



CHIPS Policy review 2022

Summary of changes

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

Policy review completed by: Helen James (Leader), Teresa Ivison (Trustee), Matt Cooper (Trustee)

ELIGIBILITY POLICY

Addition to existing point:

- CHIPS will operate a waiting list should numbers make this necessary. This will be prioritised according to time on waiting list and need at the discretion of the Trustees and the Playleader.

CONFIDENTIALITY POLICY

Add to existing point:

- Staff who do exchange information about a child outside CHIPS, **and are not authorised by the Leader of the scheme, deputy or charity manager to do so**, may face disciplinary action.

BEHAVIOUR MANAGEMENT POLICY

- Change any references from 'School' to 'CHIPS'

Add to existing point:

- Physical intervention (supporting, guiding and escorting) will only be carried out by CHIPS Staff **who have received and have an in date certification** on STEPS training.

INTIMATE CARE POLICY

Add to existing point:

- Common and consistent practices will be agreed within the group and with the parents in writing for children with complex needs – **this includes equipment such as hoists, changing bed, screens, which will be hired by CHIPS if needed**. Written procedures will be available for changing and medical care. These will be reviewed annually by the Playleader with the parents.

HEALTH POLICY

Add to existing point:

- **All Medication** - On arrival at the playscheme, the Playleader to check with parents when the last dosage was given. (Not just emergency meds)

Add to existing point:

- Spare laundered pants and other clothing should be provided by parents and available in case of accidents. **Schemes will also endeavour to have spare clothes on site too**. Polythene bags will be available in which to wrap soiled clothing.

SAFETY POLICY

- Clarify that a Trustee will do an annual safety check at each scheme.

E-SAFETY POLICY

Addition:

- 'In exceptional cases a child will be allowed a phone/tablet for watching videos on (in accordance with their special needs) though parents are required to make sure that child controls are enabled so cameras are disabled along with web access and calls'.

NEW POLICY: POLICY IN THE EVENT OF A LOST CHILD

At CHIPS the safety and security of all the children at our playschemes is our highest priority at all times

It is the Leaders' responsibility to ensure the premises are safe and secure for our children, and to ensure that all children are checked in and out against the entry sign-in sheet and a headcount completed during outings and sessions.

Child Missing at a Playscheme

In the unlikely event of a child going missing from a playscheme the following procedure will be implemented.

- The leader will be notified immediately a child is suspected of being missing from the premises.
- The police will be informed immediately and the situation treated as an emergency.
- A full headcount against sign-in sheet will be completed as quickly as possible to ensure no other children are missing
- A thorough search of premises inside and outside will be made by Leader and staff members not working 1:1 with a child, leaving a deputy and 1:1 Staff in charge of the remaining children
- If the child is still missing parents will be informed and kept up to date with the situation at all times.
- Available members of staff will take their mobile phones and search the local area
- Until Police arrive the Leader will be responsible for organising the search but on arrival of the Police their instructions will be followed

Child missing on an outing

It is the responsibility of the Leader to maintain a check on all children on the outing. Each child will have a personal link. In the event of a child becoming detached from the group the following procedure will be implemented.

- A search of the immediate area will be made by a member of staff leaving other staff with the remaining children and if the child is still missing the Leader will be informed, by phone if not present with this group.
- The Police will be informed immediately and the situation treated as an emergency.
- A head count will be completed to ensure no other children are missing.
- Parents will be informed and kept updated with the situation.
- The remaining children will return to the playscheme premises as soon as possible. A Deputy/Leader will be left on site ensuring that a Deputy/Leader returns with remaining staff and children keeping them safe and calm.
- If the lost child incident occurs whilst on a day long outing, the Deputy/Leader will lead on taking the steps in this policy, whilst the

- other staff/deputy continues to care for the other children.
- The Deputy/Leader remaining at the venue will have a phone available and will await the arrival of the police and will give a description of the child and follow their instructions.
- When the Deputy/Leader has ensured all remaining children are safely back with parents she/he will return to the venue to join the search with the remaining staff member and the police.

The Investigation

- In both above situations the leader will send a detailed report of events to the chair of Trustees
- There will be an urgent discussion between the Chair and Charity Manager. They will ensure that Ofsted and HCC Children's Services are informed as soon as possible.
- Ofsted, and HCC Children's service will be informed.
- A sub group of trustees brought together by the chair will meet to investigate how the breach of security occurred and to plan and implement any changes to our policies and practice that may be required. The actions agreed by this sub-group will be communicated to both Ofsted and HCC Children's Services by the Chair or Charity Manager.
- Parents will be communicated with and supported at all times. A personal meeting with the Chair or Charity Manager will be offered if that is the wish of the parents.

EQUALITY AND DIVERSITY POLICY

- Clarify: We will provide specific support to those who wish to volunteer and have special needs, **where appropriate**.

NEW POLICY: ENVIRONMENTAL SUSTAINABILITY POLICY

The Trustees recognise the need for the Charity to become an environmentally responsible organisation. The Charity will work towards embedding an environmentally sustainable approach into its activities.

Initiatives to include:

- efficient printing
- reducing the amount of waste produced by the Charity
- ensuring that water/electricity is used responsibly by staff
- recycling materials as extensively as possible
- sourcing second hand toys and equipment as appropriate

TREASURY MANAGEMENT POLICY

Addition:

- On a quarterly basis, our volunteer bookkeeper will perform an independent bank reconciliation as another layer of checks.
- Independent auditors will review and prepare our annual accounts for the Charity Commission which will be signed off by the Treasurer and board of Trustees.
- Any cheques still written by the charity will also require 2 signatures.
- Add Nationwide to approved bank list.

THROUGHOUT

- Add 'vaping' wherever smoking is mentioned.

- Change 'Coordinator' to 'Charity Manager'
- Updated to new office address
- Formatting changes to make consistent through document.