

Whippersnappers Policy Annex



September 2022

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The Annex

This Annex contains our current policies and rules and has been designed to help you understand how Whippersnappers is organised, what standards and procedures you are expected to follow and what you can expect from us in return. The policies and procedures contained within this annex are non-contractual. We hope this will help our new employees to feel part of the team more quickly and be a gentle reminder to us all of the right way to work here.

Safeguarding Policy

Designated Safeguarding Lead is:

Name: Yusuf Jama

Contact: 0207 738 6633/07949425025

Email: yjama@whippersnappers.org

Deputy Designated Safeguarding Lead is:

Name: Caroline Burghard

Contact: 0207 738 6633/0208 693 1682/07957 204980

Email: cburghard@whippersnappers.org

Policy Statement

All people interacting with or developing services for children, young people and vulnerable adult's on behalf of Whippersnappers will be known as 'workers' for the purpose of this document. The term 'workers' includes paid staff, volunteers, session workers, the management committee and anybody working with children and young people on behalf of Whippersnappers.

Work with children, young people and vulnerable adult's carries responsibility.

It is *every* adult's, who is connected to Whippersnappers, responsibility to prevent the physical, sexual or emotional abuse of children and vulnerable adults' and to report any suspected or actual abuse that comes to their attention.

The named designated officer from Whippersnappers who is responsible for all matters concerning safeguarding is Caroline Burghard. All Whippersnappers workers have responsibility to report any suspected or actual abuse that comes to their attention to Whippersnappers designated officer Caroline Burghard. Caroline may be contacted directly by the following means: by calling Whippersnappers on 0207 738 66 33 or phone 07957 204980 from Monday - Friday or Yusuf Jama on 07949425025 in case of emergency.

At Whippersnappers we believe that everyone has the responsibility to promote the welfare of all children and young people. To keep them safe and to practice in a way that protects them. We make it our priority to keep all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

Whippersnappers' use of computers

All computers used by the Whippersnappers project must be in plain view of workers at all times and vigilantly supervised.

The project leader will check that suitable firewalls have been installed prior commencing/hosting events.

Whippersnappers Mobile Phone Policy

All staff and volunteers are not allowed to use their mobile phones when children are on site. Phones must be kept in the assigned area with staff member's personal belongings. If you need to take a personal call, you should use the office and if you are expecting an emergency call, you can provide Whippersnappers landline number at the Lido 0207 738 6633 or at the Lodge 0208 693 1682.

Only managers should have their mobile phone on them and their phone should only be used to communicate with fellow senior staff across sites or on trips out. Phones could also be used by managers to communicate with parents/carers. Where possible, this should be in the office/reception away from the children. Mobile phones are also used to book taxis for home drop offs

School Pick-ups and home drop offs

On school pick-ups, trips out and home drop offs, mobile phones should be used only for emergency calls. Staff should ensure their phone has enough battery and credit to make these calls.

Photographs and videos

Pictures can be taken only by senior members of staff when they inform another senior member of staff. All the pictures taken by them on a mobile phone must be transferred onto the Z Drive as soon as possible and photos deleted from personal phones. Children's membership forms must be checked before any photograph is used internally or externally and photo consent must have been signed by the child's parent/carer. Managers should include photograph check question on debrief form at the end of the day to ensure any photographs taken have been transferred to the Z Drive.

Boundaries

All workers are responsible for establishing and maintaining appropriate boundaries and for ensuring that their own emotional needs are not dependent on their relationships with children and young people.

Be professional and maintain the highest standards of personal behaviour at all times.

Personal mobile phones, cameras and iPads should not be used by staff or volunteers and should not be on their person whilst working with the children.

Use only age appropriate language, media products and activities when working with children and young people. Sexually explicit materials are never appropriate.

Never swear or use or respond to sexual innuendo.

Workers should not appear to favor or show interest in one child or young person more than another and take care to avoid the trap of becoming a "parental figure" or over involved with one particular child.

Touch

Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.

Be very aware that physically handling a person, perhaps to help develop a skill or technique such as operating assistive computer hardware/software, could be misconstrued by an observer or even by the individual.

Touch should be related to a child's needs not the workers. Touch should be age appropriate and generally be initiated by the child rather than the worker. Avoid any physical activity, which is or maybe construed as, sexually stimulating the adult or the child, for example: fondling, touching private parts of the body. Workers should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary.

Be aware of situations which can be misconstrued or manipulated by others. For example, if the member of staff/volunteer is alone with a child or young person, they are open to the possibility of allegations about their behavior.

Respect

Workers should treat all young people with dignity and respect in attitude, language and actions.

The design and use of all training programs/material and training methods must be appropriate to the individual's needs and abilities.

Restraint

Any form of physical response to misbehavior is unlawful unless it is by way of restraint. On those occasions where it proves necessary for workers to restrain a child or young person physically to prevent him/her inflicting injury to others or damage to property, only the minimum force necessary should be used.

Home Visit Worker Policy

This policy is for staff who are visiting families in their homes.

If a worker arranges an activity with a child or young person outside of the usual group time this must be with knowledge and consent of their line manager or director as well as that of the parent. A child or young person arriving uninvited to a worker's home should not be allowed to stay without the consent of the parent.

Parental consent will be obtained for all organized activities and outings, which are outside the usual group times.

Arrangements for transporting children and young people must also be with the knowledge of the nominated person and with parental approval.

Staff are required to:

keep a charged mobile phone with them at all times

Call the family before visiting and explain clearly the reason for the visit

Notify your line manager the time of visit and call them before you enter the house and as soon as you leave the house.

Do a risk assessment on the visit if the family are known to social services and there is any identified risk. If a risk is identified do the visit accompanied by a second staff member.

Responding to Abuse

What is abuse?

The following are the main categories of abuse as defined in 'Working Together to Safeguard Children' (2018).

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social

interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Important

Children or young people that do not fit the above categories may also be at risk of significant harm. This could for example be in the situation where another child in the same household has been harmed or the household contains a known abuser.

Child abuse can take place in a number of different settings. The following are examples.

- Most commonly where the child or young person knows the individual(s) and is trusted. This can be a parent, carer, babysitter, sibling, relative or friend of the child or family.
- The abuser is sometimes someone in authority such as a teacher, youth leader or children's worker.
- The abuser is sometimes a pedophile or other person that sets out to join organizations to obtain access to children.

What to do if you suspect that child abuse has occurred

You must report concerns as soon as possible to Whippersnappers named safeguarding officer Caroline Burghard who has been nominated by the Whippersnapper Directors to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. (You can also report to your childcare manager/ Team leader who is working on site -who can contact Caroline Burghard or Yusuf Jama on your behalf)

If the allegations or suspicions involve the Whippersnappers safeguarding officer, then the report should be made to a Whippersnapper Director.

If the suspicion in any way implicates both the director and the safeguarding officer, then the report should be made to your local child protection agencies, mainly the Assessment and Advice Teams.

The Police Child Protection Team or the NSPCC can also be contacted:

The procedures in the following paragraph should be followed according to the type of abuse suspected. Where physical abuse, neglect or emotional abuse is suspected the co-operation of parents/guardians should normally be sought, except where this would place the child at greater risk or where emergency attention is required.

Where sexual abuse is suspected the safeguarding officer will not speak to the parents/guardians as this will make the task of investigation by police or Social Services much harder.

Early Help Assessment (EHA)

The EHA is a tool to enable early and effective assessment of children and young people who need additional services or support from more than one agency. It is a holistic consent-based needs assessment framework which records, in a single place and in a structured and consistent way, every aspect of a child's life, family and environment.

Allegations of Physical Abuse, Neglect or Emotional Abuse

If the child has a physical injury or shows symptoms of neglect or abuse (*see above*) the safeguarding officer in consultation with the adult that the child may have disclosed this information to will decide who is the most appropriate person to contact in the family.

The person will:

Complete a diagram form showing where marks or bruising are positioned on child's body.

Safeguarding officer to speak to parent/carer immediately to ask whether they are aware of bruising and how it might have occurred (This is also to protect staff in case a parent / carer makes an allegation that the bruising occurred in the Whippersnapper childcare setting. It also can provide a good reason for bruising (i,e child fell off a swing on weekend.)

When required speak to the parent/guardian and suggest medical help/attention be sought for the child. The doctor will initiate further action, if necessary. If appropriate the parent/guardian will be encouraged to seek help from the Social Services department.

With older children it is important to take their wishes and feelings into account with regard to speaking with their parents.

If the parent/guardian is unwilling to seek help, then it may be appropriate for a worker to go with them. If they still fail to act then the safeguarding officer should contact Social Services for advice.

Where emergency medical attention is necessary, this must be sought immediately. The safeguarding officer will inform the doctor of any suspicious abuse.

Consideration should be given to referring the matter to Social Services Department. If the safeguarding officer is unsure whether to refer a case to the Social Services, then he/she can contact the Department for advice or to discuss the case.

Speaking to parent/carer may not be appropriate if this could put the child at more risk of harm. In this case Social Services should be contact immediately.

Allegations of Sexual Abuse

In the event of allegation or suspicions of sexual abuse, the safeguarding officer will:

Contact Social Services Assessment and Advice Teams or the Police Child Protection team directly. The safeguarding officer will not speak to the parent or anyone else directly, as there is always a possibility that they could be involved. If named people are innocent talking to them before contacting the authorities may make it harder for them to be cleared.

If sexual abuse has occurred very recently, then contact the police urgently so that any physical evidence is preserved. Do not interfere with any evidence such as stained clothing. If the allegations concern events more than a week old, then there is less urgency but either the Police or Social Services must be informed promptly.

Under no circumstances must the safeguarding officer attempt to carry out any investigation into allegations or suspicions of sexual abuse. The role for the safeguarding office is to collect and clarify the precise details of the allegation or suspicion and provide this information to the Social Services Department, whose task it is to investigate the matter under section 47of the *Children Abuse Act 1989,2004*.

Whist allegations or suspicions of sexual abuse will normally be reported to the safeguarding officer, the absence of the safeguarding officer should not delay referral to the Social Services Department.

Should there be any disagreement to the person in receipt of the allegation or the suspicion to the appropriate action of the referral to Social Services, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

The Directors will support the safeguarding officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Allegations against Staff

All allegations made against staff (including volunteers and paid staff) that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally recorded on a LADO Referral form and sent to the Designated Officer, formerly known as Local Authority Designated Officer (LADO).

The referral form must be filled in for every case where it is alleged that a person working with children has:

- Behaved in a way that has harmed or may have harmed a child

- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children

Please Note:

- The form **MUST** be completed with staff making allegation and Whippersnappers Safeguarding Lead and sent to the Designated Officer within 24 hours of the incident occurring. If you are not sure whether a particular matter warrants a referral, make contact with the Designated Officer within 24 hours and they will be able to advise you on the correct action to take.
- If dealing with an out of borough LADO referral, Whippersnappers Safeguarding Lead should discuss it with the LADO in Lambeth in order for our LADO to check the other borough's work.

Allegations against staff must be brought immediately to the attention of Whippersnappers Safeguarding Lead Caroline Burghard orally by speaking to them or phoning on 0207 738 6633/0208 693 1682 or in writing by post or email. Whippersnappers will only carry out initial enquiries (not an investigation) prior to a discussion with the Local Authority Designated Officer (LADO).

Any allegations relating to the Director must be brought to the attention of Whippersnappers Safeguarding Lead or the Board of Directors who will consult LADO.

Allegations against a member of staff who is no longer working or allegations that are historical will be referred to the police.

If an allegation against a member of staff is made, Whippersnappers will:

- Immediately suspend a person against whom the allegation was made on full pay for no more than 5 working days.
- Fill in "Allegations against staff" referral form and contact LADO within 24 hours of the incident report.
- If allegations to be found true, then Whippersnappers will follow the disciplinary procedure.
- If allegations not found to be true, then Whippersnappers will hold a meeting with a person against whom allegations were made before they come back to work and offer support.
- Keep parents, children and staff involved informed and offer support.
- If a person has been removed from regulated activity because they have harmed or posed a risk of harm to a child or vulnerable adult, then Whippersnappers will act on a LEGAL duty to refer the person to the DBS.

Designated Safeguarding Lead is: Yusuf Jama

Contact: 0207 738 6633/07949425025

Email: yjama@whippersnappers.org

Deputy Safeguarding Lead is:

Name: Caroline Burghard

Contact: 0207 738 6633/0208 693 1682/07957 204980

Email: cburghard@whippersnappers.org

Board of Directors:

Name: Caroline Burghard cburghard@whippersnappers.org

Name: Ruby Warner ruby.warner@hotmail.co.uk

Name: Sarayu Shah sarayu.shah@groundwork.org.uk

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Family-Friendly Policies

Maternity & Paternity, Surrogacy and Adoption Leave

If you are pregnant or using a surrogate, by the 15th week before the baby is due, you need to provide the following information to us (preferably in writing):

- Your expected week of childbirth.
- The date on which you intend to start your maternity leave. You can start your maternity leave anytime from 11 weeks before the baby is due. You can change this date, but you must give us 28 days' notice of the change.

If you are adopting, you need to provide the following information to us (in writing):

- Notification of the match with the child, which is provided by the adoption agency. This must be provided no later than seven days after the date you received notification.
- The date you were notified of having been matched with the child, the date the child is expected to be placed with you for adoption and when you want your adoption leave to start. Adoption leave can start on the day the child is placed with you for adoption or on a date that is up to 14 days before the expected date of placement. You can change this date, but you must give us 28 days' notice of the change.

If you are adopting, to qualify for the right to take adoption leave, you must be adopting a child through an approved UK adoption agency. Surrogacy parents may be entitled to adoption leave if they fulfil eligibility requirements. If you are jointly adopting a child with your spouse, partner or civil partner, only one of you will be entitled to take adoption leave.

All employees are entitled to 52 weeks maternity leave and this is made up of 26 weeks ordinary leave and 26 weeks additional leave. The first two weeks after the birth are compulsory. Or for adoption leave, assuming you are eligible, you may take up to 26 weeks ordinary adoption leave and up to 26 weeks additional adoption leave, making a total of 52 weeks.

Throughout the maternity and adoption leave you are entitled to all your non-pay related contractual benefits.

If you are not planning to take all your maternity or adoption leave, you must let us know when you will return. You can change your mind but must give us eight weeks' notice of a change.

If you decide not to return to work, you are required by law to give the correct notice if you are resigning. However, giving longer is helpful. You are still entitled to statutory maternity pay or adoption pay even if you are not returning to work.

We reserve the right in any event to maintain reasonable contact with you from time to time during your leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or simply to update you on developments at work during your absence.

You are encouraged to take any outstanding annual leave due to you before the commencement of your leave.

If you are pregnant, we need you to provide us with your MATB1 Maternity Certificate which your midwife will give you when you are about 25 weeks pregnant.

Adoptive parents must give us the matching certificate or notification that one is being issued within seven days of having been matched with a child or as soon as is practicable.

For any other further information about maternity or adoption leave, please speak to your manager.

Health and Safety

We have a duty to assess any risks that may affect you at work during your pregnancy. We will provide you with information as to any risks identified in any risk assessment and look at ways in which we can minimise the risk.

IVF

You will be entitled to paid time off for antenatal care only after the fertilised embryo has been implanted. From that point onwards, all entitlements are the same.

Antenatal Care

All pregnant employees are entitled to paid time off to receive antenatal care, provided such care is on the advice of a doctor, midwife or health visitor. Where such appointments can be arranged to take place outside working hours, you should do so. Copies of all appointment times should be given to your line manager. If you are adopting, then the main adopter is allowed up to five paid adoption appointments.

Prospective fathers to be and partners of pregnant women, as well as surrogacy parents and the secondary adopter, are allowed unpaid time off to attend two antenatal appointments.

Pay & Benefits during Maternity Leave

To receive Statutory Maternity Pay (SMP) you must have been:

- Earning before tax an average that is no less than the lower earnings limit, which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you actually start paying NI.

- Employed by the same employer continuously for at least 26 weeks up to and into the 15th week before the week your baby is due.

The earliest date that SMP can start is from the 11th week before the week your baby is due and the latest from the day following the birth.

If you continue to work after the 11th week before the week your baby is due, you can choose when you want your SMP to start. SMP will start from any day you choose, once you have stopped work to have your baby. This means that your SMP should start from the first day of your maternity leave.

The start of your SMP will change if:

- Your baby is born before the start of the 11th week, or before the start of your SMP period. If this happens, SMP will start from the day following the birth of your baby.
- You are off sick from work with a pregnancy-related illness at the start of, or in the four weeks before, your baby is due. SMP will start from the day following the first complete day you are off sick from work for that reason.

If you are entitled to SMP and you leave your employment with us:

- After the start of the 15th week before your baby is due, but before the start of the 11th week, SMP will start from the beginning of the 11th week before the week your baby is due.
- At any time after the start of the 11th week before the week your baby is due and before the start of your maternity pay period, your SMP will start from the day after you left employment.

Statutory Adoption Pay (SAP)

Paid adoption leave is available for a child approved by a UK agency. However, some details may vary for parents adopting outside the UK.

To receive Statutory Adoption Pay (SAP) you must:

- Be the child’s adopter.
- Earn before tax an average that is no less than the lower earnings limit which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you start paying NI.
- Be employed for a continuous period of at least 26 weeks ending before the placement of the child.
- Have received the official matching certificate or notification that it is being issued.

SMP and SAP is paid for a continuous period of up to 39 weeks:

- First six weeks - 90% of your average weekly earnings with no upper limit.
- Remaining 33 weeks - standard rate or a rate equal to 90% of your average weekly earnings, whichever is lower.

Maternity Allowance

If you are not eligible for Statutory Maternity Pay, you may be entitled to Maternity Allowance (MA). To claim Maternity Allowance, ask your local Jobcentre Plus for form MA1.

Pension

Pension contributions will continue to be made during the period when you are receiving SMP and SAP, but not during any period of unpaid additional maternity or adoption leave. Your

contributions will be based on your actual pay, whilst Whippersnappers contributions will be based on the salary you would have received had you not gone on maternity leave.

Keeping in Touch Days

Whilst you are on leave, we will try to keep you up to date with all that is happening here. This may be to let you know about any changes, to invite you to attend a particular event or to offer a training opportunity. You have the right to refuse to attend.

If we offer and you wish to accept, you can work up to 10 days during your leave without this affecting your statutory pay.

Returning to Work

Whilst you are under no obligation to do so, it would assist us if you could confirm as soon as convenient during your leave that you will be returning to work as expected.

If you plan to return to work before the end of your additional leave, you must give us eight weeks' notice. If you come back to work after the ordinary leave, you may return to the same job with the same terms and conditions as you had before your leave. If you return after additional leave, you are entitled to return to the same job on the same terms and conditions. However, if for a good reason we cannot provide this, we will find a position which is at the same level and with terms and conditions at least as good as your previous role.

If you are planning to breastfeed when you return to work, please let us know so that we can carry out a risk assessment and provide suitable rest facilities for you.

Paternity Leave

To qualify for the right to take paternity leave, you must meet each of the following eligibility criteria:

- You have, or expect to have, responsibility for the upbringing of the child.
- You are either the biological father of the child; or you are married to, are the civil partner or the cohabiting partner of the child's mother; or you are married to, are the civil partner or the cohabiting partner of the child's adopter; or you are one of a couple jointly adopting a child.
- You are taking the leave to care for the child or to support the child's mother or adopter.
- You have worked continuously for Whippersnappers for 26 weeks calculated as at the 15th week before the expected week of childbirth, or, in respect of an adopted child, calculated as at the week in which the child's adopter is notified of having been matched with the child.

A cohabiting partner is a person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.

If you wish to take paternity leave and are eligible, you are entitled to two weeks from the birth or adoption of a child. You are entitled to take either one week or two consecutive weeks of paternity leave. It cannot be taken as odd days.

You are required to inform Whippersnappers of your intention to take paternity leave by the end of the 15th week before the expected week of childbirth; or in the case of an adopted child, no later than seven days after the date on which notification of the match with the child was given by the adoption agency, unless this is not reasonably practicable. You are required to provide the following information in writing to Whippersnappers:

- The date the child is expected to be born or adopted.
- Whether you wish to take one- or two-weeks' paternity leave.
- When you want your paternity leave to start.

In the case of an adopted child, your notice should also specify the date on which the adopter was notified of having been matched with the child.

Paternity leave can start on any day of the week on or following the child's birth or placement for adoption. But it must be completed either within 56 days of the actual date of childbirth or adoption or, if the child is born early, within the period from the actual date of childbirth up to 56 days after the first day of the expected week of childbirth.

In the case of multiple births from the same pregnancy, only one period of paternity leave is available.

On resuming work after paternity leave, you are entitled to return to the same job on the same terms and conditions of employment as if you had not been absent.

Statutory Paternity Pay (SPP)

During the period of paternity leave you will receive Statutory Paternity Pay (SPP) if you are eligible to receive it. You are eligible if:

- You have been continuously employed by your employer for at least 26 weeks up to any day in the 'qualifying week'.
- Earn the statutory minimum.

Your contract of employment continues in force, and you are entitled to receive all your contractual benefits, except for salary.

Shared Parental Leave (SPL)

This policy applies to a parent wishing to share traditional maternity or adoption leave. Unpaid parental leave remains, as does the right to take 52 weeks' maternity or adoption leave. Surrogacy parents may be able to take Shared Parental Leave (SPL) if they fulfil the eligibility requirements.

To take advantage of this provision the mother must commit, in writing, to ending their maternity/adoption leave and pay at a set date, and to share the untaken balance of leave and pay as SPL and pay with their partner. Alternatively, the mother must commit to return to work early from maternity or adoption leave and opt in to SPL and pay at a later date.

The timescales and process involved to plan SPL is quite complex, so please speak to your line manager if you have any queries or wish to discuss possible arrangements.

To help understand this policy we have listed the meaning of the following terms:

Mother: the woman who gives birth to a child, or the adopter.

Adopter: the male or female who is eligible for adoption leave and/or pay.

Partner: the child's biological father or the partner of the mother/adopter. This may be a spouse, civil partner or a partner who is in an enduring relationship with the mother and the child.

SPL: Shared Parental Leave.

ShPP: Statutory Shared Parental Pay.

Continuous leave: a period of leave that is taken in one block, for example, four weeks' leave.

Discontinuous leave: a period of leave that is arranged around weeks where the employee will return to work. For example, an arrangement where an employee will work every other week for a period of three months.

SPLIT day: Shared Parental Leave in touch day.

Match: when an adopter is approved to adopt a named child or children.

Curtail: where an eligible mother brings their maternity/adoption leave and, if appropriate, pay or allowance entitlement to an end early.

This policy applies to employees whether they are the mother or the partner. If it is the mother who is employed by Whippersnappers, a partner must follow his/her own employer's policy if he/she wishes to take a period of SPL. If it is the partner who is employed by us, then their partner must follow their own Company policy.

Good communication is essential with both employers to ensure requests are dealt with properly.

Are you eligible?

There are some criteria which must be met for this policy to apply. The mother is eligible for SPL if they:

- Have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth or matching date of the child and remains in continuous employment with the organisation until the week before any period of SPL that is taken.
- Have, at the date of the child's birth or placement, the main responsibility, apart from the partner, for the care of the child.
- Are entitled to statutory maternity/adoption leave in respect of the child.
- Comply with the relevant leave curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave), and SPL notice and evidence requirements.

In addition, for the mother to be eligible for SPL, the partner must:

- Have been employed, been a worker or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth.
- Have average weekly earnings meeting the lower earnings test for any 13 of those 66 weeks.
- Have, at the date of the child's birth or placement, the main responsibility, apart from the mother, for the care of the child.

Partner's eligibility for Shared Parental Leave (SPL)

The partner is eligible for SPL if he/she:

- Has at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth or placement of the child, and remains in continuous

employment with the organisation until the week before any period of SPL that he/she takes,

- Has, at the date of the child's birth or placement, the main responsibility, apart from the mother, for the care of the child,
- Complies with the relevant shared parental/adoption leave notice and evidence requirements.

In addition, for the partner to be eligible for SPL, the mother must:

- Have been employed, been a worker or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth or placement of the child.
- Have average weekly earnings meeting the lower earnings test for any 13 of those 66 weeks.
- Have, at the date of the child's birth or placement, the main responsibility, apart from the partner, for the care of the child.
- Comply with the relevant leave or pay curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave).

How to Calculate the Amount of Leave Available

The amount of SPL to which an individual is entitled will depend on when the mother brings her maternity/adoption leave period to an end and the amount of leave that the other parent takes in respect of the child.

The first two weeks following birth are the compulsory maternity leave period and may only be taken by the mother.

The mother's partner can begin a period of SPL at any time from the date of the child's birth or placement. However, they would lose their entitlement to the two-weeks' paid paternity leave if this has not been taken before the start of any SPL.

Notice Requirements for Shared Parental Leave

SPL may only be taken in complete weeks but may start on any day of the week. It may be taken in continuous or discontinuous blocks. An employee may only make three leave notice requests, or variations of leave notices, during a period of SPL. A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests for leave that an employee can make.

If the employee submits a period of leave notice requesting discontinuous periods of leave, Whippersnappers, in the two weeks beginning with the date the period of leave notice was given, can:

- Consent to the pattern requested.
- Propose an alternative pattern.
- Refuse the pattern of leave requested.

If the mother wishes to take SPL, a curtailment notice must be provided stating the date the maternity/adoption leave is to end.

A full list of the information and dates to be provided will be provided by Whippersnappers; in the first instance ask your line manager.

Rights during Shared Parental Leave (SPL)

During SPL, all terms and conditions of the employee's contract except remuneration will continue. Pay will be replaced by ShPP if the employee is eligible for it.

Communication and SPLIT Days

Whilst an employee is on SPL, Whippersnappers will try to keep them up to date with important changes and developments within Whippersnappers. It is also helpful to discuss the employee's plans to return to work during this time.

An employee can agree to work for Whippersnappers (or to attend training) for up to 20 days during their SPL without that work bringing the period of his/her SPL and pay to an end. These are known as 'Shared Parental Leave in touch' (SPLIT) days. If you are entitled to receive ShPP for any week during which you attend work for SPLIT days, you will still receive this in the usual way. In addition, we will also pay you an agreed rate for the work you do during a SPLIT day.

There is no obligation on Whippersnappers to offer work or on the employee to accept it.

Returning to Work following Shared Parental Leave

The employee has the right to return to the same job when returning to work from SPL if the period of leave is 26 weeks or less.

If the employee is returning to work from SPL and the period of leave taken is more than 26 weeks, they have the right to return to the same job unless this is not reasonably practicable. In these circumstances Whippersnappers will find another job that is suitable and appropriate for him/her.

Parental Leave

Unpaid parental leave may be taken to look after a child or make arrangements for the good of the child.

Eligible employees:

- All employees employed by Whippersnappers for a minimum of one year.
- Employees who have a child or children under the age of 18.
- Employees who have become the adoptive parents of a child under the age of 18.

A maximum of 18 weeks per child (pro rata for part-time employees) may be taken in total.

If you wish to take parental leave, you should submit an application to your line manager. Leave should normally be taken in one-week blocks (unless your child is disabled), up to a maximum of four weeks in a year. Requests for longer periods will be dealt with on an individual basis.

You should submit an application to take the time off 21 days prior to leave being taken. Whippersnappers must respond in two weeks. We will respond sympathetically to all requests but on occasion may ask you to postpone the leave for business reasons. However, this cannot be for more than six months. Any leave at the time of childbirth or adoption cannot be postponed.

We will keep a record of parental leave taken.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Other HR Policies

Sickness & Absence Policy

All PAYE Staff are required to notify their reporting Line Manager, of absence or sickness, by the earliest and most convenient time, alternatively no later than 09:30am the same day by telephone.

Whippersnappers do not provide sick pay however we do give staff flexi hours so time missed can be made up at a later date or shifts and can be swapped with another staff member. Should a staff member be sick for more than 3 consecutive working days they may be entitled to statutory sick pay. Staff must meet all the following conditions to get the Statutory Sick Pay entitlement:

- Whippersnappers will expect all staff to provide a statement of fitness from the Doctor, to qualify for continuous Statutory Sick Pay for up to 28 weeks.
- Staff must have worked under an employment contract before going off sick.
- Staff must be incapable for work for at least four days or more in a row.
- Earnings must be at least as much as the lower earnings limit (LEL) for National Insurance contributions (NICs).
- Staff must have notified Human Resources about their sickness - within seven days of the first day of sickness.

Sickness Policy Exclusion Periods

Minimum periods of exclusion from Playscheme and WASC

Disease/Illness	Minimal exclusion period
Hand, foot and mouth	Four days onset of the rash
Antibiotics prescribed	First Two days at home
Vomiting or Diarrhoea	If sent home the child must be off for 48 hours
Conjunctivitis	Kept at home for two days; thereafter until eyes are no longer weeping
Chicken Pox	7 Days after the appearance of the last rash
Gastroenteritis, food poisoning, Salmonellas and dysentery.	Until authorised by District Community Physician
Infective hepatitis	7 Days from the onset of jaundice
Measles	7 Days from the appearance of the last rash
Mumps	Until the swelling has subsided and in no case less than 7 days from the onset of the illness.
Pertussis (Whooping cough)	21 days from onset of paroxysmal cough
Poliomyelitis	Until declared free from infection by District Community Physician

Rubella (German Measles)	4 Days after the appearance of the rash
Scarlet fever and streptococcal infection of the throat.	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment.
Tuberculosis	Until declared free from infection by District Community Physician
Typhoid fever	Until declared free from infection by District Community Physician
Plantar Warts Ringworm of scalp	No exclusion should be treated and covered until cured
Ringworm of body	Seldom necessary to exclude provided treatment is given
Scabies	Need not be excluded once appropriate treatment has been given.
Temperature	If the child is sent home must be off for 24 hours
Unidentifiable rash	Take child directly to G.P

Head Lice

Facts

Head Lice are tiny insects between 1mm and 3mm long. They only live on human heads and they do not spread from animals to humans. They stay close to the scalp feeding on blood. Eggs are grey brown and approximately the size of a pin head. They are glued to the hair, close to the scalp and hatch in 7 - 10 days. Empty egg shells (nits) are white and shiny and are found further along the hair shaft as they grow out with the hair.

Spread

Head Lice cannot jump hop or fly. They clamber readily in dry hair from person to person by direct head to head contact. They may also be spread when combs and brushes are shared

Incubation Period

None.

Period of communicability

Any period of time when heads are touching the contact need only be a few seconds.

Exclusion

None.

Symptoms

When newly infected there are no symptoms, itching and scratching on the scalp may occur two to three weeks after infection.

Treatment

There are two ways of treating head lice

- **Physical Removal;** Lice can be removed by combing through hair that has been lubricated with a conditioner using a fine-tooth detector comb.
- **Insecticidal treatments;** Lotions should be used rather than shampoos. Refer to the manufacturer's instructions for timings and treatments.

Complications

Repeated infestation may result in the scalp becoming hypersensitive.

Advice and implications for contacts

Contacts may become infested. Household/family contacts should be examined for lice by detection combing and treated if necessary.

Natural Immunity/ Vaccination

There is no evidence of immunity following infestation. There is no vaccination.

Do

- Encourage families to check their heads weekly using a fine tooth detector comb.
- Only apply chemical treatments if live lice are found.
- Ensure instructions are followed when using chemical treatments.
- Ask your pharmacist for advice on the appropriate treatment.
- Ensure that all close contacts are checked for lice and that those found to be infested are treated at the same time.
- Ensure your school has access to head lice education leaflets.

Do Not

- Use alternative treatments, there is no current evidence these are effective.
- Send letters home when there is a case of head lice. Instead use a system of continual education, information and advice so families know what to do all the time and are regularly checking heads at home.

Diarrhoea and Sickness (including vomiting)

Diarrhoea

Diarrhoea may be defined as three or more bowel motions within a 24 hour period. A child/adult with diarrhoea may also have loose bowel motions. There are multiple causes but the most common cause of diarrhoea and sudden onset in a child/ adult are all infectious, although a change in diet may be a cause. Infectious causes of diarrhoea include viruses, bacteria such as *Salmonella*, *Campylobacter* and *Shigella* or certain parasites such as *Giardia*.

Other causes of Diarrhoea however are important and should always be considered. E.g. H1N1
Most people with infectious diarrhoea are capable of transmitting the causal agents to others.

It is therefore very important that children/ adults with diarrhoea are excluded from whippersnappers whilst the symptoms are present. In some cases, it is possible the infected person may transmit the causal agents even after they have become well again. Therefore, even though bowel habit has returned to normal exclusion until 24 hours after symptoms have resolved is necessary.

Exclusion: Until 24 hours after Diarrhoea has stopped. A longer period of exclusion may be appropriate under 5 and older children unable to maintain good hygiene

Parent/ carers should be contacted and advise to take their children to their GP.

Parent/ Carers should advise whippersnappers of the cause of Diarrhoea if found.

In certain cases as described above the Environmental Health department will advise Whippersnappers if a child/ Adult should be excluded for longer even if they are well.

If a child/Adult has Diarrhoea during the Whippersnappers activity the following steps should be followed:

- Parents/ Carers will be contacted to take child/ adult home. Adult applies to person who needs 1:1 support supervision. Otherwise Adult will cease activity if possible and leave site.
- Parents and Staff will be informed child/Adult can drink if no other symptoms present but should refrain from eating.
- Parents/ Carer/Whippersnappers staff to go to nearest accident and emergency department if symptoms are severe or accompanied by abdominal pain.
- Child/ Adult should be excluded for 24 hours after symptoms have resolved.
- Child/Adult should not be offered anything to eat.

Long Term Effects

There are many causes of Diarrhoea which result in long term or intermittent symptoms. When Diarrhoea recurs, parents/ carers should be asked whether any food intolerance has been diagnosed of which Whippersnappers should be aware. If not and if the pupil has not already been seen by a doctor, the parents/ carers should be advised to take the pupil to their GP.

Guidelines to Prevent the Spreading of Infection to Staff

- Good Hygiene practice must be adhered to at all times e.g. washing hands
- Always wear disposable gloves when changing Children/Adults
- Always wear disposable plastic aprons when Changing/Adults
- If Children's/Adults saliva is transferred from hand to mouth/ Child/Adult/Staff always follow good hand washing policy
- Disinfect surfaces frequently
- Wash and disinfect toys and equipment regularly
- Wash your hands often, at least several times a day following the good hand washing guidelines
- Always wash the pupil's hands thoroughly with anti-bacterial soap especially before eating
- Note the reason why the child/adult is absent so that Whippersnappers is aware
- Remember to complete the 'Infectious Disease form if necessary, if the Child/Adult is away from Whippersnappers activities with any illness as a reportable infectious disease.

Vomiting

The most common causes of vomiting in children of school age are intestinal infections. Other causes of vomiting however are important and should always be considered. E.g. Meningitis, H1N1 and head injuries. In particular toxic causes should be borne in mind Vomiting may be accompanied by other symptoms. In infectious causes of vomiting, Diarrhoea and Abdominal pain may also occur.

- Always find out the possibility of ingestion of a harmful substance.
- Take the pupil to the nearest Accident and Emergency Department if ingestion is suspected, with any bottle/ containers of any substance which may have been used
- Take the pupil to the nearest Accident and Emergency department if vomiting follows head injury
- Take the pupil to the nearest Accident and Emergency Department if vomiting is also accompanied by any of the following symptoms of Meningitis or meningococcal disease
- Severe headache or neck stiffness,
- severe abdominal pain
- Rash particularly if this is widespread
- Inability to tolerate strong light or sound

Parents/Carers will be contacted in cases of vomiting to take the pupil home. There will be no attempt to make the pupil vomit again if ingestion is suspected



WHIPPERSNAPPERS
 Brockwell Lido
 Dulwich Road
 London SE24 0PA
 0207 738 6633

Parental Agreement to Store and Administer Prescribed Medicines

In order for your child to be supervised during the administration of any medicines at Whippersnappers this form is required to be completed by the parent/ carer and handed in with the medication. If there are any subsequent changes in medicines or doses to be given, it is your responsibility to notify Whippersnappers **immediately**. All doses given during your child's time at Whippersnappers will be recorded on a Whippersnappers Medicine Record Sheet.

Please note that any prescribed medicines **must** be supplied to Whippersnappers in a container, clearly labelled (by the pharmacist) with the name of the medicine, full instructions for use, expiry date and the name of the child/ young person. If syringes and epi pens are removed from their original labelled box then you must ask the pharmacy to label them individually. When supporting children who have a disability or additional needs medications will be administered by the school Nurse, an Agency Nurse, your child's personal carer if supplied by an agency and they are competency trained or a suitably trained member of Whippersnapper staff. Children's/young people's Care Plans will be adhered to at all times. Any non-prescribed medicine should be in the original container bearing the manufacturer's instructions/guidelines. Whippersnappers maintain the right to refuse to administer any non-prescribed medicines if they have any reason for concern. Parents and Carers will be advised immediately and consulted on alternative arrangements.

Date this form is being completed
Child's full name
Child's date of birth

School child attends
Parent/carer's name
Parent/carers contact number
Does your child have a Care Plan issued by the nursing team YES / NO
Nature of child/ young persons illness.
Name of medication you wish to be administered at Whippersnappers
Type of medication; (Please Circle) Regular or Emergency
Dosage of medication to be administered - <i>this should match what is written on your child's care plan or on the prescription label of the medication supplied.</i>
Time you need the medication to be administered. <i>(If rescue meds please state after how many minutes of seizure medication should be administered. Syringes must be supplied by parents/carers)</i>
Storage of Medication (Please circle) Refrigerated or Cool Dry Place
Doctors address and telephone number:
Please write any important information relevant to staff feeding your child at Whippersnappers <i>I.e is your child on the school red or amber place mat scheme? Any food allergies and specific methods used to feed your child? Eating too fast, food needing to be cut up in small pieces etc</i>

I consent to Whippersnappers administering the above medication / feed to my child and am happy for my child's school/ hospital Care plan and medical information to be shared with Whippersnappers. I also agree to notify Whippersnappers immediately should there be any changes to my child's care plan or prescribed medication

Parent/ Carers signature.....

Date.....

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Learning and Development Policy

Whippersnappers provide ongoing opportunities for staff to develop and train, by introducing a Learning and Development policy and setting aside a budget dedicated to staff L&D needs. We shall regularly assess staff training needs, and then identify training providers internally or externally.

Director Responsibilities

- Briefing and debriefing individuals prior to participation in formal L&D programmes;
- Assessing skills and behaviours in the workplace (perhaps after a learning activity) eg through carrying out a skills observation;
- Encouraging individuals to reflect on their learning and providing feedback;
- Coaching;
- Encouraging individuals to identify and make use of informal learning opportunities.

Employee Responsibilities

- identifying needs;
- making use of informal learning methods and also more formal learning methods (eg e-learning resources, coaching, e-books, learning from peers);
- making a case for formal learning;
- applying learning to their day to day work;
- booking formal learning;
- reflecting on learning and sharing this with others; and
- evaluating learning.

Whippersnappers will encourage proactive learning. All staff will be entitled to access our online learning portal EDUCARE and can complete as many courses as they wish free of charge

Flexible Working Policy

If you have more than 26 weeks' continuous service, you have the right to make a formal flexible working request to:

- change hours i.e., working less than normal hours and or fewer days
- change the times when you are required to work
- change to the place of work i.e., to work from home
- a different pattern of work
- job share

To make an application you must submit a written request setting out the change to the working conditions you want, when this change would be effective from, and how you believe it could work. An accepted application will mean a permanent change to your contract of employment.

Your Line Manager will hold a meeting with you and complete the process including any appeal within three months of your request unless you both agree to extend this period. You are entitled to be accompanied at the meeting by a work colleague.

At this meeting a practical business assessment of how the proposed arrangement can work will be undertaken. The changes you have proposed, the effect of the proposed changes and any possible alternative work patterns that might suit both parties will be discussed.

Whippersnappers will properly consider the request and will make a practical business assessment on whether, and if so how, the flexible working request could be accommodated.

Following the meeting and consideration, your manager will write to you to either:

- Accept the request, setting out any action on which agreement is dependent and establishing a start date. You will receive a contract amendment detailing the change. Or
- Reject the request, explaining the business reasons surrounding this and setting out the appeals procedures.

Each request for flexible working will be dealt with individually, taking into account the likely effects the changes will have on Whippersnappers, the work of the department in which the employee making the request is employed and the employee's colleagues. This means that if Whippersnappers agrees to one employee's request, this does not set a precedent or create a right for another employee to be granted the same or a similar change to their work pattern.

Repeated Requests

Further to submitting your request, regardless of whether your request was agreed or refused, you must wait for 12 months before making a new request.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Recruitment and Employment Policy

Purpose

The purpose of this policy is to ensure that Whippersnappers employs and promotes the most appropriate employee and/or job applicant in a fair and consistent manner free from discrimination.

Scope

This policy covers all current employees and applicants for employment with Whippersnappers including those for a temporary, fixed term or permanent position. The policy will cover all internal and external recruitment and remains available to all employees.

Policy statement

The following procedures are designed to promote effectiveness of work and to protect both children and workers the procedures involve all potential Staff and Volunteers being treated as potential job applicants.

This policy is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

Whippersnappers will monitor the composition of its workforce in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

Process

Advertising

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff notice board or company intranet.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave including maternity leave, paternity and parental leave.

All advertisements will carry the statement "This Company is an equal opportunities employer".

Appointing workers

Prospective workers will be asked to complete an application form requesting basic details, experience of working with children, two personal referees and details of any charges or convictions. Disclosure of a criminal record may not itself prevent appointments as the nature of any offence is considered. The references supplied by the applicant will be taken up.

All workers and volunteers must have a DBS check prior to commencing their posts. In exceptional circumstances staff and volunteers may commence work prior to their DBS being

completed if a risk assessment has been completed, they are observed by staff members at all times and are not permitted to be alone with children.

Criteria for not appointing workers

Whippersnapper's responsibilities towards those it works with means that on occasions it will exclude people from work with children and young people.

This will happen if it is known that the individual has a criminal record for offences relating to children or sexual behavior.

Applicants will not be appointed where an unsatisfactory reference is received.

Where a criminal record is disclosed relating to other types of offences, this will be brought before the director in confidence, together with other relevant background information, for a decision to be made to appoint or not.

Interviewing

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as set out in the job description and person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders, wherever possible
- applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete an interview assessment form for each candidate
- records of the interview process will be retained for a period of one year by the HR department, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.

Training

All relevant staff, including those on fixed term and part time contracts, will have equal access to training opportunities.

Training to learn about safeguarding and health and safety will be offered to every member of staff working with or coming into contact with children or young people.

Staff Code of Conduct

This section outlines advice concerning the behaviour of all 'workers'.

The term 'workers' includes paid staff, volunteers, session workers, the management committee and anybody working with children and young people with or on behalf of Whippersnappers.

Promotion

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and notice boards. Training and job experience needed for promotional opportunities will be available to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

Disabled employees

As legally required by the Equality Act 2010, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee faces during the process.

Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with Whippersnappers.

References

All external candidates will be required to provide two satisfactory references prior to appointment. References must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, this should be discussed with Whippersnappers.

Right to work in the UK

Whippersnappers will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide Whippersnappers with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

Records

Whippersnappers will retain all records arising through the recruitment process for the period of one year.

Concerns with the recruitment process

Any employee who is concerned with this recruitment and selection policy or with its operation within Whippersnappers should follow the normal grievance policy and procedure.

Safer Recruitment

Whippersnappers use safer recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy

We advertise vacancies on our website, in local schools and through online recruitment agencies. Job advertisements include a statement about our commitment to safeguarding children.

Initial enquiry. Upon enquiring about a vacancy, we will send potential candidates:

- job description
- application form

The application form includes:

- declaration that all information is correct
- section about any convictions
- request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)

Interview procedure. All candidates will be asked to bring the following items to the interview:

- proof of identity, e.g. passport, driving license or birth certificate
- proof of address, e.g. recent utility bill (not mobile phone) or bank statement
- proof of qualifications, e.g. the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions and marked against the score sheet. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

When we have interviewed and observed all candidates, we will make our final selection and appoint a new member of staff.

When we have selected the successful candidate, we will:

- send them a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.

- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- successful candidates will be asked to participate in a session with the children so that they can be observed interacting with the staff and children
- notify any unsuccessful interviewees.

When a new member of staff starts work at Whippersnappers we will:

- give them a copy of staff handbook which contains all Whippersnappers policies and procedures;
- ask them to sign their contract which also states that they have read Whippersnappers policies and procedures. A copy of their contract will be kept on file;
- ask them to complete safeguarding level 2 training on Educare or higher level training for some positions (if they don't have up to date safeguarding training). Everyone at Whippersnappers must have at least level 1 safeguarding training.

DBS checks

We will obtain enhanced DBS disclosures for all staff and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them. New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory DBS certificate for them. If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until we have seen and reviewed their DBS certificate. When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our Central DBS Record.

Disqualification

Whippersnappers will not employ staff or volunteers who have been convicted for child abuse or barred from working with children. If a DBS comes back with a record for other offences, Whippersnappers may consider completing a risk assessment and accept the candidate if it is appropriate. If a member of staff becomes disqualified we will terminate their employment and notify Disclosure and Barring Service and Ofsted.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

Induction

All staff and volunteers will be given induction and have regular supervisions and appraisals to make sure staff and volunteers have relevant support and training.

Policy history:

Reviewed: Sept 2022 **Next review:** Sept 2023

Smoking, Drug and Alcohol Policy

Drug and Alcohol Policy

We recognise that, for a variety of reasons, employees could develop alcohol- or drug-related problems and we are sympathetic to these problems. However, any misuse or abuse of alcohol and drugs presents a serious problem in the workplace. It is our responsibility to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all employees. Employees who are under the influence of drugs and/or alcohol whilst at work may adversely influence their own safety and that of their colleagues. By establishing clear and comprehensive rules, which apply to all employees, we also aim to provide a supportive environment to those with a drug- or alcohol-related problem who are committed to changing their behaviour.

The taking of alcohol and drugs is strictly prohibited before working hours, where appropriate functioning at work would be adversely affected, and at all times during working hours. For the avoidance of doubt, working hours include meals and other breaks.

Definition

Alcohol covers all alcoholic beverages. Drugs include: all Class A, B and C substances; 'legal highs' or psychoactive drugs; drugs which are only legally available on prescription; solvents which are misused; and any other drug that has an adverse effect on your ability to carry out your work in a safe and effective way.

Special circumstances

If employees attend social business/client functions outside of working hours and are representing Whippersnappers, we accept that moderate amounts of alcohol may be consumed. However, employees should stay well within the legal limit if driving. Consuming drugs on these occasions is strictly forbidden.

Confidentiality

An employee who has a drug- or alcohol-related problem may approach their line manager in confidence, within the provisions of the law, and receive help and support. Any absence during a rehabilitation period will be treated as normal sickness absence.

Where employees are taking medication for a pre-diagnosed condition, the type of drug and its possible contra-indications must be reported to their line manager. This sensitive information will be treated confidentially.

Disciplinary action

Any employee who is found to be:

- under the influence of drugs and/or alcohol during working hours; or
- in possession of, or dealing in, illegal substances

during working hours will be suspended on full pay pending a disciplinary hearing. This may result in the employee's dismissal for gross misconduct.

Smoking Policy

This applies to everyone who works here, as well as visitors, contractors or business partners, and applies to any driver or passenger in Company vehicles. It is your responsibility to inform any visitor, whether or not you are responsible for them personally, that they are not permitted

to smoke on the premises. You should speak to any manager immediately if any visitor smokes on the premises and refuses to stop when requested, whether by you or anyone else.

In addition to cigarettes, cigars and pipes, electronic cigarettes, vapes, etc. are also banned.

Smoking is not permitted anywhere on our premises (including Company vehicles).

Procedure

- This smoking policy will not allow any smoking within the boundaries of whippersnappers sites at any times by anyone employees, parents or visitors, under any circumstances, unless Whippersnappers has a designated smoking area.
- It is the responsibility of the management to enforce the policy at all times and to advise employees and ensure that visitors to the site comply with these arrangements
- Any contractor on site would be made aware of these arrangements before any work is undertaken.
- Smoking is not permitted by any group hiring the Whippersnappers premises for functions or events and this would be made clear at time of booking.
- Whippersnappers will post notices reminding people that this is a smoke free site.

Employee Co- operation

- Staff are not allowed to smoke in the presence of children. This would include trips off site.
- Staff are not allowed to smoke on whippersnappers premises. Staff are to exit by the main entrance not the fire exit. Staff are expected to freshen their breath and not smell of smoke when they return to work after taking a cigarette break. Staff should be discreet and try not to smoke in public displaying the Whippersnapper logo on their tee shirt.
- Staff should be given 3 months notice to any change in the whippersnappers smoking policy.
- All new employees and volunteers to be advised of the restrictions and rules regarding smoking at work through advertising
- It is anticipated that all employees will comply with the smoking policy. In circumstances where there is wilful contravention of the smoking Policy steps may be taken to invoke disciplinary procedures

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Whippersnappers Play Policy

- All Whippersnapper staff and volunteers working in our After School Club and Play schemes must have enhanced DBS checks, have attended a Whippersnapper induction course and read our Staff manual containing our company policies.
- All staff delivering an activity must have read and understood the risk assessment and undertaken any necessary in-house training.
- All parents/carers of children attending must have completed a membership form with emergency contact details, medical information and parental consent.
- A First Aider at work should be on site at all times.
- All children should be given a wide choice of activities at all times.
- All activities should be child centred and whenever possible child led.
- All activities should be inter - active and inclusive and planned to include children with physical needs, learning disability and challenging behaviour.
- A wide range of communication methods should be used including Makaton signing and picture exchange communication.
- Feedback on activities should be regularly gathered from young people at the end of sessions through circle time and evaluation forms and questionnaires.
- Children should be given a copy and talked through our code of conduct.
- A Buddy scheme should be implemented to support children with additional needs.

Emergency Procedures for Offsite trips

1. Always Assess the situation
2. Safeguard uninjured members of the group
3. Attend to any casualty
4. Inform emergency services and everyone who needs to know of an emergency
5. Phone Whippersnappers 0207 738 6633/ 0208 6931682
6. Details of the incident should be passed to directors of Whippersnappers. Should include nature of accident incident/ date and time, names of casualties, details of any injuries, action taken so far and action yet to be taken.

Checklist for offsite trips

1. Phone venue if possible and check suitability for participants
2. Undertake a risk assessment
3. Obtain permission from parents
4. Know where the nearest hospital is
5. Ensure emergency procedures are planned for
6. Have a minimum of one First Aider and an up to date first aid box
7. Named staff and allocation with pupils

8. Named project leader in charge
9. Whippersnappers T shirts, high visibility jackets
10. Children's identity information sheet
11. Group leaders/ adults to carry list of children on trip
12. Establish rendezvous point and tell pupils and staff
13. Take regular head counts of children

Medication Procedure

Authorised members of staff with appropriate in date competency training (records to be available to WS) will be able to administer emergency rescue medication in accordance with the individual medical plan. A qualified Nurse will administer daily routine medication whenever possible. However, we will not administer medication while the child is travelling on London Hire, Whippersnappers minibus or taxi to or from our setting. We will follow the protocol of calling an ambulance if the seizure lasts 3 minutes (or is abnormal seizure for child) and will wait for ambulance to arrive. Parents/ carers will be required to sign a specific consent form for competent staff and nurse to administer medication.

1. Any parent / carer responsible for a child with medical needs must declare this on registration for any Whippersnapper activity.
2. Once accepted on to a class/ scheme the child's up -to -date care plan must be shared by the parent/ carer with the Whippersnappers (WS) manager/ delegated staff member. It is the responsibility of the parent/ carer to notify WS of any changes to care plans and medications of any nature.
3. All medication should be labelled by pharmacy with the current date, name of the child and the dosage and kept in a secure locked cupboard or fridge with a clear photograph or name label of the child on the box. There will be a clear pathway for emergency medication access with named staff key holders.
4. Two members of staff should always check the medication prior to administration (for named child, if in date , dose and time) and make sure a Doctor has prescribed the medication.
5. When medication is being administered, two members of staff should be present at all times and both must sign the daily medicine form (one member should be first aid trained or a specified key worker) The second person should be the manager wherever possible. Medication should be kept in a locked cupboard or the refrigerator or with the child's one to one support worker / keyworker if going off site. (Exception being rescue medication) It is the responsibility of the key worker to pass all completed medical forms to the manager/ delegated staff at the end of the session.
6. Emergency/ rescue medications are an exception and can be kept in an unlocked safe and supervised area at the discretion of the management.
7. Emergency medications eg Epi pens, asthma reliever inhalers and chlorpheniramine maleate, will be required in duplicate with one set kept on site and the other with the child (in the care of the child's keyworker/ supporting staff member) whenever possible..
8. In the case of non routine emergency medications eg rescue or pain relief, the manager / delegated staff member will contact the parent/ carer/ emergency contact for

permission or notification of medication having been administered and the phone call will be logged.

9. In case of trips out or transferring to any Whippersnappers sites rescue medications remain with the keyworker and manager/ designated person .

10. The manager/ delegated staff member must travel in the same vehicle as the child wherever possible

Antibiotics

Children who have been prescribed antibiotics, which they have not received before, are excluded from the play scheme for 24 hours before they can return.

Storage of Medication

Medication will be stored and locked in a medical cabinet or mini fridge.

Ambulance call out

Once an ambulance has arrived on site the child must be taken to hospital accompanied by a staff member even if the child's parent/carer requests otherwise. Once parents/carers arrive on site they will take responsibility for their child and can decide to take the child home if this is accepted by the Paramedics.

Medical Liability and insurance

Whippersnappers hold professional Indemnity Insurance. However Whippersnappers staff have a common law duty of care and are expected to be "reasonably" careful and competent. Compensation claims are seldom brought against individuals but more often against employers' who have a liability for the actions and omissions of their staff. Employers' insurance arrangements should include cover for claims of negligence and third party liability for those supervising children, for example on trips out. Whippersnapper medical policies should confirm insurance arrangements and the full cover provided for staff in the course of their employment. It is the employer's responsibility to ensure that there is a policy and procedures in place and that staff are aware of them and fully trained. Staff could be accused of negligence for failing to follow the Whippersnapper policy or carrying out procedures incorrectly. They could also be accused of breaching confidentiality. These accusations could result in disciplinary action being taken by the employer. Keeping records is important not just for the child but also for the member of staff who is administering the medicine or providing medical support.

Health & Safety at Whippersnappers

Health and Safety issues are serious ones. Whippersnappers provide all Public Liability Insurance for PAYE employees or volunteers. Any event, which is not authorized by Whippersnappers, will not be insured. **All freelance tutors must take out their own public liability policy.** Accidents happen and however small, they must be recorded in our **accident book**, (Located in Reception and in Childcare manager folders), as we never know when an accident may become more serious after the event. A clear and concise note of the event needs to be recorded. If you are ever in any doubt always seek medical advice. RIDDOR forms must be completed within 24 hours of an accident if the child / adult is admitted to Hospital.

Every tutor has to make sure the area the work in is “Child friendly”.

Yusuf Jama is currently the Health & Safety officer for the Lido Site and **Maia Clarke** for College Lodge - **Caroline Burghard** is the overall H&S supervisor and any problems or concerns should be taken directly Yusuf, Maia or Caroline. Please read the following information on important H & S information

Accidents

- The First Aid Box is kept in reception at College Lodge and Brockwell Lido. There are also lock up cabinets where rescue meds are kept - one is on the wall in the Lido reception and one is on the wall in the Lodge kitchen. All medication should be stored with the child’s care plan. All accidents must be logged in the accident book, which is kept in reception or childcare folder and electronic copies on the z drive).
- In cases of an accident contact a first aider. A list of first aiders is displayed in the lobby at the Lodge and in the Kitchen at The Lido.
- Whippersnapper staff should not administer any first aid unless they have a current first aid certificate. No medication, creams etc should be administered unless a medication consent form has been signed by the child’s parent/carer.
- If the child’s parent is not present, for example during classes or Playschemes for over 5’s, then the parent must be contacted immediately. If available, the child’s medical form must be checked and relevant information given to ambulance or A and E staff if hospitalization is needed.
- Risks include: trip hazards, sharp edges on furniture, wet floors and broken glass.

Fire Procedure Brockwell Lido

- Electric and water fire extinguishers are labelled and attached to the walls around the room.
- There are two fire exits in the Whippersnapper premises, the main entrance and an additional exit in the studio Theatre Space.
- All fire exits should be well lit at all times.
- Smoke alarms should be checked termly. (This is done by Fusion)
- The main door of each room displays fire procedures.
- All staff and visitors must acquaint themselves with the fire procedures on entering the building.

In case of a fire

Fusion the Brockwell lido Landlord are responsible for the Emergency plan of the building. Whippersnapper staff and service users should follow the following protocol to ensure safe exiting of the building:

- If the fire alarm goes off then the fire brigade will automatically be notified and will arrive asap. If the fire alarm does not sound then call the fire brigade.
- Evacuate the building using the nearest fire exit, taking the register signing in book and a first aid kit out if near by and the Whippersnapper evacuation card. The evacuation card lets the Lido manager know that the Whippersnapper area has been vacated. The evacuation card is kept in the reception and should be handed to the Lido manager on duty once the Whippersnapper area has been vacated.
- Everyone should gather by the fenced concreted area away from the Lido entrance so we can call the register separate from Gym and Pool customers.
- The Receptionist or tutor on duty should call the register to check everyone is present.

Electrical

- Electrical equipment must be used according to manufacturer's instructions and kept in good repair. All faults or hazards must be reported immediately to the health and safety officer or management and acted upon immediately.
- Electrical equipment must be PAC tested every two years.
- During visual inspections care should be taken that wires are not allowed to trail across floors and that fittings are properly maintained.

Gas

If there is a smell of gas call the gas board and immediately evacuate the building. (there is no gas at Brockwell Lido but there is Gas at College Lodge.)

Risk Assessment

The health and safety officer will carry out a risk assessment of the facilities annually and take appropriate action. Southwark Council inspect College lodge quarterly. Heads of Departments will carry out a risk assessment for all new activities and staff and volunteers must read these risk assessments before carrying out a new activity.

Training

All staff must receive health and safety training. This is during your induction period and updated at staff meetings.

Emergency Plan College Lodge

Building

This office building is occupied by Whippersnappers, which together employ some members of staff. Fire exits are provided in the front and back of the building. The assembly point in case of any emergency evacuation is at the Park Notice Board immediately to the right of the site (facing from Park Gate)

Risk

As an office building a number of reasons can be identified to cause an emergency or major incident amongst which are:

- Fire
- Gas escape
- Suspicious package found
- Bomb threat

In addition other circumstances can necessitate evacuation or relocation of staff, such as lack of heating, water or electricity.

Emergency Co-ordination

The Senior Incident Officer is Maia Clarke and in their absence Eleanor Payne or Yusuf Jama will deputise.

In case of lengthy evacuation and possible relocation, contact details will be given to staff.

The Senior Incident Officer will ensure the Fire brigade is called in case of fire and in all emergencies will liaise with emergency services as necessary.

Evacuation

In an emergency the preservation of life is the prime consideration, followed by the protection of property. Complete evacuation upon sounding the fire alarm should be achieved in the minimum amount of time.

In case of fire, the fire alarm will sound throughout the building complex.

If a bomb or suspicious package is found on site, the Senior Incident Officer (or deputy in their absence) has to be notified immediately. A decision will be made whether to notify the police and evacuate the building by activating the fire alarm.

If a bomb threat has been received or a gas escape is suspected, the Senior Incident Officer (or deputy in their absence) has to be notified immediately. The fire alarm will be activated from one of the call points if immediate evacuation is deemed necessary.

The evacuation procedure is set out in the Fire Safety and Evacuation Plan.

Contingency arrangements

Each business manager in Whippersnappers is responsible for organising re-location of their staff to alternative premises as necessitated by an emergency.

Should repairs to building be necessitated as a result of a major incident or emergency, these will be co-ordinated by the Senior Incident Officer or their deputy.

General principles:

- In an emergency the preservation of life is the prime consideration, followed by the protection of property.
- On hearing the fire alarm the whole building is to be evacuated.

- The Senior Incident Officer co-ordinate the evacuation and ensures that the Fire Brigade is called.
- In the absence of the Senior Incident Officer, one of the Incident Officers (undertake their duties.
- Each business unit manager to ensure they have sufficient staff trained as Fire Officers to ensure quick and complete evacuation of building.
- The Senior Incident Officer will liaise with the Fire Brigade on site.
- The building is not to be re-occupied until the Fire Brigade gives permission.

Environmental Policy

Whippersnappers CIC aims to provide a diverse cultural platform from which children and adults of all ages, needs and backgrounds, can express and educate themselves through music, sports and the arts. We are tenants within The Lido, Brockwell Park, and The College Lodge, Dulwich Park, so subject to the environmental policies and provisions of The Lido management (Fusion) and the local authority (Southwark and Lambeth Council).

Policy

Whippersnappers CIC is committed to promoting environmentally friendly practices through its work and is committed to pollution prevention and regulatory compliance in all aspects of its activities within its control. We will achieve this by setting standards, objectives and targets, and through regular monitoring of those and our environmental impacts. We will endeavor to meet or surpass all applicable legislation to ensure the protection of our employees, the community at large, and the environment. Whippersnappers CIC intends to improve its environmental standards on a continual basis and will formally review its performance annually with the aim of setting increasingly stretching and specific targets.

Principles

- Overall responsibility for the Environmental Policy lies with the Directors. Individual responsibilities will be assigned by them for specific aspects of the policy. Each member of staff is required to act in accordance with this policy.
- Whippersnappers CIC is committed to providing staff with training and access to information to enable them to fulfil their environmental responsibilities.
- Whippersnappers CIC will openly communicate as appropriate this Environmental Policy with its partners, clients, users, suppliers, insurers, and the public as well as its staff.
- The environmental impacts of new projects will be assessed at an early stage. Projects will be designed to minimise potential environmental risks and to promote conservation of natural resources.
- Whippersnappers CIC will develop plans to reduce the consumption of raw materials, water, energy and fuel. It will also procure increasing amounts of environmentally friendly resources where economically viable.
- Whippersnappers CIC will develop plans to minimise waste and where practical seek to reuse or recycle unavoidable wastes. All other wastes will be disposed of in a safe and legal manner.
- Whippersnappers CIC will encourage contractors, suppliers and others to minimise their negative impact on the environment.
- The policy will be reviewed on an annual basis to assess its effectiveness.

In striving to carry out all its operations in an environmentally sensitive manner, Whippersnappers CIC aims to continue minimising the consumption of resources; including water and energy, identify opportunities for minimising waste and raise awareness of stakeholders and partners through communication. Where practical, it seeks to follow good environmental practice on purchasing, energy use, transport and waste management.

Whippersnappers CIC promotes the dissemination of good environmental practice and play an active role in developing opportunities for more sustainable practices through education, community involvement and projects development. As part of our environmental policy, the following objectives and targets have been set, reflecting the most significant environmental aspects of our operations that have been identified to date:

- Use bicycles with trailers to transport props and equipment by bicycle as well as for staff use or public transport.
- Increase the sites out of which we operate to ensure local users are able to walk or use public transport
- Train and employ local people
- Use local minibuses to transport groups to reduce carbon emissions
- Purchase 30% of our materials from green suppliers
- Identify percentage of waste directed to landfill in an order to decrease it.
- Adher to recycling system provided by Fusion (Lido Landlords) including a cardboard recycling facility and clearly separating food waste. Hiring recycling bins at College Lodge site
- Ask party clients (and other users of our premises) to take their cans, bottles, etc to recycling
- To use recycled materials in arts and crafts workshops as much as possible
- To devise story dramatisations promoting recycling and environmental issues for schools and nurseries

We aim to produce more specific and time sensitive objectives when these are reviewed next year.

This Policy has the support of the Directors , staff and volunteers of Whippersnappers CIC and is available to all interested stakeholders and contractors. The Directors are responsible for implementing this Policy and communicating it to each employee.

This Policy is subject to regular review (alongside the formal annual review) to ensure that it continues to reflect the aims of Whippersnappers CIC and promotes continuous environmental improvement throughout our operations.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Whippersnappers Volunteer Policy

Introduction

Whippersnappers recognises that there can be situations in which Volunteers help can make an appropriate and significant contribution to the work and service objectives of Whippersnappers. This document, the Whippersnapper *Volunteer Policy*, defines the term and sets out the principles, practices and procedures which Whippersnappers will follow in the appointment, management and control of Volunteers.

Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the local community. In this sense, Volunteers are to be distinguished from student, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

Principles

In appointing Volunteers Whippersnappers will adhere to the following principles:-

- (a) Volunteers will not be engaged in work which facilitates the loss of an existing employee's post.
- (b) Volunteers will not be used to do the work of paid staff during an industrial dispute;
- (c) Current Whippersnappers employees will not be engaged as Volunteers at Whippersnappers within their specific job role. Staff may however choose to offer extra hours on a voluntary basis or as part of Whippersnapper's time bank scheme..

Recruitment of Volunteers

Volunteers will be selected through the following process:

STEP 1:

The following items must be agreed by Whippersnappers and the volunteer before a proposed Volunteer placement at Whippersnappers is implemented:-

- *A Role Description*, outlining the specific tasks, responsibilities and reporting lines of the Volunteer.
- *Terms and Conditions* including the duration, hours, expenses, insurance, etc, relating to the placement;

STEP 2:

The prospective Volunteer will be invited to a meeting with their intended line manager Using the *Role Description* the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability. Following the meeting Whippersnappers will make a decision within one week regarding the individual's suitability for the particular role.

STEP 3:

Prior to commencing their placement at Whippersnappers successful Volunteers must provide two references from suitable people (excluding relations) attesting to their character and suitability

for the position. Volunteers must also complete an enhanced DBS or be on the DBS update register if they will be volunteering within our childcare department.

STEP 4:

Prior to commencing their placement at Whippersnappers each successful Volunteer shall be formally allocated to a particular employee who will manage and supervise the Volunteer throughout the duration of her/his placement at Whippersnappers. The manager's responsibilities will include ensuring that the Volunteer receives the following:

- (i) a planned induction to Whippersnappers;
- (ii) regular supervision and support sessions;
- (iii) positive feedback on their contribution;
- (iv) adequate office accommodation, equipment and services to perform their tasks effectively.
- (v) When appropriate a contract between Whippersnappers and volunteers will be drawn up to clarify volunteering roles and to ensure company ethos and policies are adhered to and clearly understood

Equal Opportunities

Whippersnappers recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with Whippersnapper's Equal Opportunity Policy, volunteer placements at Whippersnappers will be open to all individuals irrespective of race, gender, disability, sexuality, age or marital status

Termination

Where appropriate, the role and placement of the Volunteer may be terminated by the Director at one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the Volunteer will be entitled to an explanation of the decision and action taken.

Discipline and Grievance

Volunteers will not be subject to Whippersnapper's disciplinary procedures. Correspondingly, Volunteers will not have access to Whippersnapper's grievance procedures. However, Volunteers will be entitled to use Whippersnapper's Complaints Procedure. Where appropriate, the complaint will be investigated fully by the Director or her/his representative.

Expenses

Volunteers may be entitled to travel expenses, and subsistence allowance, but may not receive payment for any reason.

Insurance

Volunteers will be covered by Whippersnapper's employers public liability, professional indemnity where appropriate, and personal accident insurance.

Training and Involvement

Where a Volunteer is based at Whippersnappers on a day to day basis she/he will be expected to be involved and included in general staff activities, such as staff meetings and to have general access to Whippersnapper staff computers. Such Volunteers may also be entitled, subject to availability, to undertake two Whippersnapper training courses free of charge in a calendar year.

Monitoring and Review

It will be the responsibility of the Director to regularly review the operation of Whippersnapper's Volunteer Policy to ensure that it is in accordance with Whippersnapper's Equal Opportunity Policy.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Equality & Diversity Policy

Everyone is Welcome

We are an equal opportunities employer and actively support human rights and all equality legislation and promote diversity and inclusion throughout Whippersnappers. Our ethos is to respect and value people's differences, and to help everyone achieve more at work as well as in their personal lives so that they feel proud of who they are and of the part they play in our success.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. We accept our legal obligations under the Equalities Act 2010, which makes it generally unlawful to discriminate directly or indirectly in recruitment, employment or after employment on the grounds of:

- Age.
- Disability.
- Gender Reassignment.
- Marriage & Civil Partnership.
- Pregnancy and Maternity.
- Race (which includes colour, nationality and ethnic or national origins).
- Sexual orientation.
- Sex.
- Religion or belief.

Upon joining, employees will be informed of our Equality and Diversity policy and that they are obligated to comply with its requirements and promote fairness in the workplace. We expect everyone in our team to adhere to our policy. Any form of discrimination, abuse or harassment will result in disciplinary action being taken, including dismissal for serious cases. The policy will also be drawn to the attention of visitors.

Responsibilities under the Equality and Diversity policy

All involved in Whippersnappers, whatever their capacity or role, share responsibility for promoting equality of opportunity. In addition, some roles carry specific responsibilities.

The Directors are responsible for co-ordinating the operation and monitoring of the Equal Opportunities Policy. It is their duty to ensure managers receive guidance on the proper application of the policy, that adequate recording systems are established, and that the monitoring of procedures and selection decisions are carried out. They must also ensure that there are regular reviews on the operation of the policy and that remedial action is taken as necessary.

Heads of Department, managers and supervisors will be responsible for the practical application of the Equal Opportunities Policy and in particular should ensure that all employees are aware of their responsibilities so that employment decisions are not discriminatory, proper records of employment decisions and fair standards of employment practice are maintained, and employment practices are reviewed regularly by monitoring records of employment decisions

Individual employees, trainees, volunteers, users have a responsibility for ensuring that they do not unlawfully discriminate during the course of their participation in Whippersnappers and

that they comply with the Policy and their responsibilities in relation to all, whether colleagues or fellow users.

Implementing the Policy

Whippersnappers aims to maintain and extend a fair working environment for all through the revision and development of policies to promote equal opportunities in employment at every stage. The stages include:

- Advertisement
- Recruitment and Selection
- Training and Development
- Retention and Retraining
- Appraisal and promotion
- Terms and Conditions of Employment
- Discipline
- Grievance
- Dismissal, Redundancy or Grading
- Providing references
- Retirement

Cultural & Religious events

Whippersnappers will be closed on the following cultural/religious holiday dates:

Christmas Day/25th December

Boxing Day/26th December

You will not be required to work on these days, and they must be taken as part of your holiday entitlement.

We recognise that you may also wish to take holiday to enable your participation in other religious or cultural events. In these circumstances we will endeavour to approve holiday where possible, but ask that holiday is submitted as far in advance as possible.

Should you require support at work to enable participation in religious or cultural events (i.e., fasting, private prayer, meditation, etc.) please speak to your line manager.

Transgender Employees/Gender Reassignment

If you inform us of any changes in your personal circumstances and/or intention to transition, we will discuss any support that may be required and adjustments that we could make to ensure that you are supported.

Your employee records will be updated upon request from yourself though we may need a legal name change for certain records (payroll, pension, etc.).

Names/Pronouns

Employees will be addressed by the name and pronoun that they choose.

Complaints

If you feel that you have been subjected to any form of harassment or discrimination, please raise this with the Director immediately. Should you require it, our formal grievance procedures

ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of employee concerns or dissatisfaction.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Resolving Problems

Disciplinary and Grievance Policy

We expect our employees to meet high standards of conduct. Minor departures from our standards may be dealt with informally to avoid the need to engage this procedure. Nevertheless, we recognise that there will be occasions when informal action is not appropriate, and in such cases this policy will be implemented. This policy will not usually be applied in the first two years of an employee's employment.

This policy does not form part of your contract of employment and may be altered or amended at the absolute discretion of Whippersnappers. We may start this procedure at any stage.

For disciplinary and grievance issues we may, at our absolute discretion, use an external third party to carry out any part or parts of this procedure.

Disciplinary Procedure

Investigation

- An investigation may be undertaken prior to any disciplinary action.
- You must fully co-operate with any investigation.
- If you are invited to an investigation meeting, there is no right to be accompanied.

Suspension

If appropriate, we may suspend you on contractual pay or amend your duties during an investigation process. If you are suspended, your contract of employment will remain in force, but you will not be entitled to access any of our premises except at our prior request, or with our prior consent, and subject to such conditions that we may impose.

Disciplinary hearing

If it is decided that there is a disciplinary case to answer, you will be informed of this and invited to attend a disciplinary hearing.

- You are entitled to be accompanied to a disciplinary hearing by a workplace colleague or a trade union representative.
- You will be given the opportunity to state your case before any decision is made.
- The chair of the hearing may decide the outcome at the hearing or adjourn the hearing to consider their findings.
- You will be informed of the decision. This will normally be in writing.

Stage one - Oral warning

If conduct or performance is unsatisfactory, the employee will be given a formal oral warning outlining the reason for the warning and what improvements is expected and by when. This will be recorded in writing and placed on the employee's file. It will be disregarded only after 6 months of satisfactory conduct or service.

Stage two - Written warning

If the offence is serious or there is no improvement in standards, or if a further offence occurs, a **WRITTEN WARNING** will be given which will include the reason for the warning and a note of what improvement is required and by when. A copy of this will be kept for disciplinary purposes for six months then discarded if conduct is satisfactory

Stage three - Final Written warning

If conduct or performance remain unsatisfactory or the offence warrants only one written warning, a **FINAL WRITTEN WARNING** will be given making it clear that any recurrence of the offence or other serious misconduct or failure to improve performance within six months will result in dismissal. In exceptional cases the period maybe longer. After this period, the warning will be disregarded.

Stage four - Dismissal

If conduct or performance is still unsatisfactory and / or the employee fails to reach agreed standards **Dismissal** will normally result. The decision to dismiss can only be made by the Directors of Whippersnappers. The employee will be given written notice of dismissal with the reasons outlined and will be notified of their right to appeal.

Appeals

- If you are dissatisfied with the outcome of the disciplinary hearing, you may appeal. If you wish to appeal you must do so within five days of the date of the outcome letter (or where no letter is issued, the date you are informed of the decision).
- An appeal should be in writing and must set out the grounds for your appeal along with any accompanying documentation.
- At an appeal hearing, you are entitled to be accompanied by either a workplace colleague or a trade union representative.
- The outcome of the appeal will be conveyed to you, normally in writing. The appeal decision will be final.

Misconduct

Examples of misconduct are:

- Occasional and minor poor timekeeping.
- Minor breaches of our rules.
- Minor failure to observe our procedures.

These examples are not exhaustive or exclusive. Offences of a similar nature will also be dealt with under this procedure.

Misconduct, short of gross misconduct, will, depending on severity, normally result in a written warning. This would normally last for six months. If it is a final written warning, this would normally last for 12 months.

Gross misconduct

Examples of gross misconduct are:

- Unauthorised absence.
- Theft, fraud and bribery (giving and receiving).
- Falsification of records.
- Breaches of confidentiality or trust.
- Fighting or assault.
- Insubordination.
- Failure to obey a reasonable management order.
- Deliberate or reckless acts of damaging Company property or property of another person.
- Serious breaches of Company policies or procedures including health and safety regulations.
- Bringing yourself or Whippersnappers into disrepute including creating, transmitting or otherwise publishing any false and defamatory statement about any person or organisation.

- Acting in a manner which undermines the trust and confidence in the employment relationship.
- Bullying, victimisation and/or harassment towards an employee, or external representative of another organisation, including but not limited to directly in person, social media, email or any other communication network.
- Being under the influence of alcohol (including below the drink drive limit) or drugs, and/or consuming alcohol or drugs during working hours.
- Acts of verbal abuse and/or acts of violence or threats of violence towards either an employee, customer/client or representative of another organisation.
- Possession and/or use of or being under the influence of illegal drugs or legal highs.
- Negligence or incompetence that causes loss, damage or injury, or a serious risk of injury.
- Covert or unauthorised recording of meetings.
- Unauthorised use of the internet including:
 - creating, viewing, accessing, transmitting or downloading any material which is discriminatory or may cause embarrassment to other individuals, including material which breaches equal opportunities legislation;
 - accessing, transmitting or downloading unauthorised software.
- Breach of our obligations in respect of data legislation including:
 - accessing, transmitting or downloading any confidential information about us and/or any of our staff and/or clients or customers, except where authorised in the proper performance of your duties;
 - viewing, accessing, transmitting or downloading any material in breach of copyright.

These examples are not exhaustive or exclusive and offences of a similar nature may be dealt with as gross misconduct. Gross misconduct will normally result in dismissal without notice or payment in lieu of notice.

Grievance Procedure

Where you have a grievance relating to any aspect of your employment, you should have no hesitation in raising the matter informally with your line manager.

- If the grievance cannot be resolved informally and you wish to make a formal grievance, this must be set out in writing to your line manager.
- Where it is not possible to raise the matter with your line manager, for example, if they are absent for a significant period of time, or if the grievance relates to them, you should raise your concerns with a more senior manager.
- You will usually be invited to attend a meeting to discuss your grievance. You are entitled to be accompanied by a workplace colleague or trade union representative at the grievance meeting.
- After the meeting the meeting Chair will inform you of their decision in writing. You have the right to appeal against the decision.
- If you wish to appeal, you must do so in writing within five days of the date of the outcome letter. You will then be invited to attend another meeting, after which you will be informed of the final decision in writing.

Colleagues

We are pleased for work colleagues to support each other through these proceedings, but you are not obliged to do so. Having a colleague present helps to ensure that matters are dealt with fairly and we appreciate your assistance. You are asked to respect the confidentiality of these

proceedings and sometimes, where there is sensitive information about individuals or Whippersnappers, we may ask you to sign confirming this.

Bullying and Harassment

Whippersnappers actively encourages an environment in which everyone is entitled to work without harassment, victimisation and bullying.

Harassment may be described broadly as ‘unwanted conduct affecting the dignity of people’. Where a particular form of conduct has the effect of making a person feel humiliated, threatened or that their privacy is being invaded, that conduct will constitute harassment and should cease immediately.

We will not condone harassment and the procedure for dealing with complaints is set out below.

The policy applies to employees’ conduct in or out of office hours, when entertaining clients or at work events.

All employees have a responsibility to comply with this policy and treat all colleagues with dignity and respect. If you believe that you have been subject to, or have witnessed harassment, victimisation or bullying, you must inform your line manager or Caroline Burghard so that we can keep our workplace free from unacceptable behaviour.

Procedure for dealing with cases of harassment

If you believe you are being subjected to any form of harassment, in the first instance you should ask the offender to stop, or make it clear that such attention is unwelcome. If necessary, ask a friend or colleague to help you do this.

Such an informal approach may be all that is needed, but you should make a note of the details and keep them.

If your request is ignored and the harassment continues, or you feel unable to make the informal approach, please contact your line manager or **Caroline Burghard** immediately. Details will be taken and should be confirmed in writing by the victim. This constitutes a formal complaint.

Either a manager nominated by the manager who took the complaint, or an independent consultant, will investigate the complaint. Allegations will be dealt with seriously and confidentially and there will be no victimisation of any employee making, or being involved in, a complaint.

Where appropriate, any employee directly involved may be suspended on contractual pay pending investigation.

If the harassment has taken place, the accused will be dealt with in accordance with the disciplinary procedure.

It is hoped that the implementation of this policy will ensure that all our employees work in an atmosphere of mutual trust, dignity and respect.

Confidential reporting systems for children and young people

We are aware that many children and young people worry about telling an adult about bullying as they fear that the issue will get worse. They can report bullying to us confidentially,

however, if we feel that the student is at risk then we cannot keep the information confidential.

Our aim is to ensure that children and young people have confidence that their concerns will be treated promptly and seriously, and that action will be taken which will not make their situation worse.

Parents/Carers wishing to report bullying

Parent/Carers are encouraged to talk to any member of staff if they have concerns regarding their child. Parents can also ask for a meeting in with the Manager

All reported incidents will be fully investigated within a reasonable period of time. It is important to understand that good practice in investigating incidents recognises that time needs to be set aside to ensure that students involved do not have time to collaborate their stories. Any investigation needs to be done in a manner which ensures the target of the bullying feels safe about the process and the outcomes which may result from it.

Ultimately we wish to ensure that parents/carers have confidence that staff will act promptly, take the concern seriously and not take action which makes the situation worse.

Incidents will be recorded on a bullying log which details the types of bullying, the length of time it has been happening, the sanctions applied for the behaviour, the agreed way of monitoring the outcomes and the involvement and notice to the bullying children and young people's parents/carers.

Dealing with Poor Performance (Capability)

The success of Whippersnappers depends on all employees working together to achieve the best possible standards of performance. We aim to provide support and training to enable all employees to fulfil their potential and deal with any changes that Whippersnappers may require.

However, sometimes people perform below the standard that the job requires, although they are not doing anything deliberately wrong.

In these cases, we believe that it is best to deal with these problems openly and fairly and to provide clarity and practical support to improve performance.

Monitoring performance

We monitor performance formally and informally through regular discussions that your manager will have with you about your job, at the end of projects and through the appraisal process.

Dealing with poor performance

Informal meetings / investigation

- Initially, your manager will discuss any concerns about your performance informally with you. Often raising issues promptly helps to solve them by identifying acceptable standards and any support that may be needed.
- If your performance continues to fall short of that required, your manager will arrange a formal meeting to discuss this with you. You will have the right to be accompanied by a work colleague or a trade union representative. The letter inviting you to this meeting will outline what the potential sanction of the meeting may be.

Formal meetings

- At this meeting your manager will explain specific areas of your performance that aren't acceptable, and you will have the chance to give reasons for this. You and your manager will agree a plan (covering ways in which you can be supported to achieve acceptable standards), a date for review and a clear indication of what will happen if there is no improvement, e.g., transfers, dismissal.
- A formal performance plan may also be implemented. This will outline specific expectations, targets and timescales to achieve these by.

Disciplinary sanctions

- At each stage of the performance management process, a disciplinary sanction may also be issued as an outcome of any formal capability meeting. In line with the disciplinary process, formal sanctions will, depending on severity, normally begin with a written warning being issued. This would normally last for six months. If it is a final written warning, this would normally last for 12 months.

Timescales/Termination of employment

- The timescale for improvement, with formal reviews, will vary depending on the nature of the problem and the role that the employee has within Whippersnappers. However, there will be a minimum of two formal capability meetings prior to any dismissal meetings.
- At the final review, overall performance will be assessed and, in most cases, this will be the end of the matter, as performance will have improved as agreed.
- If sufficient improvements have not been made, consideration should be given to whether you should be transferred to another role better suited to your skills set or, as a last resort, dismissed.

Appeals

- If you are issued with a formal sanction or dismissed because you are not capable of performing your job to an acceptable standard, you have the right of appeal against this decision. Your appeal should be sent in writing to the nominated individual within five working days of the decision and state the reasons for your appeal. The decision from the appeal hearing will be final.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Public Interest Disclosure Policy (Whistle Blowing Policy)

We encourage an open culture in all our dealings. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all our employees, casual/temporary agency staff, freelancers, trainees, home workers and contractors who feel they need to raise certain issues in confidence.

Should you wish to raise legitimate concerns about specified matters, you are protected as an employee from being dismissed by us or being subjected to detrimental treatment or being victimised, provided certain criteria are met. Certain kinds of disclosures qualify for protection, and these are set out below. These are disclosures of information which you reasonably believe are made in the public interest. They tend to show one or more of the following relevant failures is either happening now, took place in the past, or is likely to happen in the future:

- A criminal offence has been committed including offences such as theft, fraud or acts of bribery.
- A person has failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to.
- A miscarriage of justice.
- A danger to health and safety of any individual.
- Damage to the environment.
- Deliberate covering up of information tending to show any of the above five matters.

The procedure is not a substitute for the Disciplinary and Grievance policy and is not a channel for you to raise matters in relation to your terms and conditions of employment. The procedure allows you to have your concerns treated in confidence.

Your protection

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in the public interest it does not matter whether or not your concern proves to be well founded. You must however make your complaint to the right person and in the right way as detailed in this Policy. We do not extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

Your confidence

We will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your agreement. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance, because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to whether and how we can proceed. This policy does not cover the situation where information about malpractice is received anonymously. However, discretion will be used in the investigation of such information.

How to raise your concern

Stage 1: Internal line management

If you have a concern about malpractice, we hope you will feel able to raise it first with your line manager or a more senior manager. This should be done in writing. It will help if you state the facts of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, you should also tell us at this stage.

Stage 2: Alternative contacts

If you feel unable to raise the matter with someone in your line management, for whatever reason, please speak to Caroline Burghard.

If you want to raise the matter in confidence, we will ensure that practical measures are put in place to protect your identity. We will contact you by the most secure means. We will not disclose your identity without your agreement, unless we are required to do so by law.

Once you have reported your concern, we will look into it to assess what action should be taken initially. If your concern falls more appropriately within other policies, we will tell you. A manager will be asked to carry out the investigation.

The disclosure will be treated seriously and promptly investigated. As part of the process the worker will be interviewed and asked to provide a written statement.

Once we have finalised the investigation, any necessary action will be taken.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidentiality owed by us to someone else.

If you are dissatisfied

If you are unhappy with our response, you may then go to the proper authority. However, we do ask that matters are reported to us in the first instance. While we cannot guarantee that we will respond to all matters in the way that you might wish, the matter will be handled fairly and properly. By using this policy, you will help us to achieve this.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Data Protection Policy

Policy

The security and privacy of your data is taken seriously by Whippersnappers, but we need to gather and use information, or 'data', about you as part of our business and to manage our relationship with you. Whippersnappers is a 'data controller' for the purposes of your personal data. We are committed to complying with all our data protection legal obligations regarding how we obtain, handle, process or store personal data.

Our Data Protection policy applies to current and former employees, workers, volunteers, interns, apprentices and consultants. If you fall into one of these categories, you are a 'data subject' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services), our Privacy Notice, IT policy and any other notice we issue to you from time to time in relation to your data. Any breach of this policy may result in disciplinary action being taken up to and including dismissal.

We have separate policies and Privacy Notices issued in respect of customers, suppliers and other categories of data subject. A copy of these can be obtained from the person responsible for data in Whippersnappers.

We have taken steps to protect the security of your data in accordance with our Data Protection policy. We train staff about their data protection responsibilities as part of the induction process. We will only hold data for as long as necessary for the purposes for which we collected it.

This policy does not form part of your contract of employment (or contract for services, if relevant) and can be amended by Whippersnappers at any time.

Data Protection Principles

Personal data must be processed in accordance with six 'Data Protection principles'. It must be:

- Processed fairly, lawfully and transparently.
- Collected and processed only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary for the purposes for which it is processed.
- Accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay.
- Not kept for longer than is necessary for the purposes for which it is processed.
- Processed securely.

How we define personal data

'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. Personal data includes any expression of opinion about the person and an indication of the intentions of us or others in respect of that person. It applies to data stored electronically, on paper or other materials, but does not include anonymised data.

The types of personal data we collect and use about you is included in the Privacy Notice that is issued with your contract of employment.

Special categories of personal data

These may be processed for monitoring equal opportunities, managing your absence or complying with deductions from payroll, DBS checks among other reasons. These categories are defined below and are detailed in your Privacy Notice:

- Your racial or ethnic origin.
- Your political opinions.
- Your religious or philosophical beliefs.
- Your trade union membership.
- Your genetic or biometric data.
- Your health.
- Your sex life and sexual orientation.
- Any criminal convictions and offences.

How and Why We Process Your Data

‘Processing’ the data that we hold includes collection, recording, organisation, structuring or storage, adapting, retrieving, disseminating, aligning and also removing or erasing it.

Whippersnappers will process your personal data if it is needed to perform the contract of employment (or services) between us or to comply with any legal obligation, or if it is necessary for our legitimate interests (or for the legitimate interests of someone else). The Privacy Notice covers the reasons for collecting and processing your data, and when and who we share it with. We can process your personal data for these purposes without your knowledge or consent. However, we will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. We will only process special categories of your personal data in certain situations in accordance with the law.

We do not take automated decisions about you using your personal data or use profiling in relation to you.

Sharing Your Personal Data

Sometimes we might share your personal data with group companies or our business partners, contractors and agents in order to carry out our obligations under our contract with you or for our legitimate interests; these parties are required to hold data legally and confidentially. These parties are detailed in your Privacy Notice.

We do not send your personal data outside the European Economic Area. If this changes, you will be notified of this and the protections which are in place to protect the security of your data will be explained.

How You Should Process Personal Data for Whippersnappers

Everyone who works for, or on behalf of, Whippersnappers has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and Whippersnappers IT policy.

You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of, Whippersnappers and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained and follow the following principles:

- Do not share personal data informally; keep it secure and don't share it with unauthorised people.

- Regularly review and update personal data which you have to deal with. Update us if your own contact details change.
- Do not make unnecessary copies or keep personal data. Dispose of any copies securely.
- Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
- Do not transfer personal data out of the European Economic Area except in compliance with the law and with authorisation of the person responsible for data in Whippersnappers.
- Lock drawers and filing cabinets. Do not leave papers with personal data lying about.
- Do not take personal data away from Company premises without authorisation.
- Ask for help from the person responsible for data in Whippersnappers if you are unsure about data protection or the IT Policy, or if you notice any areas we can improve upon.

How to Deal with Data Breaches

We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur, please inform Caroline Burghard immediately and keep any evidence you have in relation to the breach. We will take the appropriate action.

Subject Access Request (SAR)

Data subjects can make a ‘Subject Access Request’ (‘SAR’) to find out the information we hold about them. If you would like to make a SAR in relation to your own personal data, you should make this in writing to the person responsible for data in Whippersnappers. We will comply with all legal requirements. If you receive a SAR, please pass it on to the person responsible for data and ensure that you keep any information regarding it.

Your Data Subject Rights

The law provides clear rights with regard to your data protection; a full list can be found on the Information Commissioner’s Office website (www.ico.org.uk). This website has further information on your rights and our obligations, and also on the route for you to make a complaint. The following are the key, but not exhaustive, list of rights:

- The right to information about what personal data we process: how and on what basis.
- The right to access your own personal data via a SAR.
- The right to correct any inaccuracies in your personal data, by contacting the person responsible for data in Whippersnappers.
- The right to request that we erase your personal data where we were not entitled under the law to process it - or where it is no longer necessary to process it for the purpose it was collected - and have access temporarily restricted. To do this, you should contact the person responsible for data in Whippersnappers.
- The right to object to data processing where we are relying on a ‘legitimate interest’ to do so, and you think that your rights and interests outweigh our own and you wish us to stop; or for use in direct marketing.
- The right to receive a copy of your personal data and to transfer your personal data to another data controller.
- The right to be notified of a data security breach concerning your personal data.
- The right not to give your consent for processing of personal data, or to withdraw this later by contacting the person responsible for data in Whippersnappers.

Review

Caroline Burghard is responsible for reviewing this policy. You should direct any questions in relation to this policy or data protection to this person and address any written requests to them.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Complaints and Quality Management Procedure

Parent / Carer Complaints Procedure

- **Stage 1** - Initial contact verbally with the manager or request a complaints form from reception or via email.
- **Stage 2** - Whippersnappers will aim to reply to complaints via phone call or email within 48 hours. If the issue is unresolved; the complainant should contact Whippersnappers director Caroline Burghard verbally or in writing cburghard@whippersnappers.org
- **Stage 3** - If the complaint is unable to be resolved via phone or email, the manager will arrange a formal meeting

COMPLAINTS WILL BE DEALT WITH WITHIN 28 DAYS

Should a service user wish to make a complaint please use the complaints form Whippersnappers staff should avoid entering into discussion with the service user unless they are a senior member of staff Simply offer the service user the form and, once filled in take the form to Reception put in an envelope addressed to the line manager or Caroline Burghard or leave a message that a complaint form has been filled in.

Child's complaints forms are available should a child wish to make a complaint or has a grievance with a another child or staff member.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Quality Management Policies and Procedures

- All newly recruited staff are given a handbook containing all our policies and procedures and have to sign a form to show that they have read and understood all the policies.
- All newly recruited staff attend an induction training which includes child protection and safeguarding information.
- All staff and volunteers are given a DBS check and two references taken before they start working with us.
- All new projects are delivered by trained staff and with full risk assessments.
- All projects are regularly evaluated by children, young people as well as parents/carers to ensure that we develop projects in line with the service users needs.
- Staff and volunteers attend supervision to review work , targets met and areas of development needed. Full time staff also attend an annual appraisal
- We are committed to developing professional collaborations with local organisations, councils and attending regular meetings that are relevant and important in terms of networking opportunities.
- All our activities are planned, managed and run according to our service users needs.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

Modern slavery statement

Organisation

This statement applies to Whippersnappers CIC (referred to in this statement as ‘the Organisation’). The information included in the statement refers to the financial year **2022**.

Organisational structure

Whippersnappers operates in two locations in the UK;

- Whippersnappers, Brockwell Lido, Dulwich Rd, SE24 0PA
- Whippersnappers, Old College Gate, College Rd, Dulwich Park, SE21 7BQ

The organisation is controlled by three Company Directors, Caroline Burghard, Ruby Warner and Sarayu Shah.

Whippersnappers began by providing Baby and Toddler music classes for the under-fives and in 1997 created their own style of music called “Pickny Beat”. Over the years they have diversified and now provide music, sports, theatre and art activities to children and adults of all ages, needs and backgrounds.

Whippersnappers are a vibrant, culturally diverse company with over 30 staff working closely as a cohesive team.

Customers can book one off events or regular activities for their child. Whippersnappers are an inclusive organisation and aim to provide activities that meet the needs of all service users.

The labour hired to the Organisation is largely done so in the United Kingdom in line with our recruitment policy.

Whippersnappers operations are entirely based in the United Kingdom, namely at the two addresses stated above.

Definitions

The Organisation considers that modern slavery encompasses:

- human trafficking
- forced work, through mental or physical threat
- being owned or controlled by an employer through mental or physical abuse or the threat of abuse
- being dehumanised, treated as a commodity or being bought or sold as property
- being physically constrained or to have restriction placed on freedom of movement.

Commitment

The Organisation acknowledges its responsibilities in relation to tackling modern slavery and commits to complying with the provisions in the Modern Slavery Act 2015. The Organisation understands that this requires an ongoing review of both its internal practices in relation to its labour force and, additionally, its supply chains.

The Organisation does not enter into business with any other organisation, in the United Kingdom or abroad, which knowingly supports or is found to involve itself in slavery, servitude and forced or compulsory labour.

No labour provided to the Organisation in the pursuance of the provision of its own services is obtained by means of slavery or human trafficking. The Organisation strictly adheres to the minimum standards required in relation to its responsibilities under relevant employment legislation in the United Kingdom.

Supply chains

In order to fulfil its activities, the main supply chains of the Organisation include those related to Childcare services as well as art and theatrical prop suppliers.

Potential exposure

We buy a wide range of goods and services. These include supplies, furniture and stationery, electronics (computers, audio visual equipment, phones etc.), food and catering supplies, travel services, books and printing, musical instruments and theatre props.

We will act ethically and with integrity in all our relationships, and use all reasonable endeavours to take action within our direct operations and our wider sphere of influence to ensure slavery and human trafficking are not taking place.

Policy history:

Reviewed: Sept 2022

Next review: Sept 2023

WHIPPERSNAPPERS COMPLAINTS FORM

Date:

Name:

Tel:

Email:

Please write about your complaint:

Please hand your complaints form into the reception (You may request a sealed envelope) or return it to us by post to:

Whippersnappers, Brockwell Lido, Dulwich Rd, London, SE24OPA or email cburghard@whippersnappers.org

We aim to get back to you within 48 hours.

Signed:

WHIPPERSNAPPERS

Brockwell Lido

Dulwich Road

London SE24 OPA

0207 738 6633

Child/ Young Person Complaint Form

Date:	Child / YP full name
Full Address/s including post code Activity child / YP attending	

What happened?

What made me feel sad?

What would make me happy?

For official use only

Child's name:

Registered details:

Date:

Dealt by: