



CHIPS Policy review 2023 Summary of changes

Policy review completed by: Helen Smith (Development Officer), Teresa Ivison (Trustee), Matt Cooper (Trustee), Graham Nickson (Chair of Trustees).

The Policy document has been extensively reviewed, resulting in a large number of updates. The highlights are detailed below.

Please contact the CHIPS office on 01992 804952 or info@chipsplay.org if you would like a copy of the full proposed policies.

THROUGHOUT

- Term 'Protected Characteristics' used in place of previously listed individual characteristics.
- STEPS to be replaced by Therapeutic Thinking -renamed.
- Changes made to vocabulary for consistency throughout the document.

CHILD PROTECTION AND SAFEGUARDING POLICIES

- These have been combined in to one policy.
- Details of how a referral is made, have been added

ADMISSIONS POLICY

Add

- Waiting lists- This will be prioritised according to time on the waiting list and need at the discretion of the Trustees and Playleader.
- In case of emergencies, and the child(ren) are not booked in, CHIPS will always do their best to offer a child a place on the scheme for that day(s).

STAFF DISCIPLINARY/GRIEVANCE AND WHISTLE BLOWING POLICIES

- Updates and clarification on person(s) responsible for conducting investigations.

BEHAVIOR MANAGEMENT POLICY

- Detailed examples have been removed from the document.

PHYSICAL INTERVENTION

- Details appeared twice in the document. This has been rectified.

BULLYING

Add

- Prejudicial
- Discriminatory
- Child on child

INTEGRATION POLICY

- Altered as all CHIPS playscheme sessions are open to all age groups. Age restrictions at sessions only applied to CHIPS activity clubs.

MEDICATION -STORAGE AND ADMINISTRATION

- Details have been updated

- To include –‘the signature of the member of staff who administered the dose and signature of staff member who witnessed the dose being administered’.

SAFETY POLICY

Add

- All staff and volunteers are responsible for health and safety at sessions.
- A safety check is carried out on the premises before each session.
- All activities are risk assessed.

MOBILE PHONES

Add

- In exceptional circumstances the Playleader may grant permission for a member of staff or volunteer to carry their phone with them during a session if they are expecting an urgent call.

OUTINGS AND EVENTS PROCEDURE

- Have been updated.

ARRIVAL AND COLLECTION OF CHILDREN

Following practice introduced during the covid pandemic, parent no long sign their child in on arrival at a session and out on leaving. This responsibility has been transferred to the Playleader or Deputy.

Alter to

- The Playleader or Deputy, will be at the entrance to welcome the family. The child will be introduced to their link staff member or volunteer, if appropriate. The Playleader or Deputy will sign the child in on the attendance sheet.
- The Playleader or Deputy is always based at the signing in desk at home time to monitor the safe collection of the children. They will be responsible for signing the children out. All signatures must be legible.

RECRUITMENT

- Separate procedures for adult staff/volunteers and young volunteers under 18 years have been added.
- The Charity Manager has been added as a person who can conduct interviews along with the Chair of Trustees, a Trustees or Playscheme Leader.
- Add – Where there is gaps in a candidates employment history, their social media profile will be checked.

PARENTAL CONTRIBUTION

Alter to

- Refunds in the form of credit, may be given for cancelled sessions, depending on individual circumstances and if it had been possible to reallocate the place to another child.

FUNDRAISING POLICY

- Wording has been altered to reflect current practice and the appointment of a Fundraising Co-ordinator.