



Stormont Community Engagement Project

Parent / Carer Information

Summer Scheme 2018

June 2018

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WELCOME LETTER

Dear Parent / Guardian,

Thank You for signing your son / daughter up for our Community Summer Scheme. This Parents pack has been produced to ensure you have all the information required for your son/daughter's participation in our scheme. Within this pack, you will find information relevant to the scheme including child protection arrangements, daily arrangements, policies relevant to the scheme and the complaints process should you need to use it.

Please take your time to read over all of the information as it is all relevant and important to ensure your child's safety and enjoyment during the scheme.

If at any time, you are unhappy with any aspect of the scheme or you have any concerns we would encourage you to raise it first with the scheme leader or leader in charge. If you still remain unhappy with the outcome then please do not hesitate to contact me. All concerns / complaints will be dealt with confidentially, unless they are an issue for our Child Protection Officer. My contact details are as follows.

Donald Henry – Chairperson - Stormontcommunity@gmail.com

If you would like to contact our Designated Person for Safeguarding (Sheila Stronge) at any point you can do so via the schemes phone on 07564620129.

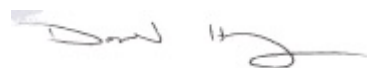
We would ask all parents to make sure they are aware of drop off and pick up times for each day. We will not be registering any children before the time stated on the program. We would ask that children are collected at the time on the program, if you are going to be late to collect your child please let us know by contacting the scheme directly on the provided.

Could we also ask parents to exercise caution when entering and leaving the car park and remind you that the car park is a one-way system.

The name of the Leader in Charge for the Summer Scheme will be displayed throughout the scheme along with their contact details.

If you have any further questions or require any more information, please do not hesitate to get in touch.

Yours Sincerely,



Donald Henry – Chairperson

AIM OF THE SUMMER SCHEME

- Stormont Community Engagement Project will endeavor to provide quality play opportunities for 11-18 year olds within a safe environment
- The programs are designed to cover a wide range of activities, stimulating all of the elements within play and appropriate to the child's age, development/physical ability and applied without discrimination.

REGISTRATION AND CONSENT

- To ensure the well-being and safety of every child attending our schemes, parents/guardians will be required to complete a registration form. This form will provide us with important information about your child, which will be held in confidence. The kind of information we are looking for includes:
 - Name, address, date of birth, emergency contact information, medical details such as medical conditions, allergies and medication to be taken or any other special information about your child we need to know
- Registration gives general consent from parents/guardians for children to attend activities on a week-to-week basis (additional consent forms are required for trips)
- Daily registration is recorded so that each child's attendance is noted and for health and safety reasons we know exactly how many children are present at any given time.
- Similarly, on trips a register is taken of all the children attending and head counts take place regularly throughout the duration of the trip.
- To make the most of your summer scheme registration regular attendance is encouraged

CODE OF CONDUCT

- At the outset of each scheme the ground rules will be set by the staff and volunteers in conjunction with the children themselves. These will be written up and displayed with each of the children and adults signing up.
- Unacceptable behaviour will not be tolerated. Such behaviour includes dangerous horseplay, verbal abuse including racist, sexist and sectarian language and consistent disruption of activities. This will be dealt with in line with our behaviour Policy.

MANAGEMENT OF UNACCEPTABLE BEHAVIOUR

- Unacceptable behavior will be identified to the child. The leader will clearly explain why it is unacceptable and give the child a warning,

(when possible this will be done away from the main group so as not to cause embarrassment)
- A method of managing the behavior will be introduced,
- Where poor behavior is persistent the parents/guardians will be contacted, and consulted verbally.

It is the endeavor of Stormont Community Engagement Project to deal with unacceptable behaviour in a constructive, consultative manner with the parents/guardians and in line with our behavior policy.

IMPORTANT INFORMATION FOR PARENTS / GUARDIANS

1) Children Requiring Medication

Any children requiring medication to be taken whilst at Summer Scheme must deposit the item(s), clearly marked with their name and dosage instructions, with the Leader in Charge on arrival each morning. Parents must also complete a medicine form to allow their child to take medication during the scheme.

PLEASE NOTE THAT SCHEME STAFF WILL NOT ADMINISTER THE MEDICATION - THEY WILL ONLY SUPERVISE THE CHILD

2) Sun Hats and Sunscreen

Please ensure that your child brings a sun hat (clearly marked with their name). Sunscreen should be applied before the children arrive each day, should reapplication be necessary, parents should supply cream for this purpose.

3) Coats

Please ensure that your child brings a coat (clearly marked with their name) every day (even on days that they are not going on trips)

4) Football Tops

Football tops and clothes bearing emblems are not permitted on our schemes. If a child arrives at the scheme wearing these items the parent / guardian will be informed and the child may be unable to participate in activities / trips. We would ask for your help in assisting with this. If you would like to discuss this matter further please contact the designated committee member for summer scheme via email: stormontcommunity@gmail.com.

5) Money

We encourage parents / guardians not to send money with their child, unless this has been specified by scheme staff. Leaders will not be responsible for any monies lost or stolen.

6) Mobile Phones/Personal Equipment

Mobile Phones and other personal equipment **should not** be brought to Summer Scheme. If your child is required to bring such items this should be discussed with the leader in charge. Stormont Community Engagement Project will take no responsibility for any of these items that are lost, damaged or stolen during the scheme.

7) T-Shirts and Wristbands

All children registered for the scheme will be supplied with a summer scheme T-Shirt on their first day attending, these will be based on the sizes given to us at registration. We ask that these T-Shirts are worn on days we are out on trips, your child may also wear these on in centre days at the parent / guardian's discretion.

Each child will also be issued with a wristband that contains the contact numbers of the summer scheme coordinator and leader in charge. We would ask all parents to encourage children to keep these on for as long as possible. However, if they need to be removed we will have replacements.

8) Drop Off / Collection Arrangements and Walking Home

Could we ask all parents to check the drop off and pick up times carefully for each day. We have kept these the same with the Mon-Thurs being 10 and 4 and Fridays being 10 and 12:30.

If you have indicated on your child's registration form that they are able to walk home then we will let them do this each day unless we received written notice from a parent / guardian stating otherwise, this must be given to the leader in charge only.

Could we remind all parents to take care in the car park and to remind you it is a one way system.

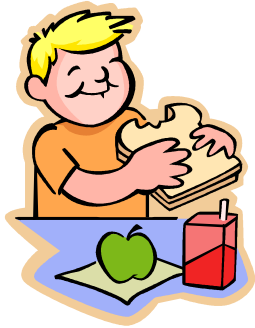
CONTACT INFORMATION

Contact Information for the Leader in Charge will be provided in your welcome email. This contact information can be used at any time during the scheme and we would encourage you to keep it safe.

If you have any queries or questions before the summer scheme begins you can contact a member of the committee via email: stormontcommunity@gmail.com.

PROGRAM

A copy of the program relevant to your scheme will be provided to you either in person at your registration day or will be emailed within 7 working days of the scheme starting.



LUNCHES AND SNACKS

Packed Lunch

Please remember to send your child with a packed lunch each day.

A Packed lunch **must** include:

- 2 re-sealable Drinks (preferably one of these should be water)
- Morning Snack (inside days only)
- Lunch

We also request that you provide lunches that do not require reheating or the addition of hot water.

OUR SUMMER SCHEME IS STRICTLY NUT FREE WE WOULD ASK PARENTS TO REMEMBER THIS WHEN PREPARING YOUR CHILDS PACKED LUNCH EACH DAY.



SAFEGUARDING - KEEPING CHILDREN & YOUNG PEOPLE SAFE

The Committee, Staff and Volunteers are committed to ensuring the safety and care of ALL children and young people entrusted to our care. This includes ensuring their safety and enjoyment when attending any of our programs. As well as ensuring we comply with all Child Protection Requirements.

All elements of child protection for any activities run by the Stormont Community Engagement Project fall under our Safeguarding Policy which can be found on our website.

The Committee of the Stormont Community engagement project have a duty of care for the welfare, safety and protection of all the children and young people using their services. Therefore, they will carry out this duty by ensuring that the Safeguarding and all other policies implemented for the safety and care of young people are implemented at all times.

We aim to ensure that young people experience a caring, supportive and safe environment at all times.

All staff and volunteers will be subject to Access NI checks and if necessary, references will be taken prior to their appointment. This will help us to ensure that all users of our provision, children, young people, staff and volunteers are protected from possible abuse.

Through our Safeguarding policy, we aim to protect the children and young people we come into contact with and therefore all staff and volunteers are issued with clear guidelines as to what they should do if they suspect, observe a child is being abused or neglected, or if a disclosure is made to them.

Our overriding concern will always be the safety, care and welfare of the children and young people in our care.

STAFF AND VOLUNTEERS

- ALL staff and volunteers will be recruited and vetted appropriately.
- Adult volunteers will be aged 18 or over. Junior volunteers aged 13-17 years will, as appropriate, be appointed to assist with supervision of children. **On no occasion** will these junior volunteers have sole responsibility and at all times will be properly supervised by an adult staff member or adult volunteer. At all times the proper ratio of adults to children will be maintained, in line with our safeguarding policy.
- Staff are encouraged not to spend excessive time alone with children, and where privacy is needed the adult and child should be clearly visible to other leaders in attendance.
- Accident and Incident Forms will be available for the recording of accidents and incidents deemed worthy of note and/or for disclosure of any confidential information.
- If an issue of child protection should arise in the manner of disclosure from child to adult the following guidelines will be adhered to:
 - The leader will listen to the child and assure the child that they will try to help them the leader will **NOT** promise to keep the information a secret.
 - The leader will report to the leader in charge who will make a record in the Incident Book and then contact the Designated Committee Member.
 - The Designated Committee Member will report to the designated person for safeguarding.

CONCERNS OR COMPLAINTS

If you have any concerns, questions or complaints about any aspect of our Summer Scheme then please speak to any of the leaders who will do their best to assist you. You can also raise concerns or complaints with the leader in charge at any time.

If you do not feel satisfied with the outcome of your complaint or concern you should direct these in writing to Donald Henry who is the Chairperson of the Community Engagement Group. These letters can be left in the church office.

DISCLAIMER

It is assumed that by sending your son / daughter to any of the programs run by Stormont Community Engagement Project that you are in sympathy and support the policies and procedures outlined in this parent / guardian's information pack.

If there is a particular issue you wish to discuss then please contact the Committee Chairperson via the groups email.