

SHARP

Health & Safety Procedures

Working with children is a privilege & a responsibility.
Their safety is paramount.

1. Children will be supervised by at least two adult Staff/ Volunteers (16 yrs+) and within sight and sound of a staff member at all times except when toileting (refer to procedure for toileting and showering pg.52). A staff member aged 20 or older will be on site at all times when a programme is in operation.
2. All Staff or Volunteers aged 17 years old and over will be police checked. All police checks are renewed every two years. Any Employee/ Volunteer who, on a new or renewed police vet which shows a conviction for sexual crimes or for offences involving the harm or exploitation of children will be removed from their position or will not begin working in their designated position. The SHARP Trustees will be contacted and Employee or Volunteer will be notified that they are an unsuitable for SHARP due to their conviction.
3. A cell phone or land line and a database of children's emergency contact numbers are present at all times in all programmes.
4. All supervisors in need of relief from duties during programme hours should contact the Coordinator immediately and not leave the programme until the Coordinator arrives.
5. All Supervisors, Volunteers and visitors will wear name labels. All visitors to the programmes will be supervised at all times by the Supervisor, Coordinator or Manager.
6. Children will never be sent to fetch or replace equipment from out of sight storage areas except in groups of two or more.
7. **Volunteers will never take a child to the toilet on their own. A Volunteer and another child will accompany a child who needs to use the toilet while on a trip/ outing.**
8. **Staff & Volunteers will refrain from using the same toilets as the children during programme hours. There will be separate toilets assigned for Staff and Volunteers..**
9. Staff will teach the children the SHARP expectations and boundaries at the beginning of each programme.
10. **Staff and Volunteers will be positioned within sight and sound of all children throughout the buildings to ensure that all children are supervised at all times while the programme is operating except whilst toileting and showering. During the lunch breaks and free-time, the toilet areas will be monitored by a Supervisor at frequent intervals.**

11. External toilet doors and doors separating internal rooms will be pinned back and cupboards closed and locked before the children arrive in the programme. Children will be instructed not to play in the toilet areas.
12. Children are not permitted to play in unfenced areas, car-parks or near a road. Staff and leaders will ask children to refrain from playing in these areas and call their parents/ caregiver to collect them if they continue. The child will be supervised until their caregiver arrives.
- 13. Volunteers show respect for children by not touching them in a potentially sexual or harmful ways.**
14. There is no 'rough and tumble' play.
15. When a child is difficult to manage, Volunteers should send for a Supervisor to resolve the situation. In the event of a child becoming violent, wherever possible, the people / property at risk of being harmed will be removed from the room rather than attempting to move the violent / angry child. The supervisor will stay with the angry child and send a leader to tell the Coordinator to call the child's parent / caregiver.
- 16. Each programme Supervisor must complete a daily safety check before children arrive (Refer to attached safety check: Appendix 25)**
17. All Supervisors will hold a current First Aid certificate and a first aid kit will be present on each trip and in each programme at all times. This will be out of the reach of children. In case of a serious incident / accident Volunteers will fetch a Supervisor or the Coordinator immediately.
18. A Risk Management document will be completed for each programme and trip prior to commencement (see Appendix 21). Documentation will identify and evaluate hazards and indicate steps that will be taken to eliminate, isolate or minimise (hazards. For example; it is identified that the children risk slipping and falling when moving around the edge of a pool. To minimise this risk children will be instructed to walk only. They will be stopped and corrected immediately upon running. Each Volunteer / Staff member must sign the relevant risk management document prior to programme commencement to say they have read and understood the risks associated with the functioning of the specific programme / trip.
19. Spit can be dangerous. Children are not permitted to share drinks or utensils. Any equipment that has been in a child's mouth must be washed.
20. Children will be made aware of boundaries. Notes will be put on doors to remind children of these boundaries. Staff and Volunteers will be present in all areas at all times to ensure that children keep to these boundaries.
21. In case of epidemics Ministry of Health Guidelines will be followed.
22. Sharp children will be expected if have a hat if playing outside during summer months.