the local authority social care team

- Party on a Cloud would contact social care for children at Hertsmere Council
- Children's Services (including out of hours): **0300 123 4043**
- The Child Abuse Investigation Unit can be contacted on: **101**. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

For minor concerns regarding radicalisation, the CPO will contact the Local Safeguarding Children Board (LSCB) or LADO Local Authority Designated Officer.

LADO (local authority designated officer) - 0800 231 5199

For more serious concerns the Police will be contacted on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321.
For urgent concerns the the Police will be contacted using 999.

Other relevant contacts include -

Hertfordshire Safeguarding Children Partnership

HSCP Service Manager - Mary Moroney

Room 152, County Hall

Hertford,

SG13 8DF

AdminHSCPHSAB@hertfordshire.gov.uk

OFSTED CONTACT - enquiries@ofsted.gov.uk or 0300 1233155

CMA - whistleblower@cma.gov.uk - 020 3738 6556.

ALLEGATIONS AGAINST STAFF

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

- The allegation will be recorded on an Incident record form.
- Any witnesses to the incident should sign and date the entry to confirm it.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting.

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- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted.

LADO (local authority designated officer) - 0800 231 5199

The LADO will advise if other agencies (eg police) should be informed, and Party on a Cloud will act upon their advice.

- Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate Party on a Cloud will make a referral to the Disclosure and Barring Service.

ENSURING AWARENESS AMONGST STAFF

Party on a Cloud promotes awareness of child abuse and the risk of radicalisation through its staff training.

Party on a Cloud's DSL, Safeguarding coordinators, Early Year's Managers and other staff members have relevant experience and have appropriate training in safeguarding and the Prevent Duty, and are aware of the Channel Programme and how to access it.

Ben Craig and Kate Meranda Craig have up to date training in Safeguarding for Out of School Clubs from the Child Protection Company and the Prevent Awareness Course.

Staff members take part in ongoing training in Child Safeguarding and Child Protection.

Designated person training is refreshed every two years.

- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding (Child Protection) policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- All staff receive safeguarding training and safeguarding is a permanent agenda item at all staff meetings
- Staff are familiar with the Safeguarding File which is kept in a designated place at camp.

Signed

A handwritten signature in black ink, appearing to be 'Ben Craig', written over a dotted line.

Ben Craig - Managing Director and Safeguarding co-ordinator of Party on a Cloud