

## **Queen's Summer Activity Scheme – Policies and Procedures 2025**

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### **Admission Policy**

Any child enrolled on the scheme will have completed the application form and all such details will be stored centrally on the Summer Scheme database. Information about the Scheme is available on Queen's Sport website [www.queenssport.com](http://www.queenssport.com)

Applications will be taken from Queens Staff and Students from an earlier date before opening enrolment to everyone.

Only children enrolled will be allowed to be involved in the scheme.

Co-ordinator will be made aware of any anomalies on roll calls by staff members signing the children in and liaise with office staff accordingly.

### **Settling in Policy**

Children who enrol on the scheme will have had access to the activity programme and the range of activities included before the start of the scheme.

Children will be dropped off by parents and signed in for the day by a member of staff from their age group.

Children will meet other children from within their age group in the Main Hall who will be accompanied by staff, along with children across all other age groups.

Parents can accompany their child into the hall if they wish.

All children will congregate in the main hall in their age groups until activities commence aside from Cubs (ages 6-7) who will be dropped off in Studio 3. Staff will be with the children in their respective age groups to introduce themselves and help everyone settle in.

At the start of each week, Ice breaker games will be organised for children to get to know each other and the staff alike.

Children will be accompanied by staff at all times, both during activities and break periods to ensure that everyone is joining in and enjoying their time at the scheme.

Staff will be aware of any special requirements for individual children in their group which will be highlighted on the enrolment form before the children start the scheme.

### **Parental Involvement**

Parents will have had access to a copy of the full activity programme before enrolling their child on the scheme.

Parents MUST give consent for activities outside of the PEC. (This includes permission to the shops at Stranmillis during Lunch Time for the Seniors Group ONLY.)

Each week, the activity programme along with information about weekly themes for sporting and non-sporting activities will be posted on a notice board in the drop off / pick up area as well as online on the Summer Scheme website. If there are any changes to the programme, an updated version will be located here.

Child Protection Guidelines will be strictly adhered to at all times. Due to Child protection we kindly ask that there are no parents in the gallery while swimming is taking place.

### **Behaviour Management**

At the beginning of each week, staff will bring the group together to inform them of rules of the scheme and each group will create their own Code of Conduct.

Any inappropriate behaviour will be reported to Activity Leaders who will liaise with Group Leader and/or Co-ordinator accordingly.

Child/children involved will be made aware of the incident, reasons for behaviour discussed and a level of sanction imposed as appropriate.

Time out/clearing up/tidying equipment and other such sanctions may be used to address problems and this will be monitored.

If necessary, parents/guardians will be informed of such behaviour during the day or when children are being collected at the end of the day.

If circumstances dictate, all summer scheme participants will be assembled after morning drop off or before afternoon pick up to address a situation/issue which has been brought to the attention of a member of Summer Scheme and/or centre staff.

### **Complaints Procedure**

Staff members will be available at all times to address complaints from participants and/or parent/guardian.

Activity Leaders will inform Group Leaders and/or Co-ordinator.

Co-ordinator will be informed of all such incidents and will address these and liaise with centre staff as necessary.

Parents/guardians will be kept informed of actions being taken.

### **Accidents**

All accidents will be recorded on Queen's University Belfast - Accidents / Dangerous occurrences / Near Misses report forms. Forms must be completed at the time from the incident by Activity/Group Leader whom it was reported to.

Parents/Guardians will be informed of the incident when collecting the child and asked to sign the form to confirm they have been made aware of the same.

Group Leaders will be responsible for passing on signed and completed forms at the end of the day to the Co-ordinator. Co-ordinator will complete the forms, copy and forward original to University Safety Service as per procedure.

### **Confidentiality**

Staff will be made aware of circumstances/special requirements of the children they are working with which will effect how they address situations.

All personal details will be stored on the Summer Scheme Folder with limited access.

Access to confidential information will only be disclosed to Co-ordinator where necessary e.g. when a parent needs to be contacted urgently.

### **Sickness Policy**

All staff have been made aware of basic first aid during training.

A designated first aid area for scheme participants will be located in meeting room 3, adjacent to the Minor Hall and break areas.

If children feel unwell, they will sit out of activities for a time and may go to the first aid area. Scheme Co-ordinator will be notified and situation closely monitored. If they still feel unwell, parent/guardian will be contacted.

First Aid qualified staff (including scheme co-ordinator) are available within the centre.

Each age group will have a radio to contact Co-ordinator, who can request back-up via the radio as required.

### **Play**

A daily/weekly activity programme is arranged for all groups. Free play takes place as scheme participants assemble in the main hall in the mornings and free play/playground style activities also take place during lunch break. Children are supervised to ensure safety at these times but activities are not programmed by staff.

### **Child Protection Policy and Procedures**

Queen's University Belfast Child Protection Policy will be adopted. (see Appendix 2)

All staff (paid and voluntary) have completed Access NI & SOF Care check before commencing work on the scheme. Staff will have attended a Child Safeguarding Course before the scheme has begun and have been informed of the Queen's University Child Protection policies.

Junior Leaders will be accompanied by other staff throughout the course of the day.

Children will be accompanied by staff at all times; customers will also be in the building.

Staff and Junior Leaders have a responsibility to ensure that they are never left on their own with a child.

Any incidents/concerns must be reported to Group Leader and/or Co-ordinator who will discuss with the appropriate centre staff/organisations as per Policy.

### **Mobile Telephone Policy**

Summer Scheme Staff are **not** permitted to carry mobile telephones on site, when on duty working with the children. Personal mobile telephones must be secured in the locker provided and can be accessed at break or lunch times only. Children participating in the scheme are **not** permitted to use their mobile telephones during their sessions. Similar to staff, children are only permitted to use their mobile phones during lunchtime. If a child needs to be contacted mid-scheme then the PEC landline number must be used. 02890977070

Mobile telephones must **not** be used to take any photographs/videos/sound recordings of any of the children or staff registered with the Summer Scheme.

### **Photography/Videography Policy**

Parents will be asked consent for their child's photo to be taken during the enrolment process. Only children whose parents consented to having their photos taken will be used for promotional purposes by Queen's Sport. Only our official Queen's Sport Marketing and Communications officer and Co-Ordinator will have permission to take photographs/videos of the children for promotional purposes on the Queen's Sport Website and Social Media Channels.

If a professional photographer is hired by Queen's Sport to come in to capture marketing photos of the scheme then all relevant parents will be communicated a week in advance.

### **Social Networking Sites Policy**

Personal information relating to all children within the care of the Summer Scheme at Queen's will be treated in the strictest confidence

and must not be shared or disclosed on any social networking site. Social networking sites and problems of online gossip are routinely making new headlines – therefore for the protection of the children in our care we ask staff to be mindful of the personal information they use on social networking sites and to protect themselves and the integrity of the summer scheme at Queen's.

We wish to remind staff of the 'Whistle blowing Policy' and ask if they are aware of any information pertaining to any person or activity concerning Queen's Sport Summer scheme being shared or disclosed on any Social Networking site to report immediately to Queen's Sport Management Team

### **Whistle Blowing Policy**

It is the duty of an individual member of staff to disclose or express any concerns in relation to the conduct of a colleague (permanent or student) which may prove detrimental to the health, well-being, safety or development of any child using the summer scheme at Queen's.

Any criminal activities that may impact on the summer scheme offered at Queen's must be disclosed to any member of the Management Team with immediate effect.

Team Leaders will conduct weekly supervisions for members of staff. Meetings will be confidential and so offer the opportunity for staff to raise any concerns or issues they may have. All members of the Queen's Sport Management Team operate an "open door" policy to allow staff every opportunity to discuss any concerns or disclosures. Issues brought forward will be taken seriously and investigated thoroughly with no detrimental impact experienced by the staff member disclosing the information.

### **No Shouting Policy**

Queen's Summer Scheme operates a 'No Shouting Policy'. We believe that children have the right to be listened to, to speak and be spoken to in a respectful manner. Childcare Services feel that it is inappropriate for any member of staff, volunteer or student to shout or raise their voice inappropriately to any child, unless in an emergency where a child may be in immediate risk of harm or injury.

### **Food & Drink Policy**

Children are encouraged to bring water, healthy break and lunch to the scheme each day. Children have access to a water fountain and staff will supervise water breaks during warm days. Clements provide a tuck shop and a healthy lunch menu for all children. Orders for hot food will be taken each Thursday for the following week. Children may also use the vending machines around the building during the day for snacks and drinks. Purchase of energy drinks such as Boost, Powerade and Prime are not allowed and staff will monitor this on a daily basis.