



## **CHIPS Policy review 2020**

### **Summary of changes**

Please contact the CHIPS office on 01992 534664 or [info@chipsplay.org](mailto:info@chipsplay.org) if you would like a copy of the full proposed policies.

Policy review completed by: Teresa Ivison (Trustee), Sukanta Banerjee (Trustee), Helen Smith (Dev Manager), Michelle Brown (Scheme Leader) and Matt Cooper (Vice chair).

#### **SAFEGUARDING POLICY**

- New section: Aims
- New section: Definition
- Updated with latest Safeguarding Guidance from Sept 2020
- Additional DBS info
- Adult volunteers will now also do Prevent and safeguarding training
- Now include 3 month probationary period

#### **CONTINUITY PLAN**

- New section: In the event of widespread contagious illness /virus

#### **BEHAVIOUR MANAGEMENT POLICY**

- Updated policy to Hertfordshire STEPS guidance ([http://www.thegrid.org.uk/leadership/isl/herts\\_steps.shtml](http://www.thegrid.org.uk/leadership/isl/herts_steps.shtml)). STEPS is the approach to supporting positive behaviour management in schools and settings. The Steps approach forms part of the authority's behaviour strategy. It has been agreed through the SEND Executive and forms part of Hertfordshire's Local Offer.
- Update background on when and why physical intervention may be required
- Updated recording and reporting section

#### **TOUCHING POLICY**

- Recognise that not all children are comfortable with touch
- Add that touch maybe used appropriately for affirmation/praise eg 'high five'

#### **NEW POLICY: PARENTAL CONTRIBUTIONS POLICY**

- Contributions must be received by the date specified on the allocation letter or the place cannot be guaranteed.
- Fees must be paid in full, unless by prior agreement.
- Refunds will only be given for places cancelled for Summer, Easter and Christmas schemes if notice is received a minimum of 14 days before the start of scheme.
- No refund will be given for cancelled/non attended Saturday club sessions.

- In the event that a session is cancelled payments received will be carried over.

**NEW POLICY SUBSECTION IN ELIGIBILITY CRITERIA:**

**Children of staff and adult volunteers attending scheme**

- Staff children may attend after 3 months of starting work, at the discretion of the scheme leader
- Child only able to attend if staff member can still fulfil duties effectively
- 3 month initial trial period with child, and at end of trial parent will meet with leader or management/Trustee to discuss.