



Born to Bee – Sensory & Active Play

Policies and Procedures

These guidelines help to ensure that everyone knows what is expected and what is acceptable and appropriate. They can help to clear up any uncertainty and make groups a safe and fun space for everyone.

Keeping safe

- The group leaders are committed to keeping everyone safe at *Born to Bee - Sensory & Active Play* and carry out safety checks and risk assessments to help to ensure this. However, in addition, it is vital that everyone gets involved to help keep everyone safe when they are in the group.
- *Born to Bee - Sensory & Active Play* holds adequate and appropriate levels of insurance cover.
- Prior to the session, group leaders will safety check the room and resources and notify the venue/remove resources if necessary. If safety concerns mean that the group cannot take place, a sign will be displayed outside the venue and posted on WhatsApp, Instagram and Happity.
- All parents/carers and visitors must sign in and out of the group at every session.
- All parents/carers are responsible for their children at all times at the group.
- No child should ever be left unsupervised at the group (parents should not ask group leaders to watch their child while they go to the toilet or leave the room).
- Doors and safety gates must be kept securely closed. Should a child be reported as lost, an adult is to remain by any doors ensuring that they remain closed while a search both inside and outside of the venue is carried out.
- All fire exits must be kept clear of bags, toys, rubbish, pushchairs and prams.



- No children are allowed in the kitchen area or unpermitted rooms in the venue.
- Do not have hot drinks when around children. If they are provided, let parents/carers know where they can drink them safely.
- Personal bags must be kept closed and out of the reach of children.
- Rubbish and dirty nappies must be put in the bins provided or taken home.
- All adults are responsible for the safety and wellbeing of all the children at the group – if staff/volunteers see something that is a concern, they must tell a group leader.
- Any resources such as toys that are used in the group must comply with relevant toy safety standards. Any battery-powered toys will have battery compartments that cannot be opened by a child. Parents and carers should report any concerns regarding the safety or condition of resources to a group leader.
- Any donated toys to the group must comply with relevant toy safety standards.
- In the event of emergency services needing to be called the address and postcode of the group is E4 9JP and our what3words location is regime.happen.packet.

Promoting positive behaviour

- We want coming to *Born to Bee - Sensory & Active Play* to be fun for everyone, but sometimes the behaviour of children and adults can be challenging and make the experience less rewarding. Our policy is to ensure a consistent, respectful, fair and calm approach without judgment.
- No one should be made to feel embarrassed about their child's behaviour; children are learning how to deal with the challenges of everyday life in their own unique and different ways. There will always be occasions when they struggle, perhaps to share or wait their turn, but with the right support and understanding, these situations can be handled in a calm and reassuring manner appropriate to the age and stage of development of the child.
- It is important to remember that children learn from watching adult role models so swearing, threats, shouting or smacking are not welcome at *Born to Bee - Sensory & Active Play*. As smacking can potentially be a safeguarding issue, if staff/volunteers witness unreasonable force being used on a child, they have a duty to report this as a safeguarding concern. It is the responsibility of parents and carers to gently and calmly support their children.

- Support should be offered to any parents and carers who may be struggling with their child's behaviour. This support will be given without judgment.
- All parents and carers should also be supportive of each other.

Fire safety and emergency evacuation

- In the event of a fire, it is important to be prepared and have plans in place. *Born to Bee - Sensory & Active Play* has a fire safety procedure to keep everyone informed of what to do in the event of a fire to help keep everyone safe.
- Group leaders carry out regular fire risk assessments and notify the venue/remove resources if necessary. If concerns mean that the group cannot take place, a sign will be displayed outside the venue and posted on WhatsApp, Instagram and Happity.
- Parents and carers should make group leaders aware of any potential fire hazards they see such as clothing or paintings left on top of heaters, overloaded sockets, exposed wiring, damaged firefighting equipment or appliances left switched on when not in use.
- 'What to do in the event of the fire' notices will be clearly displayed in the group and parents, carers, visitors and group leaders will be made aware of the procedure to follow including the fire assembly point.
- In order to know exactly who is in the building at any time, all parents/carers and visitors must sign in and out of the group at every session.
- In the event of an emergency evacuation, no one should go home without informing a group leader.
- Parents/carers should make group leaders aware if they will require extra help in the event of an emergency evacuation.
- In the event of an evacuation, parents/carers should not stop to gather belongings/pushchairs or prams.
- All parents/carers are responsible for their children at all times – no child is to be left unsupervised at the group.
- All fire exits should be kept clear of bags, toys, rubbish, pushchairs and prams.
- Smoking or vaping is not allowed on the premises.

- In the event of emergency services needing to be called, the address and postcode of the group is E4 9JP and our what3words location is regime.happen.packet.

First aid and accidents

- Unfortunately, accidents happen both to children and adults so at *Born to Bee - Sensory & Active Play* a first aid kit is kept at the group at the registration desk. Linda Hudson is the designated first aider.
- In the event of an accident, children should be comforted by the parent/carer and any necessary first aid treatment administered by an appropriate adult.
- Parents/carers should make group leaders aware of any accidents so that they can check the room and resources and notify the venue/remove resources if necessary, and so that it can be recorded in the accident book.
- In the event of emergency services needing to be called, the address and postcode of the group is E4 9JP and our what3words location is regime.happen.packet.

Inclusion

- *Born to Bee - Sensory & Active Play* is here for the benefit of everyone and we want to ensure that all are made to feel welcome. Parents/carers and children who attend our group will be always treated with dignity and respect regardless of their sex, sexual orientation, marriage or civil partnership status, pregnancy or maternity status, race, culture, religion, age or disability.
- We believe that all families and children have the right to be included, and all families should be able to attend our group without fear of harassment or discrimination.
- We value, listen to and respect all the families that attend our group and are committed to ensure equity of opportunity and access to the sessions.
- All group leaders and parents/carers are to encourage children to use any equipment they wish and not to stereotype
- Where possible, adaptations and reasonable adjustments will be made to access, equipment and routines to enable everyone to participate in the session.

- We encourage families to share their culture and religion with us so that we can work together to create a more inclusive and welcoming environment at the group.
- Group leaders should be made aware of remarks or actions causing offense to any group members. Bullying, inappropriate or offensive comments are not acceptable and will be challenged in a non-aggressive way, reiterating our policy and the law.
- In the event of unwanted comments and behaviour, reassurance, comfort and support will be given to parents/carers and children affected.

Health and wellbeing

- Parents/carers must not attend if they or their children have been ill with sickness and/or diarrhoea in the last 48 hours.
- Parents/carers must not bring older children to the group who have been sent home from school due to illness.
- If snacks are offered, these will be prepared in line with current NHS healthy eating and safety guidance.
- If a child has a food allergy, parents/carers must bring this to the attention of group leaders.
- If snacks are provided, a notice will be displayed in relation to any food allergens that may be present.
- All group leaders must wash their hands before and after preparing food and drinks.
- All work surfaces are cleaned before and after use.
- If snacks are served children should be sat down when eating and within sight and sound of adults to minimise the risk of choking.
- Food should not be shared between children and families without checking first for food allergies and dietary requirements.
- Toys and resources are regularly cleaned and washed. Parents/carers are encouraged to speak to a group leader if they are able to help with this.
- If a child has either a toileting accident or is sick, the child is to be comforted by the parent/carer and removed from the area. The group leaders will ensure that the area is thoroughly cleaned and disinfected.

- To respect children's dignity and privacy and to help keep them safe parents/carers must change any nappies in the designated changing area.
- Parents/carers must put your rubbish and dirty nappies in the bins provided or take them home.

Finance

- At *Born to Bee - Sensory & Active Play*, we ask parents/carers to contribute towards the running cost of the group by paying a fee each time they attend. This ensures that we can meet our outgoings such as rent, insurance and the cost of resources and equipment.
- Appropriate financial records are kept ensuring that all transactions are recorded and to help with future financial decisions.
- Additional sources of funding are researched and developed including applying for grants and fundraising activities, if applicable. If parents/carers are able to help with this, they are encouraged to let a group leader know.
- Group leaders budget to help make financial decisions and to minimise the possibility of the group closing as it is no longer financially viable.
- If parents/carers are struggling with fee payments but would still like to attend classes, they can talk in confidence to group leaders.

Safeguarding

- Every child has the right to be safe and protected from harm and it is everyone's responsibility to safeguard them. *Born to Bee - Sensory & Active Play* is committed to protecting all children from harm both at the group and in everyday life.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to run our sessions in a way that protects them.
- We value, listen to and respect children and young people.
- Group leaders undertake safeguarding training so that they know what to do if there are concerns about a child's safety and wellbeing.

- *Born to Bee - Sensory & Active Play* recognises that it is good practice to undertake DBS checks for all group leaders and volunteers and where appropriate and possible, this step will be undertaken.
- *Born to Bee - Sensory & Active Play* recognises that it is good practice to ask for references for staff and volunteers to help to ensure the safety and wellbeing of children and families and where appropriate and possible this step will be undertaken.
- All parents/carers are responsible for their children at all times whilst at the group.
- No child should ever be left unsupervised at the group (parents should not ask group leaders to watch their child while they go to the toilet or leave the room).
- Any visitors to the group will be asked for identification and their purpose for attending. If they are unable to provide these, they will be refused entry.
- All visitors will be required to sign in.
- Visitors will not be allowed unsupervised access to any child while on the premises.
- Group leaders will have identified an emergency evacuation route in the event of an unauthorised intruder on the premises. Group leaders will support parents/carers and children to safely leave the session.
- Group leaders are aware of the UK Government service for Emergency Alerts and, in the event of this service being activated, will support parents/carers and children to follow the advice given.
- Photographs will not be taken of children whilst at the group by either group leaders or other families without the agreement and permission of the parent/carer concerned.
- Group leaders, parents and carers will be made aware of safeguarding reporting procedures if they feel a child is being treated in an abusive way or is at risk of harm. Parents/carers can bring the issue to the attention of the group leaders or report directly to the NSPCC (0808 800 5000).
- In the event of emergency services needing to be called, the address and postcode of the group is E4 9JP and our what3words location is regime.happen.packet.

Data protection

- *Born to Bee - Sensory & Active Play* understands and values the importance of protecting people's privacy and we follow the basic principles of data protection regulations.
- We collect only the minimum amount of data required – such as the names on signing in sheets, payment of fees (if applicable), photo permissions and accident records.
- This data is collected for clear and specific purposes to help in the running of the group and the safety of those attending the sessions.
- We ask that parents/carers help to keep this data up to date and let us know of any changes in circumstances.
- The data we have is stored securely and once it is no longer needed is destroyed.
- We use email, WhatsApp, Instagram and Happity to help to keep in touch with all of our families.
- In the event of a safeguarding concern, we will share information with appropriate partners to ensure children and young people are protected from harm.

Volunteers

- *Born to Bee - Sensory & Active Play* values the contribution that volunteers make to the successful running of the group. Volunteers give their time and effort to ensure that the group is here for the benefit of families in the community.
- We are committed to our volunteers' safety and wellbeing, and we ask that these individuals are treated with respect, equity and fairness.
- Volunteers will be supported through an induction process to ensure that they are aware of their roles and responsibilities.
- Training will be given to volunteers as needed on an ongoing basis to ensure that they have the knowledge and skills they need to support families.