



## Party On A Cloud Camp Policies and Procedures

### Staff Recruitment

Party on a Cloud uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so.

When recruiting staff, we follow all procedures below -

#### **Stage 1**

##### **Initial Interview**

- Candidates will undergo a thorough interview from Party on a Cloud's Owner and Directing Manager, Ben Craig
- Candidates will bring proof of identity (eg. passport, driver's licence etc)
- Candidates will bring proof of address (eg. recent bill, bank statement)
- Candidates will bring proof of qualifications such as relevant certificates
- Candidates will supply CV or information on their relevant childcare experience

After the interview, Candidates will be able to come to camp to see how we operate and join a session for a short period of time.

#### **Stage 2**

##### **Becoming a Party on a Cloud Staff Member**

- All staff must have an enhanced DBS either from another body or done through Party on a Cloud
- 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 must have relevant childcare qualifications in line with the Early Years Foundation Stage
- Staff will have undergone full induction training into the running, policies and procedures of Party on a Cloud Camps and receive a copy of Party on a Cloud's safeguarding policies and procedures
- Staff will know where onsite all Party on a Cloud's policy and procedure folders and safeguarding folders are kept.

### **DBS Checks**

Party on a Cloud keep all information of staff members, including their qualifications, experience and DBS on file.

New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory DBS certificate for them.

On the very rare occasion we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until we have seen and reviewed their DBS certificate.

### **Disqualification**

Party on a Cloud will not employ staff who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006.

A member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household.

All new staff must sign a declaration that they are not disqualified.

If a member of staff becomes disqualified we will terminate their employment and notify Ofsted and DBS.



## Party On A Cloud Camp Policies and Procedures

### Risk assessment Policy

Party on a Cloud uses its risk assessment policy to ensure that it is a safe and secure place for children and staff.

In line with current health and safety legislation and the EYFS Safeguarding and Welfare Requirements, Party on a Cloud will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified.

#### **Risk assessments will be carried out:**

- whenever there is any change to equipment or resources
- if there was a temporary change of premises
- when a particular need of a child necessitates this

Not all risk assessments need to be written down.

Staff will decide, in consultation with the managing director, Ben Craig and Early Year's Manager which risk assessments need to be formally recorded. Risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to Party on a Cloud's policies or procedures as a result of the risk assessment, the managing director will update the relevant documents and inform all staff.

#### **Daily checks**

We will carry out a visual inspection of the equipment and the whole premises (indoors and outside) daily, before any children arrive.

During the course of the session, staff will remain alert to any potential risks to health and safety.

This will cover -

- Access
- Security
- Safety
- Heating

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- Lighting
- Toilets
- First aid
- Food & drink
- Fire precautions
- Activities/ equipment
- Outdoors

Party on a Cloud utilises a checklist to ensure all points are covered and inspected.

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

### **Recording dangerous events**

Party on a Cloud will record all accidents and dangerous events on the Incident or Accident Record Forms as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. Party on a Cloud will monitor the Incident and Accident Records to see whether any pattern to the occurrences can be identified.



## Party On A Cloud Camp Policies and Procedures

### Fire safety Policy

**Party on a Cloud understands the importance of fire safety.**

- Staff are aware of Party on a Cloud's fire evacuation procedure.
- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Fire drills are conducted regularly or whenever new staff join the team
- All children are shown the location of fire exits and the fire assembly point and explained Party on a Cloud's fire safety policies.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms at St. John's School are regularly tested in accordance with manufacturer's guidance.
- There are fire notices explaining the fire procedures within the premises.

### **Fire Prevention**

Party on a Cloud will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.

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### **In the event of a fire**

A member of staff will raise the alarm and call the emergency services.

The children will immediately be escorted out of the building to the assembly point in the school playground using the nearest marked exit.

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

The premises will be checked by the Fire Safety Officer, Ben Craig, and the register will be collected, providing that it is safe to do so.

The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building, if it is safe to do so.

The register will be taken and all children and staff accounted for. If anyone is missing from the register, the emergency services will be informed.

If the register is not available, the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.

If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

### **Responsibilities of the Fire Safety Officer**

Party on a Cloud's Designated Fire Safety Officer is Ben Craig.

The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

Fire safety risks will be reviewed on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off the premises.



## Party On A Cloud Camp Policies and Procedures

### Administering Medication Policy

If a child attending Party on a Cloud requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine form. Staff at Party on a Cloud will not administer any medication without such prior written consent.

- Party on a Cloud will only administer prescribed medication from a doctor, dentist, nurse or pharmacist
- All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.
- We will not give first time medication to a child that's not been given it before.
- All medication will be stored safely, out of reach of the children.
- All medication will be recorded on our 'Authorisation for administering medication' form, this will also include all details and will be provided by the parent/ guardian of the child.
- All administered medication will be recorded on the 'Record of medication given' form and signed upon collection by the parent / carer
- If children refuse to take their medication, Party on a Cloud will not force them to do so. The manager and the child's parent / carer will be notified and the incident recorded on the 'Record of Medication Given' form.
- Parents must inform Party on a Cloud 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.



## Party On A Cloud Camp Policies and Procedures

### Illness and Accident Policy

At Party on a Cloud, we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

- Party On A Cloud have a full public liability insurance policy for five million pounds.
- If a child were to have an accident or fall ill at Party on a Cloud, the necessary actions would be taken to minimise any suffering of that child. Immediate response would occur from the first aider.
- We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident/Illness Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.
- Party on a Cloud cannot accept children who are ill. If any children are ill when they first arrive at camp, we will immediately notify their parents or carers to come and collect them

### **First Aid**

Party on a Cloud will have a Designated First Aider on site at all times.

The designated First Aider has a current first aid certificate and has attended a 12 hour paediatric first aid course.

To ensure that there is a qualified first aider present and available at all times when Party on a Cloud is running, other members of staff will also receive first aid training.

We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

We have 4 fully equipped first aid boxes onsite and location of those are clearly known to the onsite First Aiders and all staff members.

The first aid boxes are regularly checked to make sure they are fully stocked, up to date and appropriate for the number of children onsite.

### **Procedure for minor injury or illness**

- If a child complains of feeling ill during their day at Party on a Cloud, they will be looked over and assessed by a first aid trained member of staff.
- The nature of their illness will be assessed, including taking of temperature and overseeing any other symptoms.
- If the child has a fever or its is deemed they are too unwell to remain at camp, the parent / carer will be called to collect the child as soon as possible. The child will be kept comfortable away from the rest of the group and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent / carer will be notified of the child's complaint. The member of staff and parent / carer will decide whether the child should be collected or if they are fine to remain at camp.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of their day.
- If first aid has been required, the parent / carer of the child will be phoned and notified of the injury.
- When convenient, the attending member of staff will fill out an accident form to be signed by the parent upon collection.

### **Procedure for major injury or illness**

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child.
- First aid will be given until the ambulance member arrives if advised to do so.
- The staff member will take the child's Medical Records with them.

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- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

After a major incident the owner, manager and staff will review the events and consider whether any changes need to be made to Party on a Cloud's policies or procedures.

We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.

We will notify HSE under RIDDOR, as well as Ofsted in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc - see the HSE website for a full list of reportable injuries).

### **Communicable diseases and conditions**

If a case of head lice is found at the Party on a Cloud, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Party on a Cloud premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at Party on a Cloud, the Managing Director will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at Party on a Cloud, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.



## Party On A Cloud Camp Policies and Procedures

### Mobile Phone Policy

Party on a Cloud fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by all staff.

Abiding by the terms of Party on a Cloud's mobile phone policy ensures that we all:

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

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

- Personal mobile phones belonging to the majority staff members are kept in a lock box during camp operating hours.

- If a member of staff needs to check their phone, or make an urgent phone call, they may do so in the designated staff room space.

- If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from Ben Craig, managing director and other staff will be notified.

Only the following mobile phones are allowed during camp operating hours -

- Mobile phones of Ben Craig and Kate Meranda Craig are accessible to them at all times incase of a parent / carer making contact or incase either of them need to make a phone call to a parent / carer, emergency contacts or emergency services.

They are kept out of sight and reach of the children.

- If we have more than 1 group at Party on a Cloud, the head supervisor within their group will have their mobile phone on their person, but out of sight of children.

This phone will be kept on "aeroplane mode" so they are not connected to any internet or able to receive phone calls.

Their phone is purely for use to call a parent / carer / emergency contact of one of their designated children if Ben and Kate were not available.

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Or to call emergency services if Ben Craig or Kate Meranda Craig were unavailable.

**Under no circumstances may staff use their personal mobile phones to take photographs at Party on a Cloud camps.**

- If photos are taken, they will be done so only on the Party on a Cloud designated camera phone and may only taken by Ben Craig or Kate Meranda Craig.

- These photos will only be taken of children who have been given consent by parents to Party on a Cloud

- 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.”***



## Party On A Cloud Camp Policies and Procedures

### Arrivals, Departures and Uncollected Child Policies

Party on a Cloud recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

Party on a Cloud will ensure that an accurate record is kept of all children in the camp, and that any arrivals or departures are recorded in the group registers. The registers are kept in an accessible location on the premises at all times. In addition we conduct regular head counts during the day.

#### **Arrivals**

Our staff will greet each child warmly on their arrival at Party on a Cloud and will record the child's attendance on the daily register straightaway.

Ben Craig will be on the door and will confirm with parents / carers upon drop off, if said parent / carer will be the one also collecting.

If not, it will be noted on the register in the designated information box, who will be collecting the child.

This must be a known person to party on a Cloud.

In the case of an unknown person, we must have express permission of the parent given to us, with the name and description of the person, as well as their relationship to the child,

We will also require a password.

#### **Departures**

Ben Craig will be on the door at collection time and will sign children out accordingly.

Children are collected by an adult who has been authorised to do so.

In exceptional circumstances, if the parent requires another person who is not listed as an authorised person or unknown to Party on a Cloud, to collect their child, the child's parents or carers must inform us in advance and provide a description of the person and a password that they will use.

This should be done in advance of the camp day, or on occasion at arrivals, as noted above.

If Party on a Cloud has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.

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Under no circumstances will a child be released to someone unauthorised or someone we do not know.

### **Late Collections**

The parent or carer must notify Party on a Cloud if they will be late collecting their child.

If we are not informed, the Uncollected Children policy will be followed.

Children will not be allowed to leave Party on a Cloud unaccompanied.

### [Uncollected Child Policy](#)

Party on a Cloud endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

#### **Up to 15 minutes late:**

When the parent or carer arrives they will be reminded that they must call Party on a Cloud to notify us if they are delayed.

#### **Over 15 minutes late:**

If a parent or carer is more than 15 minutes late in collecting their child, Party on a Cloud will try to contact them using the contact details on file.

If there is no response from the parent or carer, messages will be left requesting that they contact Party on a Cloud immediately.

Party on a Cloud will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by at least two members of staff.

When the parent or carer arrives they will be reminded that they must call Party on a Cloud to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

#### **Over 30 minutes late:**

If Party on a Cloud has been unable to contact the child's parents or carers after 30 minutes, we will contact the local Social Care team for advice.

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The child will remain in the care of two of Party on a Cloud's staff, on Party on a Cloud's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

A further message will be left on the parent or carer's telephone explaining events.

### **Managing persistent lateness**

Party on a Cloud will record incidents of late collection and will discuss them with the child's parents or carers.

Parents and carers will be reminded that if they persistently collect their child late they may lose their place at Party on a Cloud.



## Party On A Cloud Camp Policies and Procedures

### Behaviour Management Policy

Party on a Cloud uses effective behaviour management strategies to promote the welfare and enjoyment of children attending our camp.

Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Party on a Cloud rules are discussed regularly at camp sessions.

Whilst at Party on a Cloud we encourage children to:

- Use socially acceptable behaviour
- Be kind to each other and staff
- Listen to staff
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at Party on a Cloud, getting the most out of their camp experience

### **Encouraging positive behaviour**

At Party on a Cloud, positive behaviour is encouraged by:

- Staff creating a wholesome and nurturing environment, where children feel happy and safe
- An inclusive activity programme, where children are engaged, enthused and confident
- Creating an environment where children can flourish and make new friendships
- Staff acting as positive role models

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- Praising appropriate behaviour
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of children attending Party on a Cloud

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable.

Staff at Party on a Cloud will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### **Dealing with inappropriate behaviour**

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- If possible the behaviour will be addressed within the session, without the need for removal
- If the above is not feasible, the child may be temporarily removed from the activity.
- Staff will discuss with the child why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- We will not threaten any punishment that could adversely affect a child's well-being
- If necessary, an incident form will be filled out and kept on file and shown/ signed by the parent upon collection, again, if deemed necessary

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If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Party on a Cloud may decide to exclude the child in accordance with our Suspensions and Exclusions Policy.

The reasons and processes involved will be clearly explained to the child.

### **Physical intervention**

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property.

If a member of staff has to physically restrain a child, the manager will be notified and an Incident record will be completed.

The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call further help from other staff members.

All serious incidents will be recorded on an Incident record and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause.

If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

### **Corporal punishment**

Corporal punishment or the threat of corporal punishment will never be used at Party on a Cloud.

We will take all reasonable steps to ensure that no child who attends Party on a Cloud receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

## [Anti-Bullying Policy](#)

Party on a Cloud provides a supportive, caring and safe environment in which all children are free from the fear of being bullied.

Bullying of any form is not tolerated in our camp, whether carried out by a child or an adult.

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

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the manager.

An account of the incident will be recorded on an Incident Form.

All staff will be informed so that close monitoring of the victim and bully can begin.

Parents of both parties will be informed.

### **Definition of Bullying**

Party on a Cloud defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

#### Physical:

Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.

#### Psychological:

Behaviour likely to create a sense of fear or anxiety in another person.

#### Emotional:

Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity or making fun of another person.

#### Verbal:

Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

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

### **Preventing bullying behaviour**

Party on a Cloud will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging group and team play

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- Encouraging children to report / speak to staff members about any issues
- Discussing kindness in what we say and what we do to others

### **Responding to Bullying Behaviours**

Party on a Cloud acknowledges that despite all efforts to prevent it, bullying behaviour could occur.

Should such incidents occur, Party on a Cloud will follow the procedure outlined below:

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

All incidents of bullying will be reported and will be recorded on an Incident Form.

The owner, manager and other relevant staff will review Party on a Cloud's procedures in respect of bullying, to ensure that practices are relevant and effective.



## Party On A Cloud Camp Policies and Procedures

### Complaints Policy

At Party on a Cloud we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future.

Records of all complaints are kept for at least three years.

A summary of complaints is available for parents on request.

The managing director, Ben Craig would be responsible for dealing with complaints. If the complaint is about the managing director, another senior member of staff will investigate the matter. Any complaints received about staff members will be recorded in Party on a Cloud's Complaints Form and an investigation will be completed.

Any complaints made will be dealt with in the following manner:

#### **Stage one**

##### Complaints about aspects of Party on a Cloud activity:

The managing director will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

##### Complaints about an individual staff member:

The matter will be discussed with the managing director, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

#### **Stage two**

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to Party on a Cloud and the complaint will be logged and recorded on our complaints form.

Party on a Cloud will:

Acknowledge receipt of the written complaint within 7 days.

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Investigate the matter and notify the complainant of the outcome within 28 days.

Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to Party on a Cloud's practices or policies as a result of the complaint.

Meet relevant parties to discuss Party on a Cloud's response to the complaint, either together or on an individual basis.

If child protection issues are raised, the situation would also involve our Designated Safeguarding Lead, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the managing director will contact the police.

### **Making a complaint to Ofsted**

Any parent or carer can submit a complaint to Ofsted about Party on a cloud at any time.

Ofsted will consider and investigate all complaints.

Ofsted can be reached at  
[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or 0300 123 4666.



## Party On A Cloud Camp Policies and Procedures

### Early Years Foundation Policy

Party on a Cloud is committed meeting the requirements of the Statutory Framework for the Early Years Foundation (EYFS).

EYFS applies to all children from birth through to the end of their reception year.

### Party on a Cloud Camps will -

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

**We will adhere to these as laid out in our camp operating policies, procedures and our child safeguarding (child protection) policies.**

As stated in the EYFS, Party on a Cloud seeks to provide -

- ***Quality and consistency*** in all early years settings, so that every child makes good progress, and no child gets left behind.
- ***A secure foundation*** through planning for the learning and development of each individual child, and assessing and reviewing what they have learned regularly.
- ***Partnership working*** between practitioners and with parents and/or carers.
- ***Equality of opportunity*** and anti-discriminatory practice, ensuring that every child is included and supported.

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Party on a Cloud provides a mix of adult-led and child-initiated activities. The camp always follows play principles, allowing children to choose how they occupy their time, and never forces them to participate in a given activity. We recognise the four overarching principles of EYFS:

### **A Unique Child:**

Every child is constantly learning and can be resilient, capable, confident and self-assured. We use positive encouragement and praise to motivate the children in our care.

### **Positive Relationships:**

Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.

### **Enabling Environments:**

Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.

### **Children develop and learn in different ways and at different rates:**

The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.



## Party On A Cloud Camp Policies and Procedures

### Health and Safety Policy

Party on a Cloud considers health and safety to be of utmost importance.

Each member of staff follows Party on a Cloud's Health, Safety and Security Policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending Party on a Cloud
- Promoting good health practices and hygiene
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by Party on a cloud.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### **Responsibilities of the registered person**

The registered person for the setting, Ben Craig, holds ultimate responsibility and liability for the safe operation of Party on a Cloud.

The registered person will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet Party on a Cloud's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies

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and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### **Responsibilities of the Managing Director, EYFS Manager and all Supervisors:**

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to Party on a Cloud during opening hours
- All equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately and unaccessible to children
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our [Risk Assessment policy](#).

### **Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them.

Broken toys and equipment are disposed of promptly.

Any equipment and toys adhere to fire safe regulations.

### **Food and personal hygiene**

Staff at Party on a Cloud maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

A clean environment is maintained at all times.

Toilets are cleaned regularly throughout the day and soap and hand drying facilities are always available.

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Table tops are cleaned after snack and lunch times and floors are swept, hoovered and kept clear of dirt or debris.

Staff ensure that children wash their hands before handling food or drink and after using the toilet.

Cuts and abrasions (whether on children or staff) are kept covered.

### **Dealing with body fluids**

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises.

When dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards.

Soiled children's clothing will be bagged to go home - staff will not rinse it.

Children will be kept away from the affected area until the incident has been dealt with fully.

Urine accidents will be dealt with immediately, with cleaning the child and changing them into a fresh new set of clothes.

The wet clothes will be bagged up to go home.

All changes of clothes will follow our [Intimate Care Policy](#).

Party on a Cloud will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.



## Intimate Care, Toilet and Clothes Changing Policy

### **Intimate care practices**

When providing intimate care we will ensure that the child's safety, dignity and privacy are maintained at all times.

'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing, and clothing changes.

Staff at Party on a Cloud who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (eg: health and safety, child protection) before providing intimate care.

No child should suffer distress or pain as a result of receiving intimate care.

### **Best Care Practices**

When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it.

Staff will encourage children to do as much for themselves as they can.

We have policies in place that promote safe recruitment, as well as having appropriate staff supervision, safeguarding and intimate care procedures.

Together these ensure that, should a child need intimate care from a member of staff, the child's safety and well-being will not be compromised.

### **Protecting Children**

Staff are familiar with guidance from the Local Safeguarding Children's Board and [Party on a Cloud's Safeguarding \(Child Protection\) Policies](#).

Party on a Cloud's procedures reflect the guidance in 'Working Together to Safeguard Children' and staff are familiar with the What To Do If You're Worried A Child Is Being Abused flowchart.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager, safeguarding coordinator or the Designated Safeguarding Lead immediately.

The procedures set out in the Safeguarding Children policy will be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue.

If necessary, Party on a Cloud will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Children policy will be followed.

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### Security

Children are not allowed to leave Party on a Cloud premises during camp, unless being collected early by a parent / carer / authorised adult.

During Party on a Cloud sessions all external doors are kept locked, with the exception of fire doors.

Staff monitor the entrances and exits to the premises throughout the session. As well as locked gates, there are security codes needed to gain access to the site, so no personnel can gain access to the premises without authorisation from Party on a Cloud staff.

No unauthorised persons are permitted to enter the site. Security procedures will be regularly reviewed by the managing director, in consultation with staff and parents.



## Missing Child Procedure

At Party on a Cloud, we are always alert to the possibility that children could go missing during sessions. To minimise the risk of this happening staff carry out periodic head counts, particularly when moving children between different locations within the premises.

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

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. Party on a Cloud will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at Party on a Cloud.

Party on a Cloud will liaise with the police and the child's parent or carer. The incident will be recorded on an Incident Form.

A review will be conducted regarding this and any other related incidents along with relevant policies and procedures.

We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.



## Party On A Cloud Camp Policies and Procedures

### Staff Induction and Development

Each new member of staff at Party on a Cloud receives a copy of all of our policies, procedures and safeguarding practices.

#### **All new staff will receive induction training which will include:**

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including: - showing of all internal space, classrooms, hall and toilet facilities, storage areas, identification of all fire exits, location of first aid kits and fire safety equipment, information about the emergency evacuation procedures, outside play areas, arrival / departure points and location of all Party on a Cloud's policies, records, forms and all documentation.
- Thorough briefing about Party on a Cloud's safeguarding and child protection policy and camp operating policies and procedures
- Overview of all aspects of the day-to-day running of Party on a Cloud camp
- Explanation of Party on a Cloud's obligation to comply with the Early Years Foundation Stage (EYFS)
- Explanation of the processes for appraisals, training and development.

#### **Development and training**

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of Party on a Cloud and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

**We also keep an up to date record of staff qualifications and maintain a training development plan, ensuring any relevant qualifications are updated as required i.e. first aid, safeguarding courses**

### **Staff meetings**

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues.

Staff meetings are held at the beginning and end of each day.

The morning meeting focuses on the registers, discussing any childrens' specific needs, the general running of the day ahead and signing off on the Risk assessment of the premises.

The end of the day meeting focuses on a reflection of the day, anything the staff wish to raise, any issues encountered and a discussion on the success of the day in general.

It is an opportunity for shared feedback between the management team and staff.

Staff discussions also take place outside of camp operating hours.

### Staffing Levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Staff have the appropriate qualifications as laid out in the EYFS and the correct ratios of staff onsite have the necessary qualifications, appropriate to the age range of the children.



## Staff Behavioural Policy

Party on a Cloud expects all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff.

The guidance aims to encourage staff to meet the highest possible standards of conduct.

Party on a Cloud staff are in a position of trust and influence as role models for the children in their care, and as such, must demonstrate behaviour that sets a good example to all users of the setting.

### **Outside of Party on a Cloud**

Party on a Cloud also have a responsibility to maintain their reputation, both during and outside of working hours.

Our staff team are expected to conduct themselves professionally at all times. Staff should treat anyone attending Party on a Cloud (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with Party on a Cloud's [Equalities policy](#) at all times.

Swearing and abusive behaviour are not tolerated from anyone at Party on a Cloud. If any member of staff exhibits such behaviour they will be subject to Party on a Cloud's disciplinary procedures.

### **Dress code**

Whilst working at Party on a Cloud, staff will need to help to set up and pack away the setting, facilitate craft activities and engage in physical activities with the children.

The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality.

Revealing or excessively tight clothing is not acceptable.

### **Confidentiality and social media**

Staff must not pass on any information about children attending Party on a Cloud, or their parents and families, to third parties without their permission.

The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue.

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**Posting any material relating to Party on a Cloud or its attendees on social media sites (unless expressly permitted by the Managing Director) is forbidden.**

**Any staff who breach this rule will face disciplinary action.**

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

Staff personal mobile phones must keep it inside the lockbox during working hours, other than those Designated Supervisors who have permission to keep their phones on their person.

**Staff must never use their personal mobile phones or cameras to take photographs at Party on a Cloud during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.**

All specifics are laid out in our [Mobile Phone policy](#)

### **Smoking, alcohol and drugs**

Staff are not permitted to smoke anywhere on Party on a cloud premises, including the outside play areas.

We are a total non-smoking and non-vaping premises.

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

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

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



### **Gross misconduct**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct.

Examples of gross misconduct include, but are not restricted to:

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

The Managing Director will investigate the alleged incident thoroughly before any decision to dismiss is made, as laid out in our [Staff Disciplinary Procedure](#).



## Staff Disciplinary Procedure

Party on a Cloud aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect, we will follow the procedure set out below.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

### **Minor offences**

Party on a Cloud will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed.

### **Formal disciplinary procedure**

The stages of the formal disciplinary procedure are:

- Formal verbal warning
- Written warning
- Dismissal

### **Disciplinary meetings**

For each stage of the procedure the managing director will hold a disciplinary meeting with the member of staff to explore the misconduct or performance issue, and, if still applicable following the discussion at the meeting, will then issue the appropriate type of warning (or dismissal notice).

### **Before the meeting**

Before each disciplinary meeting the managing director will write to inform the member of staff of the date and purpose of the meeting, of the specific disciplinary issue to be discussed, and of their right to be accompanied by a colleague or union representative.

### **After the meeting**

Following each disciplinary meeting the managing director will write to the member of staff to confirm:

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- that a verbal, or written warning has been issued (depending on the stage of the disciplinary process)
  - what the warning was for
  - what improvement in conduct or performance is expected and within what timescale
  - the consequences of further misconduct or lack of performance
  - how long the warning will be kept on file
  - how they can appeal against the decision.
- Keeping notes of warnings. Notes of warnings will be kept in the staff member's personnel file as follows:

### **Formal verbal warning:**

A note of the warning will be kept on file, but will be disregarded after six months if their performance or conduct is satisfactory.

### **First written warning:**

A copy of the warning will be kept on file, but will be disregarded after 12 months if their performance or conduct is satisfactory.

### **Dismissal:**

If, during the period of the final written warning, there is a further breach of Party on a Cloud rules, or if the member of staff's performance has still not improved, dismissal will normally result. The organisation of the final disciplinary meeting at which this decision is made is the same as described above for the earlier disciplinary meetings.

### **Immediately after the final disciplinary meeting the managing director will write to the member of staff to confirm:**

- that at the disciplinary meeting it was decided that their conduct/ performance was still unsatisfactory and that they will be dismissed
- why they are being dismissed
- when their last day of service will be
- how they can appeal against the decision.



If the decision was taken not to dismiss the member of staff, this must also be confirmed in writing.

### **Gross misconduct**

**Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include:**

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

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

### **Referral to Disclosure and Barring Service**

If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm, we will make a referral to the Disclosure and Barring Service.

### **Notification to Ofsted**

Party on a Cloud will notify Ofsted if a member of staff becomes disqualified, or if any significant event occurs which is likely to affect their suitability. Note that a member of staff could become disqualified through the actions of a partner or housemate.

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Details must include:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose.
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction).

The must be provided to Ofsted as soon as reasonably practicable, but un any event within 14 days of Party on a Cloud becoming aware of the information.

### **Appeals**

A member of staff wishing to appeal against a disciplinary decision must do so in writing, stating the grounds for the appeal, and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. The member of staff has the right to be accompanied to the appeal hearing.



## Party On A Cloud Camp Policies and Procedures

### Equalities Policy

**At Party on a Cloud we will ensure that we provide a safe and caring environment, free from discrimination, for everyone including staff, children and families.**

To achieve this objective of creating an environment free from discrimination and welcoming to all, Party on a Cloud will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status, race or religion
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that Party on a Cloud's services are available to all parents/carers and children in the local community.
- Ensure that Party on a Cloud's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010.

**We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion reviews on an annual basis and holding staff feedback meetings.**

### **Challenging inappropriate attitudes and practices**

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

### **Racial harassment**

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Party on a Cloud will not tolerate any form of racial harassment. Party on a Cloud will challenge racist and discriminatory remarks, attitudes and behaviour from the children at camp from staff and from any other adults on the premises (eg parents/carers collecting children).

### **Promoting equal opportunities**

Party on a Cloud will ensure that:

- Staff receive relevant and appropriate training
- The Equalities policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

### **Children with additional needs**

Party on a Cloud recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending Party on a Cloud and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.



## Party On A Cloud Camp Policies and Procedures

### Confidentiality Policy

**At Party on a Cloud we respect the privacy of the children attending and the privacy of their parents or carers.**

**Our aim is to ensure that all those using and working at Party on a Cloud can do so with confidence.**

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Party on a Cloud will be kept safely and confidentially and not passed on to third parties without permission, unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Concerns or evidence relating to a child's safety, will be kept confidentially by Party on a Cloud

### **Managing Director with Staff employment**

Issues relating to the employment of staff, will remain confidential to those making personnel decisions.

Confidential records are stored securely in a lockable file.

### **Sharing information with outside agencies**

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity.

If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

### **Data Protection Act**

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data.



## Party On A Cloud Camp Policies and Procedures

### Safeguarding (Child Protection Policy)

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 Safeguarding Coordinator and DSL.

#### **Party on a Cloud Safeguarding Contacts**

Safeguarding Co-ordinator - Ben Craig

Designated Safeguard Lead (DSL) - Edyta Porada

#### **Safeguarding as defined by The Children Act 1989,**

- to prevent harm to a child's health and/or development
- to protect children from abuse and maltreatment
- to ensure children grow up with the provision of safe and effective care
- to take action to enable all children and young people to have the best outcomes.

**All our staff at Party on a Cloud are expected to be familiar with the wide range of policies and procedures we have to keep our children safe and promote their wellbeing at all times.**

#### **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.

**Emotional Abuse**

<b>Definition:</b>	<b>Indicators:</b>
<p>The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve:</p> <ul style="list-style-type: none"> <li>• Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person</li> <li>• Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate</li> <li>• Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction</li> <li>• A child seeing or hearing the ill-treatment of another</li> <li>• Serious bullying (including cyberbullying)</li> <li>• Causing a child to feel frightened or in danger</li> <li>• Exploitation or corruption of children.</li> </ul> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. It can be difficult to recognise emotional abuse and children may not always realise they are experiencing it. However, there may be indicators in the way a child behaves and reacts to certain situations.</p>	<ul style="list-style-type: none"> <li>• Lack confidence</li> <li>• Struggle to control strong emotions</li> <li>• Struggle to make or maintain relationships</li> <li>• Display behaviour that is inappropriate to their stage of development (for example not being able to play, developing language late or using language you may not expect of a child their age).</li> </ul> <p><b>Older children may:</b></p> <ul style="list-style-type: none"> <li>• Struggle to control strong emotions or have extreme outbursts</li> <li>• Seem isolated from their parents</li> <li>• Lack social skills or have few, if any, friends</li> <li>• Use language, act in a way or know about things that you wouldn't expect them to know for their age</li> <li>• Risk and vulnerability factors</li> <li>• Children from any background can be at risk of emotional abuse. But some are more vulnerable than others.</li> </ul>



## **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.

A form of abuse which may involve:

- Hitting
- Shaking
- Throwing
- Poisoning
- Burning or scalding
- Drowning
- Suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated induced illness FII)

### **Bruises:**

- Commonly on the head but also on the ear, neck or soft areas (abdomen, back and buttocks)
- Defensive wounds commonly on the forearm, upper arm, back of the leg, hands or feet
- Clusters of bruises on the upper arm, outside of the thigh or on the body
- Bruises with dots of blood under the skin
- A bruised scalp and swollen eyes from hair being pulled violently
- Bruises in the shape of a hand or object
- Bruises on non-mobile babies.

### **Burns or scalds:**

- Can be from hot liquids, hot objects, flames, chemicals, or electricity
- These may be on the hands, back, shoulders or buttocks. Scalds in particular may be on lower limbs, both arms and/or both legs
- A clear edge to the burn or scald
- Sometimes in the shape of an implement – for example, a circular cigarette burn
- Multiple burns or scalds.

### **Bite marks:**

- Usually oval or circular in shape
- Visible wounds, indentations or bruising from individual teeth.

### **Fractures or broken bones:**

- Fractures to the ribs or the leg bones in babies
- Multiple fractures or breaks at different stages of healing
- Risks and vulnerability factors

Physical abuse can happen in any family, but babies and children who have a disability are at a higher risk of suffering physical abuse



### **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.

### **Neglect**

<b>Definition:</b>	<b>Indicators:</b>
<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"><li>• Provide adequate food</li><li>• Clothing and shelter (including exclusion from home or abandonment)</li><li>• Protect a child from physical and emotional harm or danger</li></ul>	<p>Neglect can be difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there is a serious problem. Children and young people who are neglected might have:</p> <ul style="list-style-type: none"><li>• Poor appearance and hygiene, being smelly or dirty (unkempt)</li><li>• Being hungry or not given money for food</li><li>• Having unwashed clothes, the wrong clothing, such as no warm clothes in winter</li><li>• Health and development problems, regular illness or infections</li><li>• Anaemia</li></ul>
<ul style="list-style-type: none"><li>• Ensure adequate supervision (including the use of inadequate caregivers)</li><li>• Ensure access to appropriate medical care or treatment</li><li>• It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</li></ul>	<ul style="list-style-type: none"><li>• Body issues, such as poor muscle tone or prominent joints</li><li>• Medical or dental issues</li><li>• Missed medical appointments, such as for vaccinations</li><li>• Not given the correct medicines</li><li>• Poor language or social skills.</li></ul>



## **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.

Not all children will realise they are being sexually abused, particularly if they have been groomed, but there may be physical, behavioural and emotional signs that indicate a child has experienced sexual abuse.

<p><b>Physical contact</b> - including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing</p> <p><b>Non-contact activities</b> - such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse</p> <p><b>Online abuse</b> - sexual abuse can take place online, and technology can be used to facilitate offline abuse</p> <p>Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.</p> <p><b>Child-on-child abuse</b> - the sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school policy and procedures for dealing with it.</p>	<p><b>Physical indicators include:</b></p> <ul style="list-style-type: none"><li>• Bruising</li><li>• Bleeding</li><li>• Discharge</li><li>• Pain or soreness in the genital or anal area</li><li>• Sexually transmitted infections (Lindon and Webb, 2016)</li><li>• Girls who are being sexually abused may become pregnant at a young age.</li></ul> <p><b>Emotional and behavioural indicators include:</b></p> <ul style="list-style-type: none"><li>• Being afraid of and/or avoiding a particular person (including a family member or friend)</li><li>• Having nightmares or bed-wetting</li><li>• Being withdrawn</li><li>• Alluding to 'secrets'</li><li>• Self-harming</li><li>• Running away from home</li><li>• Developing eating problems</li><li>• Displaying sexualised behaviour or having sexual knowledge that is inappropriate for their stage of development</li><li>• Misusing drugs or alcohol.</li></ul>
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### **Female Genital Mutilation**

Female Genital Mutilation is a form of child abuse and as such is dealt with under the Party on a Cloud safeguarding policy.

Party on a Cloud uses the World Health Organisation definition as written below.

***"Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non therapeutic reasons."***

The UK Government has written advice and guidance on FGM that states:

*"FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child."*

Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure.

Many girls may not be aware that they may be at risk of undergoing FGM.

UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans.

However, women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

### **Procedures**

Party on a Cloud take proactive action to protect and prevent girls being forced to undertake FGM BY:

- Having a robust attendance policy that identifies any unexplained absences, where possible.
- Giving FGM training for the Designated Safeguarding Lead and other staff members

### **Indications that FGM has taken place**

- Prolonged absence from camp with noticeable behaviour change especially after a return from holiday.
- Spend long periods of time away from the sessions during the day. e.g. extended toilet breaks.
- Spending unusually long times in the toilet
- Seeming to be in pain or uncomfortable in the genital region
- Walking in a way where the child looks uncomfortable
- The child seems unusually vacant or withdrawn
  
- **A child who has undergone FGM should be seen as a child protection issue and dealt with accordingly -**

### **Indications that a child is at risk of FGM**

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

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- Parent(s)/Carer(s) may comment on overseas travel.
- If a woman has already undergone FGM and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to the Designated Safeguarding Lead who will decide on the most appropriate course of action.

**If a member of staff suspect that a child is a victim of FGM it is their responsibility to raise the concern with the Party on a Cloud Designated Safeguarding Team who will provide advice.**

### **Record**

All interventions should be accurately recorded using the Incident or Concern Forms.

### **Referrals**

The Designated Safeguarding Lead needs to seek advice about making referrals to Social Care and follow the Local Authority Safeguarding Boards Procedural Guidelines on FGM and Child Protection referrals.

### **Child - on - Child 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

In most circumstances, incidences of children hurting other children will be dealt with under our Behaviour or Anti-Bullying Policy but this Child Protection Policy will apply to any allegations that raise safeguarding concerns where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put children in Party on a Cloud at risk
- Is violent
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure and sexual assault

**If peer-on-peer abuse is suspected or disclosed Party on a Cloud will follow the same procedures as set out 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 coordinator Ben Craig.

**Refer to The Prevent Duty Sheet at the end of this policy.**

## RESPONDING TO ABUSE AND NEGLECT

**All staff must follow the procedures set out below in the event of a safeguarding concern that meets the threshold for a referral to Children's Social Care.**

The safeguarding Coordinator or DSL will make referrals in the following way:

1) If the child is at immediate risk of significant harm or likelihood of significant harm they will call **Children's Services 0300 123 4043 and / or police 999** and then complete the request for support form specifying their child protection concerns.

2) If not an immediate risk but the child is considered to be suffering or at risk from suffering significant harm they will also call **Children's Services 0300 123 4043 and / or police 999** and complete the request for support form, specifying their child protection concerns.

Anyone can make a referral to Police and/or Children's Services therefore, we expect all staff at Party on a Cloud to act immediately and not delay if they consider a child to be in immediate danger using the pathways below.

### **For non-DSLs to make a referral to Children's Social Care:**

Call 0300 123 4043 followed by a request for support form.

The staff member must inform the DSL as soon as possible.

### **To contact the Police:**

Call Police on 999 if urgent, if not urgent call 101.

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If a child resides in a neighbouring Local Authority (out of Hertfordshire County) the GOV.UK webpage for reporting child abuse to your local council:  
Report child abuse to a local council -  
GOV.UK (www.gov.uk) is accessible to assist staff.

### RESPONDING TO CONCERNS OF ABUSE AND NEGLECT

If a member of staff has a concern about a child's welfare or suspects abuse, they must inform Ben Craig, Party on a Cloud Safeguarding Coordinator and / or Edyta Porada, Party on a Cloud DSL.

Staff must complete a Record of Concern Form, which is to be given to Ben Craig for further review.

Upon receipt of the Record of Concern, Ben Craig and the DSL should consult one another and the Hertfordshire's Continuum of Need or, if needed, seek further consultation to consider an appropriate level of response to take.

Ben Craig and the DSL should acknowledge the concern and feedback wherever appropriate. Staff must not assume that action has been taken unless they have received feedback from the DSL who responded.

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.

### IF A CHILD MAKES A DISCLOSURE

All staff are aware they should be prepared, when possible, as children can disclose spontaneously.

We consider the term 'the child's voice' to represent not only what children say directly, but rather the many ways that children communicate with us, including both verbal and non-verbal communication.

The child's lived experience means seeing and understanding their experiences from their point of view, our staff understand that it is very important to always record exactly what a child has said rather than interpret this from an adult/ their own perspective.

Party on a Cloud staff give careful consideration to knowing that a child may:

- Not feel ready or know how to tell someone that they are being abused, exploited or neglected
- Not recognise their experiences as harmful
- Feel embarrassed, humiliated, or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers.

Party on a Cloud staff must ensure that no child is ever made to feel that they are in 'any trouble' if they need time and space to share their worries with staff.

Party on a Cloud endorses a culture of safeguarding, following principles of meaningful engagement with children to include:

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### **Listen**

- Be patient – a child may be finding it hard to find the words to express themselves. Let them tell their story in their own words
- Do not interrogate – you may ‘taint’ evidence by asking leading questions or suggesting what may have happened. Maintain your professional curiosity, ask open-ended prompts. “T.E.D”

### **Reassure**

- Reassure the child they are not in trouble and that they have done the right thing in telling you
- Do not tell the child they should have told you sooner
- Reassure the child that it is not their fault – victims can often be blamed by their abusers.
- Do not promise confidentiality – if the child asks you to keep it a secret, explain who you need to tell to keep them safe.
- Explain to the child that you will have to share the information and explain what may happen next.

### **Stay Calm**

- Try not to panic, be aware of your own reactions and feelings, avoid showing shock, anger or disgust
- Do not insult the alleged abuser, however frustrated you may privately feel, children can be very protective of people they care about, even if that person is abusing them

### **Report**

- Write up your conversation as soon as possible in the child’s own words using the Party on a Cloud Disclosure Form. Stick to the facts and do not put your own judgement on it
- If appropriate make a referral to Children’s Social Care and/or the Police directly
- Inform the DSL of your actions as soon as possible
- Do not disclose any information to anyone aside from those within your DSL team, unless you are told to do so by a relevant agency involved in the safeguarding process.

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### 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 or the Party on a Cloud Disclosure 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 disclosure, incident or cause for concern occurred
- 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 Safeguarding Coordinators who will decide on the appropriate course of action.

For concerns about child abuse, Party on a Cloud's Safeguarding Coordinator will contact Social Care.

We 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,

#### 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 Safeguarding Coordinator will contact the Local Safeguarding Children Board (LSCB) or LADO Local Authority Designated Officer.

**LADO (local authority designated officer) - 0800 231 5199**

**[LADO.Referral@hertfordshire.gov.uk](mailto:LADO.Referral@hertfordshire.gov.uk)**

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.**

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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

### ALLEGATIONS AGAINST STAFF

If anyone makes an allegation against a member of staff:

- The allegation will be recorded on an Incident record form and / or Party on a Cloud's Staff Allegation 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 within the setting.

#### **Concerns that DO meet the harm threshold and require a referral to the Local Authority Designated Officer (LADO)**

Party on a Cloud are required to comply with the procedures set out in Hertfordshire Safeguarding Partnership procedures manual section [5.1.5. 5.1.5 Managing Allegations Against Adults Who Work With Children and Young People \(proceduresonline.com\)](#) when there are concerns or allegations about staff.

The procedures apply whenever there are suspicions or allegations that a staff member working with children has in any activity connected to their role:

- Behaved in a way that has, or may have harmed a child; (Harm Threshold)
- Possibly committed a criminal offence against / related to a child; (Criminal Threshold)
- Behaved toward a child in a way that indicates he or she would pose a risk of harm; (Suitability Threshold)
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.(Transferable Risk Threshold)
- It is discovered that an individual known to have been involved previously in child abuse, is or has been working with children.

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These categories can include behaviour that may have happened outside of a Party on a Cloud that might make an individual unsuitable to work with children.

All staff of Party on a Cloud know that if they have concerns about a colleague/ member of staff, or an allegation is made about a member of staff posing a risk of harm to children, they should report it urgently to Ben Craig, managing director. If the allegation was about the managing director, or if the staff member thinks their reporting has not been taken seriously enough, they should report directly to LADO -[LADO.Referral@hertfordshire.gov.uk](mailto:LADO.Referral@hertfordshire.gov.uk)

**Upon receipt of the information and filling out the Staff Allegation Form, the managing director, along with the safeguarding team, will review whether the allegation/concern meets the LADO threshold, giving consideration to our staff code of conduct.**

**If necessary, they will complete a LADO referral within one working day using the Party on a Cloud LADO referral form. LADO referrals will also be informed to Ofsted.**

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.

If after reviewing the guidance and procedures, it is decided that the matter does not meet the LADO threshold they may consider that it can be dealt with inline with Party on a Cloud's Complaints Policy or as a Low Level Concern.

### **Concerns that DO NOT meet the harm threshold - Low-Level Concerns**

The term 'low-level' concern is any concern, no matter how small, that an adult working in or on behalf of Party on a Cloud may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the LADO threshold or is otherwise not considered serious enough to consider a LADO referral.

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating children

At Party on a Cloud we have clear codes of conduct and processes in place to deal with any concerns or allegations which do not meet the LADO threshold, with our [Staff Disciplinary Policies](#).

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Such concerns may arise from

- suspicion
- complaint
- safeguarding concerns
- allegation from another member of staff
- disclosure made by a child
- disclosure made by a parent
- disclosure made by an adult or child outside of the camp

### 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 coordinator, 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.

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 Party on a Cloud
- Staff are familiar with the Safeguarding File which is kept in a designated place at the Party on a Cloud Premises.

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

Signed .....

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

**Date 01/11/25**